

ST THOMAS OF CANTERBURY
Pastoral Parish Council - Monday 24th March 2025 Minutes

Attendees: Bernard Hunter, Fr Michael Copps, Lorna Spears, Matthew Ives, Damian Atkinson, Martin Sharkey, & Donna Patros

The meeting was opened with a period of silent reflection.

Apologies. Patricia Jolly, Peter Robson, Cynthia Oji

Henrietta Suite Project

Notes of the walk-arounds had been circulated.

Bernard outlined some project timing plans sent by the PM that day, which imply that it might be possible to tender, choose a builder and have the work done this summer.

Step/Phase	Dates	Duration
Finalise plans	24 th March to 28 th March	1 week
Parish Feedback: Display the plans and any mock-ups for parish feedback	31 st March to 11 th April	2 weeks
Tender Tenders to include estimated start and end dates	14 th April to 9 th May	4 weeks
Select and agree supplier/s:	12 th May to 23 rd May	2 weeks
Preparation time	26 th May to 11 th July	7 weeks
Build Dates	14 th July to 29 th August	7 weeks

Members were asked individually to summarise their perceptions of the project, which were then discussed with the following conclusions.

- The PPC requires more detail of the suggested costs; in particular:
 - o whether VAT is included, a breakdown of the Building Alterations item, where the architect's fee sits, and an explanation of some smaller items.
 - o The justification for extending the project to the foyer needs to be explained.
- A high level/initial documented project timeline plan is required.
- A presentation of the project should be shown to the parish as soon as possible. Because a full consultation had already been undertaken, and the current plan is very similar to that agreed by the PPC in November 2024, it was agreed not to re-open debate about what needs to be done, but to be open to any comments and suggestions that emerge. This process to last for 2 weeks.
- The notable difference from that consultation is the cost, which seems to be far higher than previously suspected, and must be published to the parish. "£250,000 just to move some rooms around" is a challenge that we need to meet.
- The tendering exercise must require elements of the work to be separately costed, allowing us to consider omitting element(s) if we choose.
- Contractors' ability to do the work according to our timetable needs to be a consideration in the selection process.

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- The desirability of having the work done during the summer holidays was recognised as being important, but the PPC is aware that jobs can overrun, and considers that having the HSuite closed beyond August is probably better than delaying until summer 2026.
- The questions that arose during the walkarounds need to be answered.
- Whether the new bar might be too close to the entrance/exit and cause congestion was another point raised.
- Confirmation of the areas of the new stores and detail of how they are planned to be used are required, not least to confirm that extra storage is being enabled.

The PPC's hope is that the required information can be made immediately available, the parish presentation can begin next week, and that we can easily sign off for tendering to begin at our next meeting on 14th April.