

# Marden Parish Council

Community Facilities Working Group (CFWG) Meeting  
on Thursday 30 May 2019

## Notes of the Meeting

**Present:** David Bennett (Chairman and PC), Chris Wathen and Sandra Gladwyn (Parishioners), Jill Brooks (Marden Chapel), Robin Brook and Len Day (MVT), Jess and Dave Tidball (Marden Church), Paula Barrett (Pre-school), Steve Miles (MRGT) and Kate Ryan (PC).

**In attendance:** Alison Sutton, Parish Clerk.

1. **Apologies** – Dave Lloyd (Marden Church) and Angela Sasso (Parishioner).
2. **Open Forum** – Email from parishioner suggesting: going directly to a turnkey provider; terminating discussions with Architype; delegating a councillor to submit a requirement specification directly to turnkey providers. Noted that the PC is unable to directly approach any provider, whether a builder or turnkey, as this would be against public sector tender regulations; a tender will need to be written, which can only be done with much more detailed costings and plan.
3. **Update from meeting with Architype** – David and Alison went to Architype's office for a discussion with Paul Neep. He considers that a new build community centre of 262m<sup>2</sup> (2 community rooms that can be opened up to make one the size of the hall, kitchen, storage, toilets, lobby) can be provided for £400,000 total budget. Cost of RIBA stage 2 now £11,250 by using architect and quantity surveyor only. Would provide: developed concept design, more detailed costing, pre-application advice from Herefordshire, plans and image to support community consultation, stage 2 report to use in funding application.
4. **Update from meeting with HALC on process for loan application** – David, Robin and Alison attended HALC office for meeting. Noted: Public Works Loan (PWL) only made when land owned, planning permission approved, contractors agreed; must undertake further consultation before taking out loan; only one chance for PWL; must use formal competitive tendering process and cannot approach any supplier directly; PC can give grant to MVT to help with initial running costs of 2 venues until stable; MVT cannot give funds from possible clawback to PC – **Update: Robin spoken to Charity Commission, MVT could be wound up and absorbed by Community Interest Company (CIC), possibly could be absorbed by PC; if absorbed into CIC and clawback possible, further advice needed to find out if clawback could be used to increase size of new build.**
5. **Update on meeting with Funding Officer on process for grant application** – David and Alison met with Dave Tristram. Noted: as amount required for grants £60,000 small proportion of total, good chance of getting funding from lottery, other grant bodies and local donation; PC can apply for Awards For All grant of £10,000 to undertake consultation and business plan process, can include elements of Architype work of costings and drawing for consultation; potential revenue funding from lottery for CIC to run new build for first year, initial start-up costs and part-time staff post.
6. **Plan to prepare for applications** –
  - Community Consultation – agreed that need to do this, once data available
  - Requirements for consultation – data, plans etc. – agreed that need more detailed and firm costings and a 3D plan/image to show parishioners, needs to go to every household, does not need specific percentage return but evidence that gone to all households
  - Date and format – need consultation event for parishioners to get information and be able to ask questions
7. **Recommendations to parish council to take process forward** – agreed recommend that PC put in application to Awards For All as soon as possible; once known if awarded instruct Architype to do RIBA stage 2 and provide costings and plan; while that happening draft business plan for PWL and grant applications; while Architype working CFWG work up consultation event and questionnaire to go to PC for approval.
8. **Next meeting** – Wednesday 17 July at 19.30.

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