



Broughton Town Council

General Purposes Committee Minutes

Minutes of the meeting of the General Purposes Committee held at 6.30pm on Monday 1st July 2024 at the Phil Grundy Community & Sports Centre.

Present: Cllrs Vee Harness, Janet Lee, Neil Simpson, Paul Senior (Chair) & Julie Taylor
Also present: Nick Clewer – Align Architects, Clerk to the Council – Deb Hotson.

1. **Apologies for Absence**

Apologies for absence received from Cllr Ross.

2. **Declaration of Interest**

To record declarations of interest by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

No declarations received.

3. **To consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the item to be discussed.**

Resolved – to exclude the public and press.

4. **Phil Grundy Feasibility Study**

Nick provided revised copies of the plans along with visual plans.

The following steps were suggested and discussed to move the project forward.

- a. Seek a cost plan prepared by a cost consultant/Quantity surveyor to act on the Town Councils behalf.
Clerk to contact Julie Reed who had previously indicated she may have someone in mind for this exercise but if not, Align have a few consultants that could be put forward.
Note: It was also advised that someone who could then take the project forward post planning to arrange any Tender process with interested contractors.
- b. Appoint a Planning Consultant with local knowledge to consider the preparation of a full planning application submission and to undertake a ‘Scoping’ exercise with the planning department to assess what supporting information is needed for any application, e.g. Transport Assessment, BNG review, Noise Assessment etc.
- c. Start the process for arranging a public consultation exercise with the preferred Planning Consultant. Key areas to address would be highways, greenbelt, cost etc. It was advised to get the budget cost plan undertaken before the public consultation process to ensure the overall costs are in line with expectations before releasing any design into the public realm. It was suggested that this in agreement with the Planning Consultant, Align would be prepared to provide some large scale A1 boards for the exhibition. It was suggested that the amount of information shown is limited to the plans and visuals as shown at the meeting with maybe some supporting annotation on the key areas of highways, sustainability, etc.
Note: It was advised having the highways and planning consultant at the exhibition to help with any public comments. Align are also happy to attend from a design perspective.

Signed:

Date:

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- d. Prepare and submit a full planning application on the back of the public exhibition at the earliest opportunity.
- e. Consider post planning next steps in terms of detailed design and form of Tender process alongside any procurement rules that the Council have to follow for a public building.

Align have been instruction to take the design up to planning stage (RIBA Stage 3). The following stages for an architect are RIBA Stages 4 to 6 (sometimes 7) which are based on the plans provided at the meeting. It was suggested that some consideration be given to how the Council wish to take the project forwards post planning as depending on the procurement route it may well be that the Council wish to cease Aligns involvement once we have achieved planning. The QS/Cost Consultant can discuss this with the Council if they are to be retained to act on the Town Councils behalf beyond the preparation of a cost plan.

5. AOB

No further issues raised.

6. Date and Time of the next meeting

To confirm the date and time of the next meeting.

It was resolved that the next meeting is on Monday, 12th August 2024 at 6.30pm at the Phil Grundy Community and Sports Centre, Scawby Road, Broughton

The meeting closed at 8pm.