

Notes of the meeting of the Village Hall Working Group

held on Monday 6th June 2011 at 8.00 p.m.

Present: Peter Newell, Bill Pinkerton, Martin Shann, Robert Crocker, Brian Leach, Mary Ann Canning.

1. Apologies

None

2. Notes of Previous Meeting

The notes of the previous meeting held on 18th April were agreed.

3. Progress at the Building Site

Handover is scheduled for 24th June. The building needs to be insured from that date and PN has obtained a quote from Allied Westminster..

The underfloor heating is being installed at present, but there is no sign of the aluminium heat dispersal plate as specified, which is required to spread heat under the engineered floor as recommended by Junckers. RC will confirm with RT that this is to be included.

BL expressed safety concerns over positioning of some of the downpipes, which stand proud of the wall. RC will bring this to RT's attention.

The bolts at the base of the glulam beams are another potential safety hazard, since they stand proud of the surface. It was agreed that the bolt heads should either be countersunk or else that the timber skirting should be continued around the beams. (This would have the added advantage of masking any expansion gap required for the floor.) RC will also check whether the flooring needs acclimatising to conditions in the hall prior to laying.

The kitchen is due to be installed in parallel to the floor laying, which could be problematic in terms of sharing access. The fire safety shutter has been fitted, as have the internal doors.

Lighting - safety lighting, spotlights and the uplighters have been installed. There are some conflicts of positioning of the safety lights in relation to uplighters – RC will follow up with RT.

Paving to the terrace at the rear of the building is in progress.

RC expressed his concern over the jointing of the butt jointed paving in the entrance hall, as well as insufficient pointing to stonework around some of the door frames and on corners. This will be brought to RT's attention.

BP asked who would be responsible for handover – it was assumed this would be RT, with 2.5% of the retention sum released at this point, with the remaining 2.5% 12 months after completion.

4. Funding Situation and Expenditure of Contingency Fund

Expenditure of the £20K contingency on variations to date is on course as expected. Further information is needed from Hyatts, but RB is of the opinion that the works are still within budget.

5. Fundraising for Chairs/ Tables and Landscape Works

The idea of sponsoring a chair, suggested by Olive Slaughter, is proving very successful and the funds for over 30 sponsored chairs has now been received or pledged. Name tags will be added to the back of the chairs.

There is further work needed to be able to achieve *registered* charitable status for the Freeland Charitable Foundation (for when income exceeds £5,000, triggering required registration with the Charity Commission)., PN and RC to pursue.

Samples of 2 types of chair were evaluated by the Working Group at the meeting. There were differing views as to which was most comfortable. It was agreed that PN would arrange the purchase of 100 chairs with a mixture of types to suit different anatomical requirements.

It was decided to hold a sponsor's preview evening in the hall on 10th July with drinks and snacks starting at 5.00 pm. for the larger benefactors. This would be extended after an hour to others who had supported the project, hopefully raising additional funds in the process.

6. Landscape Works

Although no interim plan has been drawn up, it was agreed to implement the layout to the front broadly as shown on the planning application, but substituting grass for the shared surface area. This would save money and complement the building. Landscaping would stop at the main car park, funds allowing, leaving the tarmac as existing, patching where necessary. It was noted that the trench across the main access has subsided slightly – RC to arrange to get this repaired.

7. Storeroom Cupboard

MS and PN tabled plans for the storerooms. The area requested by toddlers is large at 8 square metres, being the area of the garage they used previously. MAS had understood that deep shelves providing the same area would be acceptable, as long as they could support ride on toys. MAS to confirm this.

The main store area will be divided in 2 by table tennis tables, allowing more efficient stacking of chairs and tables. Storage of the stage was discussed and the possibility that it could be subdivided and stored in a more compact form in the hall rather than the store.

The upper store will provide for Beavers/Cubs and Brownies/ Guides and other new users.

RC suggested that all the stores should be constructed with a timber frame and fine mesh infill to avoid problems with fire regulations and extra lighting.

8. Location of Children's Play Park

Following the email consultation through Toddlers and pre-school groups, MAC outlined the proposed siting of the play area behind the lime trees at the northern end of the playing field – which would be a safer distance away from the cricket table and football pitches. RC would be able to culvert a section of the open ditch here, which would provide a generous area for the new play park up to the existing hedgeline. (The ditch is across the watershed – half draining to Blenheim Lane and half to Pigeon house Lane -a suitable swale could be created to impede runoff into Blenheim Lane.)

Concern was expressed over the potential shade/ honeydew from the lime trees. However they are *Tilia x euchlora*, which were selected by PN on advice from a member of the Oxford University Forestry Department, as they are not subject to aphid attack and consequent honeydew production. The shade problem, which could lead to algal growth on the safety surface, could be addressed by pollarding, crown lifting or removal of the middle (crowded) tree..

It was agreed that MAC should proceed with drawing up the plan for this area.

9. Opening Ceremony

The opening ceremony is to be held in mid September, although the exact date has yet to be confirmed by the individual invited to open it. BP was asked to find out further details of his plans.

10. Any Other Business

None.

11. Date of Next meeting

Friday, 8th July 2011.