

Notes from meeting of Village Hall Working Group

8.00 pm Thursday 13th August 2009

Present: Peter Newell, Martin Shann, Robert Crocker, Bill Pinkerton, Mary Ann Canning.
Ray Tollady, Architect, was present for Item 2

Apologies: Colin Smith

1. Notes from meeting on 6th August and matters arising

It was agreed these were an accurate reflection of the meeting.

Matters arising will be covered during course of meeting

2. Architects Brief

Formal appointment of Ray Tollady as project Architect would be after next Parish Council meeting. In meantime, it was agreed to send an email expressing PC intention to employ him. Fees until formal appointment would be on an hourly basis, which would then be deducted from the percentage fee.

PN will provide RT with web address for village website, and also notes of meetings.

A copy of the revised/ final brief will be emailed to RT. Recent revisions to the brief were highlighted and clarifications made:

- Any external lighting will need to be unobtrusive, low level, preferably solar powered.
- Car parking to be maintained at current numbers
- An overall holistic scheme was needed for the long-term plan, within which an initial basic hall would be provided for the budget of £300,000. However this hall would need to be adequately provided with toilets etc in order to get planning permission

RT queries/ points of clarification on the brief were discussed, as follows:

- Outline Concept – it was agreed several options for position of building(s) would be drawn up along the lines of the original concept scheme for discussion with working group.
- Final Concept Plan - chosen option(s) would be developed into final concept scheme, with elevations and floor plans
- Costed Plan – would include more details and a cost estimate by QS.
- Timetable – there was some discussion on stages in the timetable in relation to requirements/ deadlines for the loan and grant. It was agreed RT would prepare outline concept schemes for 27th August for review by working

group, with a view to taking final costed scheme to the Parish Council and village by 5th October.

- Quantity Surveyor – it was agreed RT would approach Brading Butt for a price for their services to be taken to the next Parish Council meeting. RT to liaise with PN.
- CDM regulations – RT informed meeting that it is legal requirement to employ a CDM Co-ordinator for the work to comply with Government Health and Safety Regulations for construction work. Brading Butt may be able to provide this service – RT to investigate.
- Feedback on issue of separate sports facilities – RC reported that subsequent meeting with sports clubs had come to conclusion that a separate but attached facility would be best – due to running costs/ maintenance issues. The sports facility should have own identity with separate entrance and toilets. Meeting room could be link between social and sports facilities and shared by both.
- Existing trees – retain 2 oak trees if possible, although that in front of existing hall is less healthy and is to be inspected by WODC Tree Officer. The cherry tree is overmature and expendable.
- Drainage – existing foul drains run along front of hall and are affected by tree roots. RT explained these would be replaced in any case. Surface water drainage is a problem – existing soakaway cannot cope with high volume rainfall. However RC stated the site is not designated as a Flood Risk Area by the Environment Agency. The problem is just localised flooding – RT considered this would be solved with contemporary sustainable drainage methods for the new car park.
- Heating – there was discussion on method of heating (underfloor + supplementary boost) and use of heat pumps or other renewable sources. These could attract grant funding – and may be requirement for some grant giving organisations – e.g. WREN. General view was to keep as simple as possible and maximise insulation.

3. Discussions with Village Groups

Summer holidays are delaying discussions with Village Groups:

- Most of fund raising group are away at present – however Rob Millington will be co-ordinator of that group – liaising with RC. RC is also approaching individuals for donations, and has already had at least one large potential donor. PN suggested taking David Lloyd's idea forward of naming opportunities – e.g. , bricks, single rooms, whole hall etc
- Freeland Toddlers have been approached – their requirements had been submitted in the original leaflet reply, most of which are covered in the brief already, but agreed to set these out for us on an email. [Post meeting note – email received just after meeting – circulated to group + Architect]

- MS liaison with Parish Council ongoing - has talked with Matthew Hardy, who is in agreement so far. Has also emailed Wendy Marks – who commented that drainage should be included in brief, and that meeting room should be available to all. Janet Dalton yet to reply, and still to email Linda Day. PN agreed to approach Joyce Williams and Bill Philips at Village Hall meeting on 18th August. Yet to contact orchestra.

4. AOB

Website – PN reported that ready to go 'live' with minutes of Parish Meeting on 14th July, and other meeting notes uploaded. Final check from Bill first. There will also be a link to the Freeland Forum.

Website and Grapevine will be methods of communication with village during design process.

5. Date of next meeting

Thursday 3rd September 8.00 pm, 42 Wroslyn Rd

[MAC to request RT to issue outline concept plans by email for 27th August to give Working Group members time to assimilate them prior to meeting]