

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 20TH NOVEMBER 2018 AT NORTON PARISH HALL, LITTLEWORTH

There were no public question time discussions.

1. **Apologies for Absence:** M. Reeves. These apologies and the reason for them, were accepted and approved.

Attending: K. Fincher (Chairman), C. Dawson, D. Kelly, D. Lucas, M. Pollard, P. Richmond, H. Turvey, Mrs. J. Greenway (Clerk and Responsible Finance Officer).

2. **Declarations of Interest**

a) Reminder and requirements noted.

b) c) d) None

3. **2018/259 Purpose of Meeting**

- To receive an update on the Parish Hall car park resurfacing project and proposals following discussions/agreements at the 25 October Parish Council meeting.
- To consider quotes received for the car park resurfacing work and appointment of a contractor.

4. **2018/260 Norton Parish Hall Car Park Resurfacing**

a) **Update regarding overall situation**

- Various contractors have been invited to provide recommendations and quotes for the car park resurfacing work, with this process, and the site survey undertaken by Wychavon DC, resulting in refined specifications and a clearer indication of project costs (with quotes received below the Council's tender limit).
- The refined project specification has been published on the Contracts Finder website to invite quotes.
- An application for a non-material amendment to the planning approval for the car park resurfacing has been submitted to Wychavon Planning for approval.

b) **Overview of specification and funding available**

- The specification document (as circulated to all members) was discussed, with consideration given to: -
 - The depth of the Forest of Dean gravel following feedback from two contractors. Based on guidance from Wychavon and other building guidelines located, it was agreed to continue with the proposal for 2.5 times the gravel diameter i.e. 50mm gravel depth.
 - The nature of the fencing around the LPG tank. No specific fencing requirements have been identified and none have been highlighted by contractors. It was agreed to continue with the proposed feather board fencing.
 - The need for use of reinforced concrete. Clarification will be sought from the contractor that is selected to undertake the work, that the current specification for 'roadway standard' concrete is considered sufficient for occasional HGV use (e.g. refuse wagons). A cost for upgrade to reinforced concrete will also be sought for consideration. **Action: Cllr Pollard**
- It was noted that Severn Trent Water wagons servicing the pumping station would have no need to use the new concrete section of the car park, with these wagons having their own access and turning head as installed by Severn Trent Water for this purpose.
- Installation of a 'knee rail' to guide vehicles to use the central concrete roadway, to protect the gravel surfacing and encourage more structured parking. Risks including trip hazard for pedestrians/collision hazard for vehicles (particularly in the dark) and damage to the knee rail were considered. It was agreed to explore options further and to discuss with the selected contractor, with a higher 'knee rail' with reflective markers suggested to help to minimise the risks identified. **Action: Cllr Pollard**
 - The working group will produce a risk assessment for the car park resurfacing. **Action: Cllr Pollard**
 - The need for Building Regulations approval will be clarified. **Action: Clerk**
 - Clarification regarding disposal of waste materials from the site will be sought from the selected

contractor.

Action: Cllr Pollard

- The progress of works will be monitored and managed by Cllr Pollard.

Action: Cllr Pollard

Proposed Cllr. Fincher, seconded Cllr Turvey and agreed by all.

• Funding of the project was considered, with this being funded by the Severn Trent Water pumping station land sale proceeds (£25,130), £5,000 from the 2018/19 precept and the remainder from Parish Council reserves. The reserves position was considered, including other items proposed/agreed for funding by reserves and the Council's Reserves Policy. It was also noted that as a non-business activity (with no charges levied for parking), the Parish Council is able to claim the VAT back on expenditure related to this project, but the VAT will need to be paid prior to it being reclaimed. The power for the Parish Council to undertake this expenditure was noted under the Road Traffic Regulation Act, with this being an existing parking area that is being maintained, rather than a new parking area being created. It was agreed to set a budget of £40,000 plus VAT for this project, to include any revisions to specifications (as identified above), ancillary works and a contingency for unexpected events/items of expenditure.

Proposed Cllr. Fincher, seconded Cllr Turvey and agreed by all.

c) Consideration of exclusion of the public and press, due to the confidential commercial nature of the business for consideration of the following items.

In the absence of any members of public or press, the following items were discussed and are minuted as if members of the public and press had been excluded.

i) Consideration and sentencing of quotes received

Five quotes have been received for the specification as published on the Contracts Finder website. The quotes were considered across a range of measures including cost, ability to undertake the proposed work, quality of other work completed, payment terms and knowledge of contractor. Quotes in excess of the Council's agreed budget were discounted.

ii) Agreement and appointment of a contractor

It was agreed to instruct Albion Paving & Landscapes to undertake the Parish Hall car park resurfacing project in line with the project specification issued on the Contracts Finder website, at a cost of £32,750 plus VAT, subject to revision as outlined under agenda item 4b above, addition of ancillary items detailed under agenda item 4h below and any unexpected contingency items within the Council's allocated budget for this project. A formal revised quote to include items detailed in agenda items 4b and 4h will be sought.

Action: Cllr Pollard

Proposed Cllr Fincher, seconded Cllr Turvey and agreed by all.

e) Schedule for Works

To be discussed with the contractor, with the aim for works to be commenced as soon as possible. Duration of works has been estimated at 3 weeks, subject to weather condition and any unexpected complications; a penalty clause regarding overrun of works may be considered.

f) Co-ordination of works with continued use of the site

Details of events and use of the Hall site have been sought from the Hall Manager and Norton Pre-school. This information will be discussed with the contractor to formulate a plan to minimise disruption to users of the Hall, Pre-school and the Hall outside recreation space.

Action: Cllr Pollard

A communication will be sent to neighbouring residents to advise of the work being undertaken once a start date has been agreed with the contractor.

Action: Cllr Pollard/Clerk

Correspondence from the resident of a neighbouring property was noted. It was agreed for a meeting to be arranged with Cllr. Pollard (project lead councillor) and the author of the Wychavon site survey, to discuss the resident's concerns and to try to alleviate these. The Clerk will arrange.

Action: Clerk

It was agreed that the resurfacing proposals should not have a negative impact upon the property in question, as the Parish Hall site is downstream, the revised car park resurfacing proposals should improve surface permeability (as the existing stone surface is compacted) and the recent clearance/maintenance of ditches on the Parish Hall site should improve flow and capacity of this drainage system.

g) Acceptance of and payment for work

Payment terms will be clarified with the contractor, with the Council's preference for payment upon completion of the works. Upon receipt of the revised quote (see agenda item 4cii), confirmation of payment terms, and agreement by Council members, a formal letter of instruction will be issued for acceptance by the contractor.

Action: Clerk

Proposed Cllr Fincher, seconded Cllr Turvey and agreed by all.

h) Ancillary Items

Agreed to include:

- Issues relating to a grey water drain from the kitchen as considered at the 25 October Parish Council meeting and agreed to be addressed and undertaken in parallel with the car park resurfacing work.

- Removal of the fir tree by the Severn Trent Water pumping station. Pruning has been explored, as discussed at the 25 October Parish Council meeting, however it has been recommended that the tree is removed, due to the nature of the pruning required and the impact this may have on stability of the tree.

Proposed Cllr. Fincher, seconded Cllr Turvey and agreed by all.

5. 2018/261 Date of next Parish Council meeting

29th November 2018

The meeting closed at 9.30pm.