

**Minutes of the Estates Committee on Tuesday 14 March 2017 at Beechen Hall,  
Wildfell Close, Walderslade commencing at 7.10 pm**

Councillors present: Mr Vic Davies (Chairman), Ms L Clarke, Mr Ivor Davies, Mr P Dengate, Mr B Hinder, together with the Clerk

**1. Declaration of Interest or Lobbying**

None.

**2. Apologies and absence**

Cllr Radcliffe-Godfrey (work commitment) and Cllr Sullivan.

**3. BHEWG recommendations for consideration.**

Members' **received, noted and approved** the Beechen Hall Extension Working Group's Requirements Documents.

- 3.1 Acoustic & Thermal Insulation
- 3.2 Electrical
- 3.3 Front and Inner Doors
- 3.4 General
- 3.5 Plumbing
- 3.6 Miscellaneous

Four documents needed further work and it was **agreed** that these would be finalised as soon as possible. **Action Cllr Clarke and the Clerk.** All councillors were asked to go on line to approve them. The need for speed was stressed.

- 3.7 Tender Specification
- 3.8 Tender Instructions and Information
- 3.9 Tender Invitation Letter
- 3.10 Landscaping. The Clerk was asked to place the notes into a Requirements Document.

Members' **agreed** the proposal that **the F&GPC approve the Requirements Documents; Acoustic & Thermal Insulation, Electrical, Front and Inner Doors, General, Plumbing, Miscellaneous. That delegated power is given to the BHEWG to make decisions, out of meeting, on the outstanding documents; Tender Specification, Tender Instructions and Information, Tender Invitation Letter and Landscaping.**

It was identified that the final document pack needed to be presented to the BHEWG for approval and the Clerk was asked to collate a list of potential companies, as provided by Cllr Clarke and place this on the OneDrive. **Action: Clerk.**

Cllr Clarke raised the issue of public consultation but after some discussion members decided **no action.**

Members were reminded that no other councillor, outside of the working group had yet seen the Requirements Documents.

**4. Date of Next Meeting.**

Tuesday 11 April, 2017 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m.

Meeting closed at 7.31pm

Signed as a correct record of the proceedings.

Chairman..... Date.....