Acle Parish Council

Meeting Date: Monday, 18th January 2021
Venue: Online Meeting
Time: 7.00 p.m.

Following the introduction of new legislation, (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020), which took effect on 4th April 2020, this Parish Council meeting was a virtual meeting, held online. This legislation may remain in place until 7th May 2021.

**PRESENT:**
Chair: Angela Bishop
Vice-Chair: Jamie Pizey
Councillors: Sally Aldridge, Sarah Carter, Jackie Clover, Barry Coveley, Jayne Greenacre, Tony Hemmingway, Anna Holt, Hannah Jackson, Wendy Kenny and Richard Powell

Also Parish Clerk, Pauline James.

Also present: Louisa Mutton, tenant at the Chocolate Box, and Tanya Mallett, Manager at the Pre-school. Tanya reported apologies from members of the Pre-School Committee.

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| **1** | **APOLOGIES** None. |
| **2** | **DECLARATIONS OF INTEREST**None. |
| **3** | **CHOCOLATE BOX BUILDING**After discussion it was agreed:* To commission a measured survey to enable plans to be drawn up, estimated to cost £400 - £550
* To repair the roof, particularly over the north and centre of the property, stripping and lining it with a breathable membrane
* To take advice on the construction and safety of the chimney breast and stack. It was agreed to preserve the chimney stack, if possible
* To check timbers to see if any infestation or if they need replacing
* To add damp proofing to the walls
* To replace the hard cement render with a breathable render system
* To review and improve heating and insulation
* To improve the shop space and wc
* To consider replacement windows to the front elevation, to create an attractive and inviting frontage onto The Street, but noting security needs, such as shutters or grills
* To check the electrics
* To commission an asbestos management plan
* To pay for project management work and architectural work as required, including, for Canham Consulting:i) Preparation of specification and drawings for the proposed works **£2,700 - £3,400**, based on four days to prepare documentation prior to issuing to contractors.

ii) Preparation of Pre-Construction Information in accordance with the CDM Regulations 2015 **£450.00**iii)Procurement of the works with contractors approved by Canham Consulting and report costs to Acle PC **£270.00**iv) The clerk will ask Canham Consulting for an estimate of the costs for management of the worksv) Attendance at meetings with the PC over and correspondence with the PC during the project where not covered by any of the fees above, would be charged at an hourly rate of £90/hr * It was noted that, as some contractors are very busy, it may be necessary to carry out urgent repairs to the roof to prevent the ingress of rainwater
* The temporary re-location of the newsagents and petfood business was discussed:i) If possible, this would be to the former banking hall in the Barclays building, with the erection of a temporary barrier to prevent the public from accessing the remainder of the building

ii) Alternative portable buildings will be investigated if the timing of works does not permit thisiii) it was noted that Louisa needs clear site of all areas of the business, for security, requires satellite connection for the Lottery, and phone and internet connectioniv) Tony Hemmingway recommended that a new electrical supply be put in for the temporary business since the condition of the existing circuits is unknown* It was also agreed to investigate whether the rear yard could be dug out to permit an extension to the rear of the building.

It was agreed that all members of the working party will be kept up-to-date with all details, documents and drawings, to enable informed decision-making as and when issues arise. The members of the working party are Angela Bishop, Jamie Pizey, Sarah Carter, Sally Aldridge, Jackie Clover, Barry Coveley and Wendy Kenny.Louisa will also be kept informed as to progress and consulted on the works which affect the area under her lease. |
| **4** | **FORMER BARCLAYS BUILDING** Six possible layouts for the building had been circulated to the parish councillors. It was agreed that the preferred option was for Drawing 6, being the pre-school in the right hand third of the building, (looking from the front), with an extension to the rear of the building. The middle and left-hand parts would be amalgamated to form a rental unit.Tanya Mallett from the Pre-school reported that the committee was very keen on moving to the new premises, with an L-shaped extension to the rear. Questions included:* Could each playspace have a sink?
* Could the children’s toilets be accessible from the playspace so that the children’s independence is encouraged, and the requirements for supervision reduced?
* Could there be a nappy changing table?
* Could the wall be removed between the entrance and the cloakroom to make a larger space?

After discussion it was agreed:* To apply for planning permission and/or change of use, as required
* To the drawing up of a specification and the obtaining of quotes, to include the full L-shaped extension to the rear
* To commission project management work and architectural work, as required
* To work towards opening the new pre-school facility for the start of the Autumn term or the second half of the term. (It was noted that the pre-school followed school term dates and was closed during school holidays.)
* To ensure all parts of the building are inclusive and accessible
* To consider a facility to wash children, if needed
* To include a fire risk assessment and improvements to protect the tenants in the flats above the building
* To draw up an asbestos plan
* To invite members of staff from the pre-school to look round the building when the virus conditions improve
* To consider starting work on some of the proposals as soon as possible, if this can be done without compromising the temporary relocation of the newsagents businessIt was agreed that all members of the working party will be kept up-to-date with all details, documents and drawings, to enable informed decision-making as and when issues arise. The members of the working party are Angela Bishop, Jamie Pizey, Sarah Carter, Sally Aldridge, Jackie Clover, Barry Coveley and Tony Hemingway.

Tanya reported that the drawings as shown, with the L-shaped rear extension, would allow for 15 children over 2 years old in the front playspace and 25 children over 2 years old in the rear playspace. She confirmed that the pre-school would remain a charity. |
| **5** | **ITEMS FOR THE NEXT AGENDA – 25th January 2021*** **Plastic-free Acle**
* **Planters**
* **A review of the village environment, including tree planting and bee corridors**
* **Future planning for the village including support for an extension to Acle Academy**
* **The clerk’s hours**
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There being no further business, the meeting was closed at 8.25pm

Signed:………………………………. Dated:……………………………………
 Chair