



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Extraordinary Parish Council meeting held on Thursday the 29<sup>th</sup> of August 2019 at 7.45pm in **St John's Community Hall**

**Present Were:** Cllr Terry Oliver (Chair)

Cllr Viv Edwards  
Cllr Roy Neilson  
Cllr Ian Blunnie

Cllr Christine Knight  
Cllr Jeanne Coker  
Cllr David Trangmar

**Clerk:** Jo Ball

**Members of the Public:** Three

**Press:** None

### **212/19 PUBLIC SPEAKING**

No items raised.

### **213/19 APOLOGIES AND REASON FOR ABSENCE**

Apologies and reasons for absence were received from Cllr Clark, Cllr McGowan, Cllr Hayles and Cllr Millbank.

Councillors **NOTED** and **APPROVED** the absences.

### **214/19 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

None given.

### **215/19 VILLAGE CENTRE RESPONSES TO TENDER**

The Clerk updated on the responses received to the tender process and highlighted the report that was sent to all Councillors on the 14<sup>th</sup> of May giving a

summary of all four bids received. The Clerk confirmed that the process was in accordance with Financial Regulations.

The Clerk highlighted the report produced by Richard Atkinson, appointed architect for the project, on the 20<sup>th</sup> of August, giving a timeline of work carried out to date. The chairman asked if any of the councillors has questions on the report, no questions were raised.

Members **NOTED** the reports had been received.

Cllr Oliver confirmed that the queries he raised had all been addressed, the Clerk confirmed that the full company name for Uprise is Uprise Construction Ltd.

The option for a performance bond at a cost of approximately £68k was raised and it was **AGREED** not to pursue this.

It was highlighted that the lowest value for the contract, with the valued engineering carried out is £677,499.17.

It was highlighted that the contingency fund, at £15k, is low and this could present a risk.

## **216/19 UPDATE ON FINANCE**

The Clerk updated on the current finance position for the project. There is £640,768.50 remaining from the s106 and PWLB funds for the main building contract.

In addition the Village Centre trustees and Social Club have committed to the project £42,000 which means the total sum currently available for the project is £682,768.50. It was raised that the Village Centre Social Club would like the extension for the toilets to be included in the contract, and this is a requirement for the £42k contribution. The extension for the toilets is a cost of £8,068. The email from the trustees received [dated?] on the 26<sup>th</sup> of August was acknowledged, and thanks were expressed for their contribution.

This information was **NOTED** by members.

The Clerk confirmed it is a JCT fixed price contract.

It was **AGREED** that any contingency required over the £15k allocated to the scheme would be considered by full council and may be sought from funds available to the council.

## **217/19 APPOINT CONTRACTOR**

The Clerk highlighted the recommendation from the architect (Richard Atkinson), the Village Centre Working Party and the Village Centre Trustees to appoint Uprise Construction Ltd.

It was **AGREED** unanimously to appoint Uprise Construction Ltd Company No 10054446 for a contact value of £685,567.17.

## **218/19 GOVERNANCE**

It was **AGREED** for the Clerk to take the project lead role for the parish council for day to day management of the contract.

It was **AGREED** for the Clerk to get agreement for variances up to £1,000 from Cllr David Trangmar, chairman of finance and establishment, other variances up to £15k to go to the finance and establishment committee for approval.

It was **NOTED** that the Village Centre Working Party remains and can meet as needed.

It was raised that Uprise Construction Ltd can start works within 2 – 3 weeks of being appointed. The Village Centre trustees confirmed that are ready for works to start at that time.

It was **AGREED** that the contract will be circulated to all councillors and the chairman of VC trustees prior to signing.

It was **AGREED** that the JCT building contract will be signed by the Chairman, Vice Chairman and Chairman of Finance and Establishment on behalf of the council.

## **220/19 DATE OF NEXT MEETING**

2<sup>nd</sup> of September 2019 – Parish Council Meeting

The meeting ended at 21:05