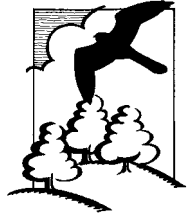


HAWKHURST PARISH COUNCIL

COMMUNITY HALL WORKING GROUP COMMITTEE MINUTES



Tuesday 9th July at the Parish Office, 19:45

Present: Mr P Whittle, (Chairman), MR Cory, Mr R Lusty, Mrs J Pyne, Mrs B Weeden, Mr Owen-Lloyd and Mrs. Escombe (Ex-officio)

1. **ADJOURNMENT FOR PUBLIC SPEAKING:** - None
2. **APOLOGIES FOR ABSENCE:** - Cllr Fitzpatrick due to illness
3. **DECLARATION OF INTERESTS:** *To receive notice of personal interests, whether of a prejudicial nature or otherwise, in respect of items on this agenda, in accordance with the Council's Code of Conduct.* - None
4. **APPROVAL OF MINUTES OF PREVIOUS MEETING:**
 - 4.1. Minutes from the meeting 3rd June 2019 – agreed unanimously. The Clerk noted that he will be attending a HCT 2018 meeting in due course as they are meeting this evening.

5. **MATTERS FOR FURTHER DISCUSSION:**

5.1 Update on site visit with Architects – the three architects all brought their expertise, experience and strengths, any of them would be excellent appointments. All felt that the brief was deliverable although the accommodation was ambitious. The clerk had responded to the few queries – all queries and answers to all three architects.

The selection weighting was discussed and agreed as follows

- 1) Fee = 45%
- 2) Track record = 25%
- 3) Working relationship – 30%

It was agreed that:

- the Clerk would send reminders to architects on Thursday 11th July 2019 if submissions had not yet been received. (we have already received one submission)
- The clerk would circulate all submissions received as soon as possible on the 15th July 2019
- That due to holidays the group would meet on Monday 22nd July 2019 to make a recommendation to Council for the 12th August 2019.

5.2 Update on Project Manager role – Cllr Whittle lead the group through the draft Project Manager scope – this was amended and has been circulated for one final check.

Due to holidays the clerk to liaise with Mr Owen Lloyd and send out draft project managers scope to potential project managers Friday 12th July 2019.

Clerk to arrange meetings with potential Project Managers and Cllr Cory.

The draft Project Managers scope to be signed off by Council 12th August 2019.

Group discussed PM fee structure, agreed would seek total cost but a fixed fee up to planning permission as this was a major step.

Agreed that the PM would report to the Clerk and onto the CHWG (board)

6. QUESTIONS AND COMMENTS FROM COUNCILLORS:

Cllr Lusty raised the point about promotion and communication with the public. All agreed a joint approach with the HCT 2108 trust was required. Cllr Escombe, Cllr Pyne and the Clerk to liaise with HCT 2018.

Clerk to submit pre-app planning meeting with TWBC, as there is a long lead in time.

7. **CONFIDENTIAL:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following items:*

8. CLOSURE:

9:45pm

Signed Chairman of the Committee.....

Date.....