

## **Notes of the meeting of the Village Hall Working Group**

**held on Thursday 1 July 2010 at 8.00 p.m.**

Present: Peter Newell, Martin Shann, Robert Crocker, Colin Smith, Rowland Butt, Ray Tollady, Mary Ann Canning;

### **1. Apologies**

Bill Pinkerton, Brian Leach.

### **2. Notes from meeting on 10 June 2010**

The minutes were agreed.

### **3. Fund Raising**

RC reported that he had just heard that we have been awarded a grant by WREN for £50,000 to fund the fitting out of the hall – e.g. Kitchen, toilets, floor and wall finishes etc. The group expressed their thanks to RC, PN and Lesley Jenkins who all worked hard on the application.

It was noted that a condition of the grant is that at least 3 quotes must be provided for items funded. The requirements were discussed in relation to the tender process and it was agreed that Provisional Sums would be inserted into the contract for some of these items- e.g. the kitchen, and quotes obtained outside the contract. However it was also considered that the tender process itself should be acceptable to show competitive prices have been obtained for the remaining items – RC to check with WREN.

### **4. Report of Kitchen Working Group**

MAC outlined the plan prepared by Nelson Kitchens following a meeting with the designer. Total cost approx £18,420, including fitting, all appliances and worktops with 8 lockable cupboards provided for groups. We need to clarify the extent of electric and plumbing works covered. The quote does not include wall and floor finishes.

### **5. Costs and benefits of GSHP and PV Panels**

CS summarised data from Martin Merrett on cost benefits of both GSHP (Ground Source Heat Pump) and PV (Photovoltaics) . The potential savings assume that the Government Renewable Heat Incentive will come into operation next year. GSHP, with an installation cost of £21,850 would have a payback period of 12.4 years, PV, with a cost for a full installation of £16,600 would have a payback period of 11.3 years .Both would need the availability of grants or a benefactor to cover the costs of installation as these could not be included in the current budget. PV could be added at any time although MS suggested that it would be aesthetically better to design PV cells into the roof structure. PN pointed out that there were reports of PV technology changing from silicon-based to polymer based panels and it might be worth waiting for the new generation of cells which would be very much cheaper although less

efficient.(although the time-scale for these coming on to the market was unknown).

There was discussion as to size of the plant room and possible retrofit of GSHP / and therefore the omission of a gas boiler. It was agreed to retain a gas boiler and provide ducting and access for possible addition of a pump for the GSHP at some stage. MAC to get design advice and quote from ICE Energy. RB pointed out that the budget is under pressure due to deeper foundations being required than expected plus the use of Glulam beams. No decisions can be made until we have tender prices, but we are committed to having a gas supply brought into the new building.

## **6. Product Design Services Ltd**

The quotes provided by Product Design Services Ltd have been accepted for:

1. Performance Specifications and Outline Drawings of Mechanical and Electrical Services (£2,600) and
2. Building Control Board Part L Calculations and Energy Performance Certificate (£700 + VAT).

These are to progress asap.

## **7. Ground Investigations and Site Drainage**

GIS have agreed a price with RC of £1,000 for carrying out percolation tests with his assistance and providing a report on linear soakaway design for surface water from building and car park. RC to organise asap.

## **8. Tenders**

The tender package will be based on a specification, drawings and schedules rather than a full Bill of Quantities. Therefore it is advisable to send out to a small number of contractors, since they will have to do their own measuring and would be reluctant to tender if there were too many on the list.

RB reported on the election process for tenderers. 15 companies had replied to the advert and were filtered on the advice of RT and RB by size, experience and references.

The aim is to send the tender documentation out by Friday 23<sup>rd</sup> July – or 30<sup>th</sup> July at the latest, with returns within 1 month (i.e. by the beginning of September) to RB's office. Two or three members of working group to attend the opening of the tenders.

RT will then prepare a tender report and a meeting of Working Group convened to discuss the tenders. A provisional date of Thursday 2<sup>nd</sup> September was agreed, to be deferred if necessary.

Any queries on tender documents would be discussed via email.

Pre-contract meeting: – RT reported that he would be away for 3 weeks from 14<sup>th</sup> September, RB to convene and RT to alert another architect for cover during his absence.

## **9. Car Parking**

RC has discussed with Tim Webster the possibility of overflow temporary parking at Freeland Nurseries – he has agreed to this over the winter until nursery re-opens at the end March. Don at the Yeoman pub has also been consulted about lack of parking and will discuss with Greene King. PN has written to Greene King about the building works and the consequent parking issue with a copy to Don at the Yeoman.

## **10. Feasibility of hiring a Portakabin for the sports teams**

PN has approached Portakabin and been offered the hire of a reconditioned Portakabin with 2 rooms (each with three showers) plus a Referee room with shower for £7,592 for a year (£146 per week) with an additional cost of £560 for transport to our site. The location and costs of service connections for such a Portakabin would need further consideration and the source of funding was unresolved.

PN and RC attended the Football Club AGM early that evening and discussed the loss of their changing facilities after demolition of the old Hall and the effect this would have on football matches played by the team. PN and RC suggested that the Club should endeavour to raise funds for temporary changing accommodation such as a Portakabin, or look into the possibility of playing matches on other local pitches.

## **11. Date of Next Meeting**

The next meeting is scheduled for Thursday 2<sup>nd</sup> September at 8pm