

Minutes of the Meeting of the Dersingham Centre Committee held on Tuesday 5 July 2017 at Parish Office, Post Office Road at 6.00pm.

Committee Present: Cllr C Davey, Cllr S Payne, Cllr B Hopkins, Cllr D Wright & Mr Judd

In attendance: Sarah Bristow (Parish Clerk), Steve Sharp & Sarah Barker-Willis

184 Apologies for absence

It was resolved to accept apologies from Cllr C Hipkin & Mr T Wheeler.

185 Declarations of interest

No declarations received.

186 T & CPA Diversion

Cllr Payne explained that because of the building work the Council needed to divert the frequently path that currently runs at the front of the building to along the hedge of the bowling green. Cllr Payne explained that a temporary diversion cost £1050.00. **It was resolved for the Clerk to Pay Andrew Carrier of Frazer Dawbarns £1050.00 so that he could apply to NCC for the diversion.**

187 To Approve Appointment of Atelier Associates.

Cllr Payne asked Mr Sharp to inform the Committee what work he still needed to undertake: Mr Sharp explained the following:

Items to be completed prior to construction:

- 1: To revise technical drawings incorporating changes to reduce cost, to incorporate engineer's revisions and revise drainage scheme.
- 2: To select and specify internal finishes.
- 3: To produce detailed kitchen layout to enable accurate costing.
- 4: To issue revised drawing pack for costing purposes and construction.
- 5: Further liaison and meetings with QS and Main contractor prior to signing of contract.
- 6: Revisions to planning drawings and liaison with HE.
- 7: To produce documentation to enable discharge of pre-commencement planning conditions.

Items to be completed after construction has started:

- 8: Site meetings with QS and Main Contractor 4hrs per month or as required.
- 9: To produce documentation to enable discharge of pre-occupation planning conditions.
- 10: Liaison with CDM contractor.

A fee of 2.5% of contract value plus VAT would be charged which is based on our hourly rate of £75 and they would only ever charge for hours worked.

Mr Sharp explained that it does not include other professional fees, which may be required such as CDM, QS and Structural Engineer.

There was a discussion regarding the design of the roofing and keeping the beams to give character.

It was resolved for Atelier Associates to be employed to carry out this work.

188 Correspondence

None received.

189 Items for the next agenda.

Usual Agenda with Tender Valuation Report

190. Date, time and place of next meeting

Tuesday 25 July 2017 at 7:00pm at Parish Office,

With no further business, the meeting closed at 6.30pm.