

Minutes of the meeting of the **Brundall Parish Council Recreation and Wellbeing Committee** held on Monday 2nd March 2026 at 7.00pm in the St Laurence Centre.



In attendance: Cllr M Savory (Chair), Cllr G Abbott, G Buckley (Cremer's Meadow), J Barrington (Brundall Memorial Hall), C Norburn (Scouts)

Clerk: Mrs. C Dickson,

Members of the public: 0

Housekeeping

1. Apologies for absence

Apologies were accepted from Cllr L Britt, Cllr P Gabillia, Rev D Hanson (Yare Valley Churches), J Lovatt (Guides), S Harper (Park Run representative)

2. Declarations of interest

None received.

3. Minutes of the last meeting

The minutes of the Recreation & Well-being Committee meeting held on 9th February 2026 were APPROVED as a true and correct record of the meeting and were signed by the Chair.

4. Matters arising from the previous minutes

8. h) ask the Deputy Clerk to help with the Orchid Day planning – completed

8. h) collation of number of volunteer hours – ongoing

10. Volunteer event donation – the Council agreed a budget of £750 for the event. The Deputy Clerk (RM) is progressing with the planning.

5. Public Participation

None.

6. Chairman's Report

Nothing to update.

7. Brundall Village Park

a) RFI responses

The responses received were helpful and it was a worthwhile process. All were different and had different approaches.

b) Draft design tender document

Huge thanks were given to Deputy Clerk (RM) for her work on this. She has done a very thorough job preparing it.

A few amendments were suggested and made, including:

- reference to an enclosed dog field,
- how the design should also include options for expediting if the program should need to go faster,
- duplication of how the project can be delivered within the budgets and splitting of the invoices for each parcel of land in both the Country Park and Village Green project brief sections.

- the committee agreed that they would undertake a consultation but would require the design company to be included
- 2 weekly meetings during the design process
- Payment terms to be agreed by a formal contract. Payment terms 30 days trading under standard Terms and Conditions.
- Addition to Risk Management - Construction risk, e.g ground type, weather, river etc time of year. Design should take into account when this is likely to be implemented.
- 3.11 Level of design – add Outline of design or high-level concept design
- 3.16 – remove that a justification will be given for all scores
- 5 – add Highlight any exclusions
- Removed the reservation to appoint different contractors for each piece of land

The final document was recommended to full Council for approval.

Clerks to work on Terms and Conditions.

Clerks to request whether we can walk on the golf course side in order to view the river

Clerks to check VAT implications

c) Additional documents and evaluation criteria

The additional documents were considered.

The Gantt chart was updated to reflect a revised project timeframe.

The evaluation criteria were amended to:

- Understanding of the S106 restrictions including budgets and timelines
- Technical understanding
- Methodology and approach
- Management strategy for cost and risk
- Biodiversity, habitat enhancement and under
- Ideas and suggestions – do these align with the BVP vision
- Relevant project experience
- Quality of submission
- Design cost (bid)
- Total proposal alignment to brief

The documents were recommended for approval by full Council.

The tender evaluation process was agreed:

- The Clerks will check all tenders received.
- Cllrs Buckley and Gabillia, and Chris Norburn will evaluate independently.
- A moderation meeting of Cllrs Savory, Buckley, Gabillia, Wilkins, C Norburn and the Clerk and Deputy Clerk (RM) will convene to work through each tender and evaluation score.
- The moderated tenders will be considered by Recreation and Wellbeing.
- Further conversations with bidders will be considered or a recommendation will be made to full Council to appoint one contractor.

The deadline for tender submission will be 14th April. Evaluation will be the remainder of that week with a moderation meeting w/c 20th April. A further R&W meeting will need to be convened to look at the tenders for a recommendation to full Council w/c 27th April. Full Council meeting to approve a contractor w/c 4th.

8. Items for the next agenda

None received.

Forms will be circulated for updates and agenda items in advance of the meetings from now on. Only items for the agenda will be discussed at the meeting. All other information will be circulated and available on the website.

9. Dates for the next meetings:

13th April 2026

Meeting Closed: 21.23

Signed:

Dated: