

## Eardisland Parish Council

Village Hall Project Working Group Meeting on  
4 July 2019 at 7.30 pm in Eardisland Village Hall

### Notes

**Present:** Parish council – Merry Albright and Reg Curtis; EVHMC – Carole Millin and Susie Curtis; Parishioners – Ross Risdon; Parish Clerk – Alison Sutton

#### 1. **Membership, management and aims of Development Project Group**

Noted that request for more parishioners to join the Group has been put in July parish magazine. Agreed to rotate the Chair – chair at this first meeting Alison Sutton.

#### 2. **Results of Feasibility Study**

Noted that Option 1 was the most preferred option, in overall numbers and also when the answers were ranked. Option 1 consisted of:

- Recommendations of structural survey addressed with specialist input
- Current kitchen removed and area converted for storage – to address serious lack of storage highlighted by users
- New kitchen in current meeting room with new servery through to main hall with metal roller shutter
- Acoustic panels to main hall to improve sound
- Rewiring, new lighting, new heating, insulation
- Parish Council retains responsibility of current level of maintenance costs
- Cost in the region of £87,000 (+ reclaimable VAT).

#### 3. **Parish council's decision on recommendations made to it following the study**

Noted that the PC resolved on 14 March to accept recommendations:

- Take forward option 1, though consider elements of option 2 if funding allows
- Set up parish council Project Working Group (PWG) with 2 parish councillors, 2 representatives from Eardisland Village Hall Management Committee and 2-4 parishioners with relevant expertise
- PWG to arrange quantity surveyor to provide detailed costings and project management, working with PWG
- PWG to investigate funding streams with objective of having no Public Works Loan (PWL).

Noted update from Alison about lottery – maximum from Big Lottery now £100,000, easier to get revenue rather than capital funding; unlikely to get more than £50,000 if any at all. Will need to find multiple small funders and may have to take out PWL to undertake work.

Noted that as project over £25,000, PC must undertake formal tender process and advertise on Contract Finder website.

#### 4. **Eardisland Village Hall Management Committee's (EVHMC) views**

EVHMC thinking moved on from original discussions. Priorities are now: storage, external for large hall items such as staging and internal for user groups; keeping 2 rooms for hire, rather than losing the small room to being a new kitchen; serving hatch between the 2 rooms, so for a big event food can be prepared in the kitchen and plated/served from the small room via the hatch. Agreed that small increase in kitchen size and kitchen refit to reconfigure with a serving hatch direct into the hall would be useful.

#### 5. **Actions to take forward**

Agreed PWG priorities for refurbishment/development:

- Gas condensing central heating and water boiler
- Rewire and move boards etc into cupboard in lobby
- Repairs to infrastructure
- Detached storage unit outside for large hall items

- Internal storage in small room
- Insulation, false ceiling with acoustic panels and new lighting in main hall
- Double glazed new windows all round
- Serving hatch from small room into hall
- If possible, 2mx2m kitchen extension
- Consider demolition of kitchen extension if underpinning needed and replacement with pre-fabricated kitchen pod extended from current length by 2m.

**6. Next steps**

Agreed needs costs of all elements and building surveyor working on fixed fee to produce costs and plans for tendering and act as project manager.

**Alison** – register PC on Contracts Finder website

**Merry** – cost external storage unit and kitchen pod; give **Alison** names of building surveyors to contact

**Carole and Susie** – cost refitted kitchen, as current size and extended and consider best reconfiguring of kitchen.

**7. Open forum** – None.

**8. Date and venue for next meeting** – Wednesday 10 July at 3.00 pm to draft spec for building surveyor. Alison book hall.

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