



**MINUTES OF THE MEETING OF COMMUNITIES BUILDING COMMITTEE**  
**South Stoke Village Hall 19:30 Thursday 07<sup>th</sup> February 2019**

**Members Present:**

Chairman Geoff Ward (GW)  
Members Maurice Scarratt (MS)  
David Kennedy (DK)  
Bryan Urbick (BU)  
Sally Woodall (SW)

**Officers Present:**

Clerk Laura White (LW)

**Public and Press:** Roy McMillan (RM), Tracy Lasan (TL)

**CBC.19.02.1 Apologies for absence.**

Kevin Flynn

No Apologies received from: Louise Verrill (LM), Shannon Stegman (SS)

**CBC.19.02.2 To approve additional member of the Community Building Committee, Tracy Lasan, to fulfil Communications Role.**

**Resolved:** Unanimous Agreement: to be approved by the SSPC prior to instatement.

**CBC.19.02.3 Declaration of Interests by Committee Members on any items on the Agenda.**

None

**CBC.19.02.4 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

**CBC.19.02.5 To approve minutes of the meeting of 10<sup>th</sup> January 2019.**

**Resolved:** Item 3 on the Actions, still OPEN, Approved.

**CBC.19.02.6 To receive an update on Housing Development plans: consider any impact on the Community Building project and consider any actions.**

RM: Housing Open Weekend, highlighted that villagers (25% of Adult Population) may prefer a smaller development. The Housing Development Group have agreed to seek the housing developers view on reducing the number of houses (planned for 8<sup>th</sup> Feb 2019). This may mean a reduction in the financial contribution to the Community Building Project. Also SODC plan for 2034, states the smaller villages are not required to contribute additional houses, therefore may be difficult to get permission for 25 houses in an ANOB.

GW asked if the Housing Development Working Group would be pressing for a reduced number of houses.

RM stated the current plan was dependent on gaining the protected green space and the 25 houses. Were 16 houses to be agreed for example, then there is the possibility of a reduced financial contribution, reduced number of affordable homes and may not get the protected green space.

DK requested RM to ask if the developers plan to submit the Planning Application in April 2019 as per the original communications, due to the nature of needing both planning applications to be submitted concurrently.

**CBC.19.02.7 The reduced building plan for the Hall and Shop based on a build cost of £850,000. To consider and approve adoption of the following documents, and subsequent issue of the documents to the South Stoke Parish Council**

DK gave an update on current status, stating the work is ongoing, and will need to be professionally assessed, then presented to the community prior to acceptance. To support the estimate, scopes of work are being created. MS and DK have come to the universal decision towards having a prefabricated building, as such no scope has been written for the building itself, as the details of those would be defined by the fabricator. Current work limited to location, plan area, and height of the building. Believe the Schemes of Works for the Foundations, drainage etc could now send out to get quotes for them.

Choosing a prefabricated building would result in the best nearest fit sizes to go with the spaces this village needs rather than bespoke sizes.

GW updated that he has spoken with Pine Log, however they don't feel it correct to work at this time as an architect has already been engaged on this project, GW has challenged that.

Concern was noted regarding a wood external finish of a prefab, due to the maintenance and ongoing costs, however this was mitigated by stating they can be brick faced or meshed and rendered to reduce ongoing maintenance costs.

DK stated the phase is to talk to prefabricators and compiling the project plan.

**CBC.19.02.7.1 Scope of Work, Including Assumptions and Deliverables**

Questions were posed to DK regarding the SoW:

**Design issues, one parishioner has concerns about the 9m covenant and worried about height of the building, light egress and potential noise.**

It was stated the height of the building has been decreased, which will also increase the cost.

To add to the document, concerns about noise and light egress.

**The play area, if we move the equipment, we MIGHT have to pay back the grant, needs to be included in the budget.**

Want to be wary of putting the building in the correct place, rather than moving the play equipment, because the building will be there far longer than the useful life of the play equipment.

To add to the budget, reserved fund for play equipment moving and repayment of grant.

**Are the costs of the path, road, parking all included in the capital cost, also the cost of removal of the temporary building? And cost of any closures of the shop during the building process.**

The building is currently worth more than the cost of removing it.

BU stated the SSPC can support some of these costs at a low level of shop closure, but larger costs would need to be included in the budget.

**Would the Amenities Charity need to give permission for the placing of the building?**

Yes, but also the final say is given by the Charities Commission.

To add £15k to the budget for the approval and legal fees for going to the Charities Commission.

**Need to be open to the idea of just one kitchen.**

NOTE: To refer to the new building as the “Community Building”

**Resolved:** Approved Subject to the changes discussed, unanimous.

**CBC.19.02.7.2 Scope of Work, Groundwork and Foundations**

**Resolved:** Approved, Unanimous

**CBC.19.02.7.3 Draft Site Plan**

DK stated the current plan goes as close as 3m to the boundary currently. But it should be noted this is an estimate, the building may not be this shape. This draft is based on maintaining the current spaces, not affecting the play equipment, and keeping the shop open throughout the build. The Café has been positioned to be in the light and facing the equipment.

**Resolved:** Approved, Unanimous to start with this plan, noting it will change as the prefabrication choices are made.

**CBC.19.02.7.4 Scope of Work, Electrical Works**

GW raised 3 points with respect to the document:

Point 6, panic alarm in the shop, for lone workers



Point 7, sounds system throughout the hall, is that included in the tv /media setup.

Point 8, consider using Cat6A or CAT7, and have we considered an intercom?

**Resolved:** Approved Subject to the changes discussed, unanimous.

**CBC.19.02.8 To consider current position regarding submission of Planning Application and agree actions arising.**

Still waiting for further dates from the housing Development Working Group, current scheme could be ready by the end of April, but need to account for public consultation on top.

**CBC.19.02.9 Budget**

**CBC.19.02.9.1 Review the overall budget, consider plans and actions.**

No Current Extra Spend

**CBC.19.02.10 Village Fundraising: review progress, consider plans and actions, including Fashion Show Planned for 5<sup>th</sup> April 2019**

SW has spoken to several people. Fashion Show – notice to go in to March Newsletter, set for Friday 5<sup>th</sup> April. Future ideas for events include: A supper, An Auction of promises, afternoon tea at a local hotel, to contact Boots or John Lewis for end of line products to be donated to Charity (potentially need to engage Amenities Charity to do this), Secondhand Clothes Sales, Shopping Evening, with tie in to supper in Perch and Pike.

More detailed plan to be presented at the next meeting, and to work with TL regarding publicity of events.

**CBC.19.02.11 Grant Applications: review progress: consider plans and actions.**

BU gave updated of KF activities in his absence. As this is a council election year councils are not committing to any grants or funding at the moment, on hold to May 2019.

More detailed plan to be presented at the next meeting.

**CBC.19.02.12 Publicity: review status, consider actions.**

TL, to take the lead on communicating to the village, details of the £850k plan.

**CBC.19.02.13 To review progress on actions from previous Community Building Committee meetings and agree any revision of actions on the action list.**

See actions list.

**CBC.19.02.14 Matters for future discussion.**

None

**CBC.19.02.15 To confirm the date and time of the next meeting.**

7<sup>th</sup> March 2019, 7:30

Meeting Closed 21:05



## COMMUNITY BUILDINGS COMMITTEE ACTION LIST

Item	Topic	Owner	When
1	PW to take to Amenities Charity request to find out the cost of refurbishing the current village hall and how much extra time this would add to the life of the hall, and hence to provide a justification of the decision to move to a new hall. <b>Actions Taken: See CBC.19.01.06</b>	PW & BU	Closed
3	To consider what sort of hall & shop could be built for £850k (£600k Glebe Development; £200k grants; £50k Villagers / Donations). Costing to include, full build and landscaping, including any movement of the current play equipment. Actions Taken: CBC.19.01.7 <b>7/02/2019 To be a recurring item on the monthly meeting agenda.</b>	DK & MS	Closed
6	To ask Mick Woodall to provide a statement/business plan for the café. Actions Taken: Currently in Draft Form <b>7/02/2019 Reviewed by the shop, and Stands in current form. To be Received by the CBC in March Meeting</b>	GW	03/2019
7	To investigate grants for design activities. <b>Actions Taken: Awaiting further feedback.</b>	KF	03/2019
10	KF & BU – Article in to the <b>March Newsletter</b> Re Progress to date	KF & BU	03/2019
11	GW to Liaise with Brian Baldwin Re: fundraising <b>07/02/2019 Contact made with Brian.</b>	GW	03/2019
12	Detailed plan for Grant Applications to be presented in March 2019 Meeting.	KF	03/2019
13	Detailed plan for Fundraising to be presented in March 2019 Meeting.	SW	03/2019