

**Minutes of:
Woolwell Centre Working Group
Meeting on
Wednesday 20th March @ 19:40 Hours**

Present:

Councillors - Larry Taylor Chair (LT), Jackie Taylor (JT), Brian Hill (BH), Paul Blight (PB), Nicky Hopwood, Helen – Parish Clerk was in remote attendance (

Apologies: None

Original Agenda will be carried forward to the next meeting on 20th December 2023 via Teams.

The meeting was given up to the PWLB application process.

1. Centre Porch/Entrance

Commencement of Porch works in April – no fixed date at present.

2. Future extensive maintenance plan

Now that we have been successful with obtaining the PWLB loan we discussed a schedule of works.

Helen advised that any works over £25K should be advertised on the Government web site offering work for tender. Any company can bid/quote/tender (even local companies they just need to know where to apply/bid/quote).

It was agreed that we do the work in the following order:

- i. **PV** - Update quotes for PV – there were 2 options: 50/60kWh & 40kWh – obtain final specification – ask about financial benefits/export tariffs/metering options/fixing materials etc so we are aware of ‘total weight’
- ii. **Survey of Roof** – using specification details supplied by the two companies who have so far produced quotations for the work – to ensure that the roof can take the weight of the units.
- iii. **Roofing Works** – obtain updates for original quotes & supply to Helen – a schedule of works will need to be compiled and supplied advising what materials will be used for the PV’s
- iv. **Windows/Doors** – Again a specification is required – No of Windows, No of Doors – materials etc
- v. **Heating** – Following commencement of the above – the heating will be discussed, advertised for quotes/bids/tenders to commence works during August (during school holiday and subject to agreement from the Centre manager)

A discussion on whether it was a requirement to instruct a Project manager to arrange works and access. **BH** – offered his services for this task – he has the support of all members of the WCWG if required.

PB suggested that we instruct someone to draw up contracts for each area of works – to include: defects/liabilities/retentions/reach back etc. He suggested Neil Freeman currently employed by Expedite but going self-employed. Cost of basic contract - £100/each – his hourly rate approx. £150/hr. **HB** to approach Neil to ask if he would be interested in this work and to obtain approx. costings.

HB to add to PC agenda – requesting to agree that the works as above are added to the Government web site with immediate effect offering companies to tender/quote for work so that works can be diarised asap. Also to ask agreement of PC to instruct Neil Freeman to draw up contracts per project as mentioned above.

LT asked **HB** how loan monies are drawn down – **NH** advised that the PC submit each invoice, the PWLB settles the invoices and monies drawn down. We have 12 months to spend the monies. **HB** advised that there is a 2 week wait from application to payment. This is to be clarified by **HB** via a telephone call to the PWLB office.

3. Lease between SHDC & PC & between PC & Woolwell Centre Trust

i. Current Progress (PCC – SHDC – Solicitors)

The key stumbling block remains in relation to the ‘additional piece of land’ that has been asked to be included in the Lease (area where S106 canopy will be placed). Apparently, PCC has a ‘reach back’ from the original lease with SHDC & have legal right to dictate what the land can be used for – this matter is currently in the hands of a PCC Locum Solicitor – there may be increased costs involved to resolve the matter.

NH has discussed matter with SHDC – **NH** is in weekly communications regarding this issue however PCC are currently unable to provide a timely resolution. **NH** will continue to chase weekly.

A further issue which has been identified is that the WC is currently breaking the terms of the original lease by commercial activity which it does not have permission to undertake within context of the existing lease.

4. AOB

It was suggested that the PC write to the WC Trustees advising that the patio area and fencing has been erected on land belonging to SHDC with PCC having an interest as per the original lease agreement. It has only recently come to light that the Centre neither owns or sought permission to use this land.

Also to include in this letter to advise what the PC are going to do and what they are not going to do in relation to the PWLB work and a schedule of works which will require the cooperation of the Trust and the WC employees for access

Planning Permissions – it was also suggested that it should be the WC that apply for any necessary planning permissions required for the exterior works under the S106 monies eg: the canopy to be erected to the side of the property. They also should also formalise such request in writing to the PC as Landlords for permission to carry out any works including the erection of the canopy to the centre, (such approval not to be unreasonably withheld or delayed but sufficient to provide transparency and audit trail purposes).

The group thought it would be a good idea to invite the Woolwell Centre Trustees and the Centre Manager to one of the WCWG meetings at the Woolwell Centre (face to face) so we can discuss how the PWLB monies are to be spent, the objectives, proposal etc and what would be required of them to progress the works and ask them to comment.

BH updated on the **Boiler Issue** from the last meeting – Safety Notice sent to Centre by **Ideal Logic** (boiler manufacturer) then provided to **BH** by Centre Manager – *Group recommend to get the inspection carried out with immediate effect (this will be free of charge) – the issue has now been resolved.*

HB – advised that the extractor was now operational again.

Letter received from Length's Man – **NH** asked if **HB** if she had made contact with the other PC's about him and if they had provided any feedback as she had some work that she could have issued to him in the Parish. **HB** advised that she hadn't as yet done this but would make contact ASAP and feedback.

5. Future WCWG Meeting Dates

17 APR 2024 – (Teams)