

**Minutes of a Judson's Pavilion Committee meeting  
held on Friday 9<sup>th</sup> March 2018 at 9.15pm  
at the Windmill, Meopham Green**

**Committee Members:** Cllrs. M Bramer, Buchanan, Gofton, Hasler, Howard,  
Ogden (Chairman), Wade  
B Heming and K Walters (Meopham Colts)

**In attendance:** S Egglesden (Clerk)

**Item 1      Apologies for Absence**

**J21**      There were no apologies.

**Item 2      Declarations of Interest**

**J22**      There were no declarations of interest.

**Item 3      Approve the Minutes of the previous meeting (5/12/17)**

**J23**      The minutes of the meeting held on 5/12/17 were approved as a correct record on a proposal by Cllr Wade and seconded by Cllr M Bramer. All voted in favour.

**Item 4      Matters Arising**

**J24**      There were no matters arising.

**Item 5      Update**

**5.1 Meeting with Football Foundation and current position with the grant application**

**J25**      Cllr Ogden reported on the background work going on with the project since the last meeting. Following an invitation by the Football Foundation (FF), Cllrs Ogden, Buchanan, B Heming, K Walters and the Clerk had attended a meeting at the Kent FA on 7.3.18 which was very positive. The next grant submission date is 19 April 2018. Notes from the meeting would be circulated. The FF had suggested that the Colts do *not* contribute all their funds to the project and look to include around £30K instead so they have a contingency fund for when the building is up and running.

***Action: Clerk – Circulate FF meeting notes***

There are a number of issues that need addressing with the FF application:-

- Questions on the application form need looking at/more content to be added. B. Heming and the Clerk to review and request help from members if required
- Further letters of support need obtaining. Members agreed to obtain letters from the following groups
  - Meopham Players – Cllr Ogden
  - The Grand – Cllr Gofton
  - Kent FA courses – B Heming
  - Community Warden – Clerk
  - Walking Football – B Hemings to find out about this
  - Brownies – Cllr Gofton
  - Police/PSCO Surgery – Clerk
  - Community Mini bus – Cllr Ogden
  - Any parent and toddler groups – Cllr Howard
- VAT issue requires confirmation on the Colts donation to the project. Clerk has emailed HMRC following an article found in Clerks and Councils claiming that VAT would not be due on the Colts contribution. This was contrary to the information received from the internal auditor.
- Structural Engineering plans – revised plans required
- CDM / Health and Safety – to be referred to appointed Project Manager on requirements, then quotes to be obtained
- Building Regulations – one of the potential Project Managers had recommended using the service through Gravesham BC as this is cheaper than commercial contractors.

## **5.2 Meeting with mentor from Funding for All and current position with the grant applications to KCC and Sports England**

### **J26**

The Clerk reported on the meeting with Sophie Ward from Funding for All. KCC have confirmed to Sophie that they will issue a grant for £8K again and a completed application form is not required.

**Action:** Clerk to confirm with KCC in writing for the FF grant form

Potentially funding might be available from Sports England but as the FF confirmed that the previous application to SE confirmed this avenue had already been explored, it was agreed not to complete a further application unless it became necessary later.

## **5.3 Tender applications received in response to the advertisement**

### **J27**

The Clerk informed members that six tender documents had been received. These would be passed to the appointed Project Manager to review and check against the specification. Three were required for the FF application form. Members all agreed to go forward with a pitched roof design.

**Item 6**      **To consider and agree on action to take in respect of the current graffiti on the Judson's Pavilion Building**

**J28**            Members agreed not to address the graffiti due to the proposals for the building refurbishment for this year. It was agreed to communicate this to the parish through the website/social media.

***Action: Clerk***

**Item 7**      **To note the Judson's Pavilion Committee expenditure up to 06.03.18**

**J29**            This was noted.

**CLOSED SESSION**

**Pursuant to Section 1(2) of the Public Bodies Admission to Meetings Act 1960, that due to the confidential nature of the next items the public and press will be asked to leave the meeting**

**Item 8**      **To consider quotations for the appointment of a Project Manager for the Judson's Pavilion Project**

**J30**            The 3 quotations were reviewed and discussion followed.

Cllr Ogden declared an interest with one of the contractors but stated it was not a pecuniary interest.

K Waters proposed offering the role to R Ware of RWPPS Ltd, subject to him agreeing to a fixed sum of £6000 for the project and if this is not acceptable, to then offer the role to Logic PM. This was seconded by Cllr Buchanan. There were 6 votes in favour, 2 against and 1 abstention.

It was agreed that the Chairman, B Hemings and the Clerk would look at the provision of service wording to include in the contract.

***Action: Cllr Ogden, B Heming and Clerk***

The meeting closed at 10.30am

Signed.....Date.....