

**Minutes of the Meeting of the Dersingham Centre Committee held on Tuesday
3 July 2018 at Parish Council Office at 7.00pm.**

Committee Present: Cllr S Payne, Cllr C Davey, Cllr B Judd & Mr T Wheeler.

In attendance: Sarah Bristow (Parish Clerk), & Cllr C Shepherd

362 Apologies for absence

It was resolved to accept apologies from Cllr C Hipkin, Cllr Hopkins, Cllr Wright, Mr Steve Sharp & Mrs Barker-Willis. David Collingham also gave his apologies but not on the Committee.

363 Declarations of interest

No declarations received.

364 Minutes of meeting held on 5 June 2018.

It was resolved for the minutes to be signed by the Chair as a true record.

365 Matters Arising

All items on the agenda.

366 Update from Dersingham Centre Association

Mr Wheeler advised that £191.00 had been raised at the Coffee Morning, £166.00 at the Fun Day and Cllr Payne has raised £11.00 selling the remainder of the Dog Treats. The Group have started up a Marketing Team and getting a prospectus produced. It has been agreed to hold an open week w/c 20 October, which is half term. The week will finish with a Ceilidh.

Mr Wheeler said that the group are currently undertaking re-quotes for Crockery, Chairs, Tables etc. Cllr Payne is still waiting for some replies from grants she has applied for.

Cllr Davey asked if the group would accept loans to obtain the equipment if there is a shortfall. Cllr Payne advised that they could not guarantee they could pay the money back or any interest. Mr Wheeler advised that he did not think they could as a charity. The group can take gifts and donations. Mr Wheeler asked that something be put in writing within the lease regarding payment of water, electricity and telephones regarding the Parish Office. Cllr Judd advised that a separate meter was not put in as the Council requested. Cllr Davey advised that a separate meter for the electricity on either side would be needed. Telephones will be separate services. The Clerk advised that she needed to contact British Telephone to undertake the survey they said needed to be achieved sometime in July.

367 Main Car Park

Cllr Davey advised that there would be no gravel provided by Browne's within the contract. They would make the area level and block pavers for the disabled bays.

Concrete around the bin area and the ramps going into the building. Cllr Judd advised that no bollards are included but needs to be taken into account to allow for them to be put in within the concrete, also bike racks were part of the planning permission and not included. **After discussion it was resolved to buy some concrete/wooden planters instead of bollards, get a simple bike rack and get a few tonne of gravel and spread it over the area ourselves with wheelbarrows and racks etc the planters to planted with scrubs and bulbs for the spring.**

368 Overflow Car Park Cllr Davey advised that they met with Mr Parsons and Mr Stanton regarding the overflow car park. They agreed for the soil/rubble that was dumped to be sieved and only the soil to remain. When completed Mr Parsons and Mr Stanton will inspect. Sandringham has agreed to put in a hedge at the bottom of the dyke to the gate at the front of the new hall. There was discussion regarding the noticeboard used for films etc and the need to allow access, so ask for the hedge to curve off at this point. The new plan has been sent to the Borough Council and to Historic England. Mr Parsons in a recent letter to Cllr Payne has asked for the new drainage plan etc to be sent to him. Cllr Judd agreed to get the plan copied and mark the hedge on the plan in green and s a copy sent to Mr Parson.

360 T & CPA Diversion

The Clerk also advised that she has not had time to undertake the form but would try and complete soon. **It was resolved for the Clerk to Complete the S247 Application Form a.s.a.p.**

361 Funding/Budget

The Clerk handed round a budget sheet. Cllr Davey asked if the invoice had been received as he had received interim Cert no 9 about two weeks ago and would expect the invoice to have arrived by now. Cllr Payne advised that she was checking daily and nothing received to date.

Cllr Payne asked if anything had been achieved regarding selling the over stock of the roof tiles. Cllr Davey agreed to undertake as soon as possible. He felt there was around 1500 tiles surplus to requirements.

Mr Wheeler asked what the outcome was with the discussion with the Designer regarding the buy a brick. Cllr Davey said that the area in question will be 600cm x 1200cm when complete. **It was resolved for Cllr Davey to write to all sponsors and explain the size of the tiles etc.** Mr Wheeler asked if the restrictions have been removed eg in memory of someone etc. Cllr Davey said that the Designer was not happy regarding this wording.

Cllr Payne advised that the Wren and Green Points plaques needed to be put on the main board. Cllr Davey advised that they had been asked and he would chase.

362 Leases

It was resolved for this item to be placed on the main council agenda.

363 Construction Schedule/Opening Day.

Cllr Davey advised that the hall was back on schedule and the hall should be transferred over on the 17th September and open for business by the 1 October. Cllr Davey advised that the suspended ceilings were currently going in. Cllr Judd advised that the second fix of the electrics was currently being undertaken and they have had to change the cable for the screen from a three core to a four-core cable.

Cllr Davey asked if the contracts have been placed for the PV Cells and the Kitchen. The Clerk advised that she had placed the contract for the PV Cells but was unable to undertake anything on the kitchen as no quotes were in the Council's name but had requested and received this afternoon but they still required decisions regarding water heaters, ovens etc. Cllr Judd brought up the point about the automatic fire roller shutter for the kitchen and how it cannot be a stainless steel surface that it comes down on so that the seal is achieved. Cllr Payne suggested that a wooden worktop be achieved. Also splashbacks needed to be discussed. Cllr Judd said that no splashbacks were included with the urinals and the kitchenette. Cllr Judd advised that he had a donation of some tiles for the kitchenette so that was now covered. **It was resolved for Cllr Payne to answer the queries and get the proposal to the Clerk so she can obtain a figure and place the contract.** Cllr Judd said that this was getting too late in the day and should have been chased and sorted sooner.

364 Correspondence

None received.

365 Items for the next agenda.

Current Agenda minus item 5
Reserves sheet in with accounts.

366 Date, time and place of next meeting

The Group were not meant to meet until September Cllr Davey said that it was necessary to meet in August. The next meeting was set for the 7 August 2018 at 7:00pm at Parish Office.

With no further business, the meeting closed at 8.30pm.