**WIDECOMBE COMMUNITY HALL CIO**

(Charity registration number 1182621)

**Minutes of meeting No: 4 of the board of trustees of**

**Widecombe Community Hall CIO held at OLD WALLS, PONSWORTHY**

**on Wednesday 21st August 2019 at 7:30 pm.**

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| PRESENT: | NAME | POSITION |
|  | **Yvette Elliott (YE)** | Chair |
|  | **Evelyn Edworthy (EE)** | Trustee |
|  | **Lloyd Mortimore (LM)** | Trustee |
|  | **Chris Elliott (CE)** | Treasurer |
|  | **Alan Peake (AP)** | Trustee |
|  | **Kris Blood (KB)** | Vice-chair |
|  |  |  |
| IN ATTENDANCE: | **Richard Casey** | Design sub-Committee member |
| APOLOGIES FOR ABSENCE RECEIVED FROM: | **Sarah Reeve** | Secretary |
| ABSENT WITHOUT APOLOGY: |  |  |

1. NOTICE AND QUORUM

* It was reported that sufficient notice of the meeting had been duly given and that a quorum was present. The meeting was declared open.

2. DECLARATIONS OF INTEREST

* Each Trustee to email details to Secretary for inclusion on a spreadsheet. **Email to SR**.
* Information to indicate where conflict of interest might occur.

3. MINUTES OF LAST MEETING

* The Minutes of the last meeting were approved and signed.

4. MATTERS ARISING

* Arboricultural Report - awaiting completion **(CE)**
* FRA calculations - calculations completed. Awaiting further work **(CE)**
* New Website design - the new website and new email are operational. The old site will remain active until September. New site to be linked from the Widecombe website **(EE)**
* Gift Aid - now set up
* Attendance requested for next Parish Council meeting on 5th September, where the details of the Parish Vote will be rubber-stamped **(ALL)**
* Design drawingsfor Widecombe Fair - outstanding **(CE/AP to meet, taking into account the latest design decisions, see below)**
* Letter of thanks to Blackaton Manor - sent
* Scoriton Flower Show - we have declined the offer to run a bar.
* Awards for All - submission to be completed **(YE)**

5. DESIGN DECISIONS

* The reptile and bat surveys are ongoing. The autumn bat recordings can be scheduled after September 1st.  **(CE)** to encourage as early a date as possible
* A draft report from Devon Wildlife was discussed. We can mitigate their proposals in our design by:-

a) reducing the proposal of a Devon hedge bank across the entire field to half, from the entrance up to the parking area. **(EE)** to find out cost of walling, and possible grants for native hedging.

b) highlighting the environmentally friendly design of the garden; and adding a wildflower area to the far NE corner.

* Culvert

(AP) has calculated the culvert size required to meet the 100 year flood risk:-

a rectangular rather than circular culvert to keep the elevation from road to field flat

1200mm width, 600mm height and 8000mm length.

Granite headwalls and aprons

Granite kerbs with painted line to designate pedestrian pathway

Cattlegrid at field end with pedestrian gate attached.

Pedestrian pathway from road, over culvert and into field to be wheelchair friendly.

* Hard surfaces, parking, fencing and hedging

Hard surface for pedestrian walkway, disabled parking and outside the front of the building must be wheelchair friendly.

All hard surfaces to be semi-permeable.

Road surface and non-disabled parking - gravel. Plain gravel proposed for planning, but might use plastic honeycomb grids for gravel retention.

Planning submission will request 20 car park spaces, 5 of which will be for disabled.

Fence and gating to the west (kitchen) side. Large vehicular access required

Hard standing for delivery vehicles required on west side.

Paving outside the hall’s external doors.

The hedge bounding the garden area to be maintained at a height that will allow manual cutting, no vehicular access in this area.

* Infiltration tests to be carried out soon. **(CE/LL)**
* Sewage

Mains connection is preferable. Will required pump.

The expenditure of £325 was approved to contact SW Water and find out details for hooking up to the main sewage system. **(AP)** to contact SW Water

* Electricity

**(CE)** to contact Western Power for details of connecting to 3-phase electric. **(KB)** to find out the cost of the recently installed 3-phase in the church.

* External Features

Granite facing - 4’ (1.2m) high on front and along lower Eastern side, with fibre-cement cladding above. Rendering on the other two sides with cladding above.

(LL) advised 9” (225mm) depth for granite facing, but this then means the above cladding would need battens to bring in out level with the granite. This adds a void behind the cladding which has the potential to cause problems. On the other hand battening allows vertical cladding (majority preference), otherwise cladding needs to be horizontal for direct attachment to the Nudura walls. Cladding direction decision outstanding. Depth of granite cladding requires further thought.

Widow and door frames, sofits and fascias - coloured (light grey) UPVC.

Guttering - to be decided. Probably not plastic because of warping. Aluminium, zinc or cast iron possible.

**(AP)** to contact Nick Fell for advice on the above.

* Glass porch to front of building.
* Awning or roof extension over the back space outside the hall’s glassed area between the two side extensions. Awning was proposed previously to allow easier access to the upper wall and gutters of the hall. Some discussion as to whether to stick with this decision.
* Discussion on whether the internal corridor should extend to the kitchen. The decision between the two proposals affects the span width of the front extension for its entire length. Exclude currently.
* For planning, the full size of the building, eg widening the stores, will be used. We can reduce if required in future.
* Once we finalise our decisions, expert advice can then be sought from Architects and structural engineer.
* Detailed costing exercise will need to start soon. This will then give us a better idea of the division of costs between construction, fixtures and fittings.

6. CHARITY AUCTION

* 60 lots confirmed.
* Russel Steer to be the auctioneer.
* Mike the postman to be asked if a mail shot is possible (**YE**)
* (SR) has organised the music
* BBQ details outstanding **(YE)** to email help required.
* **(LL)** to organise the meat
* **(CE)** to talk to Simon Butcher about electrics, and then lighting requirements
* Courtesy letter to Ian & Pauline Boyes advising them of the Auction night **(SR)**
* Decision made on the 8 live auction lots.
* We will aim to use re-useable instead of single plastic glasses in future

7. OTHER FUNDRAISING EVENTS

Bar at History Group event, Monday 2nd September

**(KB/AP/RC)** to run the bar. **(YE)** to purchase necessary materials

Widecombe Fair, Tuesday 10th September

**(YE)** to circulate rota to man our display

Gail’s Tor Challenge

First stage scheduled for the Saturday after the auction, 21st September.

8. DATE OF NEXT MEETING: Monday 23rd September, 7:30pm, Old Walls.

9. CLOSE

Due to the meeting overrunning, all other agenda items will be carried forward.

The chairman declared that the meeting was closed. 10:15 pm

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Chairman

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Date

N.B. **Highlighted Items** = Tasks to be carried out