



MINUTES OF THE MEETING OF COMMUNITIES BUILDING COMMITTEE

South Stoke Village Hall 19:30 Tuesday 30th July 2019

Members Present:

Chairman Geoff Ward (GW)
Members Bryan Urbick (BU)
Maurice Scarratt (MS)
David Kennedy (DK) Arrived 19:54
Tracey Lasan (TL)

Officers Present:

Clerk Laura White (LW)

Public and Press: Roy McMillan (RM)

CBC.19.07.1 To elect the chairman for the year ahead.

BU: Nominate GW

Resolved: Agreed, Unanimous

CBC.19.07.2 To receive Declaration of Chairman's Acceptance of Office

Received

CBC.19.07.3 Apologies for absence.

Chris Bertrand (CB)

Kevin Flynn (KF)

Sally Woodall (SW)

Shannon Stegmann (SS)

CBC.19.07.4 To receive Declarations of Acceptance of Office from the remaining Members

Received, MS, TL, DK

CBC.19.07.5 To receive Registers of Members Interest from all Members.

Received: GW, MS, TL, DK

CBC.19.07.6 Declaration of Interests by Committee Members on any items on the Agenda.

None

CBC.19.07.7 All members to note, SouthStoke.org.uk email addresses have been set up for all members of the subcommittee. As a subcommittee of the South Stoke Parish Council all activities in relation to this project must be undertaken using the SouthStoke.org.uk email address and all correspondence kept for a minimum of 6months.

GW: all starting to use it more frequently. All official communication must be through the southstoke.org.uk email address which would make any information requests easier to respond to as emails kept on server etc.

BU: FOI requests do also cover personal emails, but this makes it easier.



CBC.19.07.8 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.

RM: Housing Development: RM has spoken with David Mason this afternoon. Asked him about the comment in July re: hoping to have a meeting in early August with the diocese and rectory homes. Response being: investigations of the Glebe Field development is ongoing, but not in a position to talk to South Stoke at this time, waiting for input from their solicitors, as are Rectory homes. There is a deadline for the end of August for response from the solicitors. Diocese suggesting meeting 3rd week in August.

Looking positive Sovereign Housing and Rectory Homes will work together regarding the affordable homes.

Regarding meeting with the Bishop, David Mason is going to try to progress the arrangement of the meeting.

Once the Diocese and Rectory Homes show their housing layout, still aiming for a joint Parishioner Consultation, and subsequently a joint housing / community building planning application.

BU: need to do a full consultation, with questionnaires to every home on the final designs prior to planning submission to support both planning and grant applications.

CBC.19.07.9 To approve minutes of the meeting of 2nd May 2019.

Resolved: Approved, Unanimous.

CBC.19.07.10 Update on Requirements and to consider any subsequent actions:

CBC.19.07.10.1 The Shop

None

CBC.19.07.10.2 Amenities Charity

None

CBC.19.07.10.3 Parish Council

None

CBC.19.07.11 To receive an update on Housing Development plans: consider any impact on the Community Building project and consider any actions.

Received from RM in Public Forum.

CBC.19.07.12 To consider the impact of the reduced contribution from the Housing Development, its effect on the Community Building Project and agree actions arising.



GW: We know the houses will now be maximum 20, therefore a reduced fund coming to the project, being £400k dependent on no further changes to the requirements on the development.

It has been suggested to Kingswell that the community building may need to be a 2 phase project due to funding.

CBC.19.07.13

The receive an update on the £850k Community Building scheme, including feasibility Designs

GW: Have circulated various designs to the CBC. Previously the emails were marked confidential, to allow discussion on how the designs are distributed and to whom. They are feasibility designs, not final designs, and therefore people need to be fully aware they are liable to change.

MS & DK have assessed the current drawings and created a summary document, including suggesting moving the building from the boundary to increase the gap from 1m to 3m. A beautiful window is badly sited etc.

Appendix 1: Drawings of Feasibility Designs

Appendix 2: Summary Document by DK and MS on the designs in Appendix 1

The Shop committee will be consulted on the shop provision part of the drawings.

Discussion on Stage / head heights.

Discussion on Head Height, Roof Pitch – to discuss with Kingswell to confirm pitch / wall height. All members of CBC, SSPC, SSVH&RGC, Shop Board to be formally asked for comment, to review the drawings (**Appendix 1**), Clerk to provide copies of drawings and current summary document (**Appendix 2**), requesting comment deadline of the 20th August, no extensions, as results to be provided back to Kingswell by the end of August. In cover letter to include: any movement of the location of the building would mean disturbance of the Car Park / Play Equipment, and shop will need to close or move for approximately 6m during the build phase.

LW: to Draft Cover Letter, Questions and include Appendix 1 & 2 to the SSVH&RGC, SSCS & SSPC including set questions and state we are at a critical design stage “the results of this will be put to the village for the formal consultation after which there will be no opportunity for further changes.” To be issued to all parties no later than Friday 2nd August 2019.



Discussions on grant limits, with regards SODC Capital Grants funds, CIL monies, etc, and the recent grant applications of a Sports Facility in Thame which included a Capital Grant and an allocation of CIL/S106 monies..

CBC.19.07.14 To consider current position regarding submission of Planning Application and agree actions arising.

None at the moment. To enquire with Kingswell regarding cost staging to get to planning. GW to verify pre-application advice has been given to Kingswell.

CBC.19.07.15 Finance

CBC.19.07.15.1 Review the overall budget, consider plans and actions. Project Funds Remaining: £8081

Noted.

CBC.19.07.15.2 To note total in the Fundraising EMR: £4711

Will be seeking contributions from the AC and Shop to support the planning application and design costs at the appropriate time.

Fundraising figure, noted.

CBC.19.07.16 Village Fund Raising: review progress, consider plans and actions

Summary of CBP events (4-off)

Sat 28th Sept, The Ridgeway Ramble & Lunch

Sat 5th Oct, Family Fun Relay Run on the Rec

Fri 18th Oct, Autumn/Winter Fashion Show

Fri 29th Nov, Quiz Night.

Confirmation the Shop/CBC are discussing all the events to ensure no clashes etc.

Need to formulate a good strategy for advertising out of South Stoke as well and making use of the various local facebook pages. GW asked that potential income target for the events is reported.

CBC.19.07.17 Grant Applications: review progress: consider plans and actions.

BU: Item 1: previously presented the SODC grant structure, KF has put what we know about our village into the matrix to assess our village (**Appendix 3**). The hall is only used 10% of the time, but need to prove that a new hall would increase usage. Also minimum age of users (other than the school) currently reported as 43, and need to show how will engage more members of the community. Cannot apply for grants for the capital project before planning permission, but there are other grants to help the new Community Building get to planning permission.



Item 2: The Parish Council are also talking to Christ Church et al, regarding potentially selling some of the land the current hall is on, to help fund it. Also looking at the possibility of Allotments, garden extensions etc

Further discussion of the Data on Hall Usage. Need to verify the Data. Also, need to request similar data for the Shop, and forward projections on users after the development.

To ask SSPC for help with grant applications to get to planning. Suggest Cllr Meyer, James Hood, Shannon Stegmann.

BU suggested possibly applying for £10k community engagement lottery grant.

Action on BU to progress

CBC.19.07.18 **Publicity: review status, consider actions.**

GW: currently putting articles in the Newsletter and publicising events.

It was noted that until we have a consultation date, there hasn't been a huge amount to publicise.

DK suggested details on how the preferred building and therefore changes to the design has been selected need to be constantly given out to the village.

GW to ask Nick Pye to help with communications and communication strategy.

CBC.19.07.19 **To review draft questionnaire on the use of village hall and shop.**

Will be a questionnaire on current and future usage. Including opening hours etc. Nicky Kennedy has a previous questionnaire on the same topic from circa 2018.

Action on BU to develop questionnaire.

CBC.19.07.20 **To review progress on actions from previous Community Building Committee meetings and agree any revision of actions on the action list.**

Ongoing, see tracker.

CBC.19.07.21 **Matters for future discussion.**

To review inputs received from SSVH&RGC and SSCS & SSPC on Feasibility Designs prior to submission to Kingswell.

CBC.19.07.22 **To confirm the date and time of the next Meeting, and provisional dates for subsequent meetings for the year ahead.**

4th Monday of the Month Going Forwards.

Next meeting Thursday 29th August 7:30

Meeting Closed at 21:04



Abbreviations

AC	Amenities Charity
CBC	Community Building Committee
CBP	Community Building Project
CkRd	Cross Keys Road
HDWG	Housing Development Working Group
SSCS	South Stoke Community Shop
SSPC	South Stoke Parish Council
SSVH&RGC	South Stoke Village Hall & Recreation Ground Charity
VCS	Voluntary Community Sector
WRd	Wallingford Road

COMMUNITY BUILDINGS COMMITTEE ACTION LIST

Item	Topic	Owner	When
17	To Acquire user data from other Halls	BU, SS	06/2019
18	Grant Strategy for £15k needed to get to planning.	BU, KF	06/2019
19	LW – Letter to SSVH&RGC, SSCS & SSPC Regarding the feasibility Designs.	LW	07/2019