

MINUTES OF THE MEETING OF COMMUNITIES BUILDING COMMITTEE

South Stoke Village Hall 19:30 Monday 23rd September 2019

Members Present:

Chairman Geoff Ward (GW)
Members Bryan Urbick (BU)
David Kennedy (DK)
Tracey Lasan (TL) Arrived: 19:31
Sally Woodall (SW)
Chris Bertrand (CB)

Officers Present:

Clerk Laura White (LW)

Public and Press: None

CBC.19.09.1 Apologies for absence.

None

CBC.19.09.2 Declaration of Interests by Committee Members on any items on the Agenda.

None

CBC.19.09.3 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.

No public in attendance.

CBC.19.09.4 To approve minutes of the meeting of 29th August 2019.

Resolved: Approved, Unanimous

CBC.19.09.5 Update on Requirements and to consider any subsequent actions:

CBC.19.09.5.1 The Shop

None

CBC.19.09.5.2 Amenities Charity

None

CBC.19.09.5.3 Parish Council

None

CBC.19.09.6 To receive an update on Housing Development plans: consider any impact on the Community Building project and consider any actions.

BU: a meeting has been held with the Diocese. Rectory Homes and the Diocese are still in discussion regarding the Unilateral Understanding document. The earliest the planning application will go in is early 2020.

It was discussed that this project is going on and on and the community building project may let down the shop with respect to a new shopping being required before the current planning permission expires and the shop board needs to be apprised of the situation, such that they can decide whether to step away from the project in its current form.

Limited detail was given regarding a confidential at this time, investigation being undertaken by the Parish Council (See SSPC minutes of 16th September 2019) it was requested the shop board be informed more information to allow them to make an informed decision on their position regarding this project should be available in December 2019.

Action: DK to inform the shop board there will be an update on the progress and other potential options regarding building the shop and village hall in December.

Discussions about the long-term view on when monies would be received from the Glebe Field housing project. The earliest being 2022, but potentially not until 2023 or 2024.

CBC.19.09.7

To receive feedback from Kingswell regarding the comments on the feasibility designs and agree actions arising.

GU and MS met with Kingswell to discuss the feedback on the feasibility designs. Meeting Notes in Appendix 1 to the minutes.

Resolved: Received, Unanimous.

The **storage rooms** will contain the stage, seating and chairs, so the storage rooms could then be used as dressing rooms. Discussion had on whether 3 dressings rooms were needed, and other configurations, such as 2 storage rooms and 1 meeting room, or one larger meeting room / 1 larger storage room.

CB asked that a demountable stage which can be used either as a stage OR as raised seating be considered. Use the Morrel Rooms stage as a template.

Other comments:

A **meeting room** with its own entrance is a must.

Security shutters – would be a significant additional cost. DK confirmed the building needs to be insurable, and with respect to the shop, that would need to include roller shutters. A question needs to be posed to the shop and its insurers what level of security is required GW to discuss with chair of the Shop Board. It has already been indicated thick marine ply would need to be used as the boundary wall between the hall and the shop.

Canopy – makes sense to have a canopy to bring light into the shop, Perspex may not be economically viable. Shop Board representation stated the shop very specifically wants a cozy country pavilion look, not a modern building, so there maybe issues persuading the shop board of the current design without balustrade and not using a wooden roof.

Green roof – Kingswell as indicated it is not viable, due to aspect (as the southerly aspect will be for solar panels) and roof profile. Kingswell indicated a green roof would be more viable with a mono pitch, which would mean the maximum roof height increases. It was further discussed, that a roll out mat with plants embedded in it could be used, with a metal pan in this area of the building (the north face). It was suggested this option of a green roof in at least part of the building needs to be offered to the community.



It was suggested if part of the roof is green, then the whole of the building will look less like a pavilion, and then the shop's displeasure in the metal/Perspex veranda roof may be negated.

Bore hole for water was discussed, with a suggested cost of £5-6k associated with it. With a further £2k suggested cost associated with it for the water treatment, storage & delivery system. With the potential for "free water" a request was made for an outside tap.

Cost Certainty - it was questioned how cheaply the cost certainty quote is being offered for discussion was had on exactly what the £10k included, and how long the numbers given would be valid for.

To get to planning with the current process will cost £10k + £5k. Discussions were had regarding when to pay the money, versus when to have a consultation and when village buy-in can be sought to this specific design.

Action: to request from Kingswell, how much of the £10k they would need to produce the drawings to support the consultation.

CBC.19.09.8 To approve holding the public consultation on the current progress of the Community Building Project on 12th October 2019, 10am-3pm in the Village Hall.

Resolved: Approved, Unanimous.

CBC.19.09.9 To consider the following points regarding the consultation and agree actions arising

CBC.19.09.9.1 Method, dates and content of the publicity of the consultation

Newsletter content needs to be given by 24th September

Flyer in a separate drop w/e of 5th Oct 2019 – Black and White printing, 255 copies as per the newsletter. Include "final chance to see before planning application". CB to draft for the newsletter, then use words from that for the flyer.

CBC.19.09.9.2 Type, number and content of displays

To request the videos from Kingswell of their other developments to show – to play on a laptop on a loop

GW has drafted display options (Appendix 2)

To include Site Plan, Floor Plan, 3D rendering – to ask Cllr White if he can do some print options.

GW & BU to write the power point for the displays. GW to send slides from Nov 2018 to BU for review.

CBC.19.09.9.3 Type, number and content of verbal reports throughout the day

Request a pre-recorded video from Kingswell which can be played on a loop. Covering info on the company, the other projects they have done similarly, their flexibility and how they incorporate feedback given, and the total process and interactions which have been gone through. Maximum 4-5 minutes.

A drop in consultation so people can ask questions of the committee members.

CBC.19.09.9.4 Method and level of recording attendance

Register, including whom are attending from the Parish council and CBC

Include Teas, Coffees & Squash.



- CBC.19.09.9.5 Method, content and format of feedback capture.**
Building Design Feedback Form – BU & GW to write.
- CBC.19.09.9.6 Members of the committee and other volunteers who will staff the consultation, their roles and responsibilities both on the day, and before & after the consultation.**
Everyone will be in attendance.
- CBC.19.09.9.7 Method, format and content of follow on consultation, for householders unable to attend on the 12th October 2019.**
Building Design Feedback Form and a 4-off A4 side summary to go to every HOUSEHOLD afterwards.
Both young persons and adult persons questionnaire.
- Also, all the information online, in the shop and in the pub, and electronically.
- Collecting the feedback forms by the end of the month, with possibly an open evening in November to communicate the consolidated feedback (to be discussed next month)
- CBC.19.09.10 Finance**
- CBC.19.09.10.1 Review the overall budget, consider plans and actions. Project Funds Remaining: £7856**
Some printing costs to support the consultation.
- CBC.19.09.10.2 To note total in the Fundraising EMR: £4965.98**
Noted
- CBC.19.09.11 Village Fund Raising: review progress, consider plans and actions**
Village walk on the 28th September, weather looks inclement, therefore will end in the village hall. Drinks tickets to be sold on the Rec, to be exchanged for drinks in the Village Hall.
Fashion Show, 18th October.
Family Fun Run to be postponed to 2020 now.
- CBC.19.09.12 Grant Applications: review progress: consider plans and actions.**
BU needs the proof from GW as to £10k is needed to get to planning, a formal document from Kingswell.
- CBC.19.09.13 Publicity: review status, consider actions.**
Consultation publicity is the current priority. N Pye too busy to help at the moment.
- CBC.19.09.14 To review the questionnaire on the use of village hall and shop, and if appropriate approve format, date and method of delivery and collection of the questionnaires to all homes in the Parish.**
To send out this questionnaire with the 4-page summary and feedback forms from the consultation.
- Additional feedback to BU by 1st October.
- CBC.19.09.15 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.19.09.16 Matters for future discussion.**
To decide on the cheese / wine / feedback meeting.
- CBC.19.09.17 To confirm the date and time of the next Meeting, 28th October 2019, 19:30 Village Hall.**
To move to the 29th October – LW to confirm with Ann the booking.



Meeting closed at 21:20

Action List

Item	Topic	Owner	When
18	Grant Strategy for £15k needed to get to planning.	BU, KF	See Minutes
20	CB – Apply for TENS licences	CB	CLOSED
21	To provide “design options” for the consultation	DK	CLOSED
22	To provide comment to BU on the Draft Questionnaire	ALL	1 st Oct 2019
23	GW to discuss with Mick Walsh regarding how secure the shop needs to be to make it insurable.	GW	Oct 2019
24	To request from Kingswell, how much of the £10k they would need to produce the drawings to support the consultation. To circulate quotes, prior to LW making payment.	GW	Oct 2019