



Minutes Community Building Committee

Village Hall, Wednesday 5th September 2018.

Present:

David Kennedy (DK)
Maurice Scarratt (MS)
Chris Bertrand (CB)
Bryan Urbick (BU)
Sally Woodall (SW)
Geoff Ward (GW)

Guest: Chris Owens (architect) (CO)

1. To elect a Chairman of the Committee.

DECISION: Geoff Ward was nominated by DK, a vote was taken and he was appointed.

2. To receive Chairman's Declaration of Acceptance.

GW signed the Declaration of Acceptance, witnessed by SW.

3. Apologies for absence.

Received from Lou Verrill and Shannon Stegeman.

4. To receive Declarations of Qualification and Register of Interests forms from all Members.

Declarations received from SW and CB. GW, DK and MS had already forwarded theirs to the Clerk.

5. Declaration of Interests by Councillors on any items on the Agenda.

None noted.

6. Terms of Reference of the Committee.

Were noted and agreed.

7. Public Forum - an opportunity for members of the public to express their point of view on any item on the agenda. With the Chairman's permission, a member of the public may express their point of view on specific items of business. Ten minutes are reserved for this.

None

8. Update on Requirements and to consider any subsequent actions

8.1. The Shop

DK reported that The Shop had decided to take a considered view of requirements looking forward 5 to 10 years and to that end needed to

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Date:

agree a business vision. Some major decisions had been agreed. For instance

- The Shop will hold less stock in storerooms and have that stock in the shop. This increases the shelf space of the shop and store by 50% and necessitates for space for frozen foods.
- Café sales are at a high margin and it has been agreed to try to further develop the café business over the next 5 to 10 years. Not only is it good profitable business but also it supports the building a community theme.
- Gondola units will be used along the centre, allowing two aisles.
- There was strong demand for the building to be of natural materials with exposed beams, matching the rural setting.
- The building should be energy and ecologically efficient

DECISION: It was proposed and agreed to accept these revised requirements

8.2. Amenities Charity (AC)

The AC meet next Monday. They do not have the skills to draw up a detailed schedule like the shop's.

CB and SW are of the opinion that the AC will prefer two separate buildings to one combined building as it will have less visual impact on the Recreation Ground.

They also think that the AC will ask for matching styles of natural materials rather than steel and glass.

CO pointed out that the current drawings showed a building that was wood clad. This had not been clear to the committee.

CB advised that they had taken solicitors advice that a building "of benefit to the community" was fully in keeping with their mandate.

ACTION: It was agreed that MS and DK would create a schedule for the AC similar to the Shop's one. This to be used by the AC to modify and agree their requirements. MS will attend the meeting to help the process.

- in relation to existing local buildings, or some other means

8.3. Parish Council

The Parish Council requirements are now delegated to this committee.

There is a requirement for storage of documents. This could be a couple of fireproof filing cabinets.

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ACTION: The AC to consider a request from the Historical Society for a separate archive store.

Follow on Actions

DECISION: It was decided to ask CO to undertake a number of actions following the revised set of requirements.

- These may result in a revision of the architect fees. Any such revision will need to be put forward to the Parish Council's early October meeting and so needs to be on the agenda for that meeting by 24th September.

We asked CO to do the following in time for the first public consultation which is currently planned for October 20th or 27th:

- Take the changes in requirements and revise the existing drawings
- Produce a better visualization of the proposed building to allow people to better understand the scale of it within the Recreation Ground.
- Consider the option of 2 buildings, a Shop near the existing shop, and a separate Hall in the South West corner of the Recreation Ground.
- Produce 3-D views of these two buildings
- Give some ideas of how the scale of these options can be considered

9. **Update on Housing Development plans:** consider any impact on the Community Building project and consider any actions.

GW gave an update of the Housing Development plans.

There had been a good meeting with the proposed developer for the proposed housing on the Glebe. The Housing development Group, The Diocese and their agents were there.

The chosen developer is a local family business usually building 20 to 30 houses, up to 50 as a maximum. The style of houses proposed would fit well in the village.

With this developer South Stoke would see a significant contribution to the Community Building(s) on the Recreation Ground.

The combination of the Community Buildings and the housing are seen as vital to the success of the planning applications, so they would be submitted as a joint or linked application(s).

Likely timescales are

- a meeting with SODC early September

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Date:



- Public consultation mid to late October
- Planning application Spring 2019
- Planning Decision 5 months later
- S106 agreement taking 2 to 12 months.
- Likely building start Spring 2020

A Housing Needs Survey is planned for October.

10. **Budget:** consider a proposed budget for the building and fit out, consider plans and actions

The overall budget for the Community Building(s) is needed for the fund raising activities. It is likely to change as the project progresses.

DECISION: It was agreed to ask Andrew Scrivener again to get a different Quantity Surveyor to cost the project once CO had adjusted the plans.

DECISION: It was agreed to use £2,400 per square metre as a building cost based on a 20% increase in building costs from 2014 using Aldworth's £2,000 psm.

DECISION: On that basis the budget is £1.2M. See attachment.

11. **Meeting with SODC Planning:** consider plans and actions

A meeting with Paula Fox is planned for next week. The Diocese, the Developer and the Parish Council will attend.

The key questions for the Community Building have been forwarded to the Parish Council representatives.

No further action is required.

12. **Village-wide consultation:** consider plans and actions

GW is working on The Story to date.

ACTION: CB to supply GW with details of the story to date for the Village Hall.

13. **Village Fund raising:** review progress, consider plans and actions

Two events in the village have brought the village-raised funds to about £3,500

SW has a few people who can help her with planning events.

GW stressed that it was important to use other village clubs and groups to join in the fund raising activities – and to piggyback on their events.

ACTION: SW to plan a list of events and to arrange to discuss fund raising with village groups, calling on other members of the committee to help.

14. **Grant Applications:** review progress: consider plans and actions

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Date:



A draft of potential funders has been drawn up and the first submission to the Big Lottery fund has been drafted and will be submitted shortly.

DECISION: It was agreed to submit the Expression of Interest to Big Lottery Reaching Communities.

ACTION: Check whether Garfield Weston is on the list.

15. Publicity: need for volunteers, consider actions

We need some people to help provide a planned publicity and consultation campaign. Possible candidates are Nick Pye and Kate Richardson.

ACTION: GW to approach Nick & Kate.

16. Matters for future discussion

Budget for the Architect

Finance, listing specific bills

17. To confirm the date and time of the next Meeting

Wednesday 26th September at 4pm in the Village Hall.

GJW 6/9/2018

Signed:

Date:



New Community Building, Cross Keys Road, South Stoke, RG8 0JT

Demolitions, Preparations/Play Equipment Relocation Allowance:

<i>Demolition of existing general store building</i>					£15,000	
<i>Site Hoarding (as back-up calcs)</i>					£21,500	
<i>Relocate play equipment</i>					£19,500	
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					£56,000	£56,000

New Community Building:

Shop/café area & associated office/kitchen & stock room as recent plan

	100	m2	@	@	£2,400.00	£240,000	
Stage, stores & green room							
	160	m2	@	@	£2,400.00	£384,000	
Single storey middle section, housing the bar, kitchen, toilets & stores etc							
	100	m2	@	@	£2,400.00	£240,000	
<i>EO. Adjustment for sloping site (as back-up calcs)</i>						£15,000	
<i>Bin store Allowance</i>						£7,500	
						£886,500	£887,000

External Works (as attached calculations)

							£63,000
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Build Total							<hr/>	£1,006,000
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Fit-out Hall								£20,500
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Fit-out Shop								£26,000
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Date:



Building plus Fit-out

£1,052,500

Contingency Sum

14%

£147,350

Total Budget Estimate

£1,199,850

Notes:

Professional (design etc) fees excluded.

Local authority planning/building regulation fees excluded.

Assume no asbestos, bats, newts or Japanese Knotweed exists within the existing site curtilage.

Assume no site contamination.

VAT is not included in these costs.

DRAFT

Signed:

Date: