

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

**Minutes of meeting No: 7 of the board of trustees
of Widecombe Community Hall CIO held at OLD WALLS, PONSWORTHY
on Monday 11th November 2019 at 7.30 pm.**

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Sarah Reeve (SR)	Secretary
	Chris Elliott (CE)	Treasurer
	Lloyd Mortimore (LM)	Trustee
	Alan Peake (AP)	Trustee
	Kris Blood (KB)	Vice-chair
IN ATTENDANCE:		
APOLOGIES FOR ABSENCE:	Evelyn Edworthy (EE)	Trustee
ABSENT WITHOUT APOLOGY:		

1. NOTICE AND QUORUM

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

2. DECLARATIONS OF INTEREST

- None.

3. MINUTES OF LAST MEETING

- The Minutes of the last meeting (14th October) were approved and signed

4. MATTERS ARISING

- A4A Draft Application (YE) Waiting for vote decision before making new grant applications.
- Draft Management Plan (KB & LM) Drafted & comments received, to be amended.
- D&A statement (YE) drafted & comments received, to be amended.

- Quotes and estimates for Costings sheet – (LM) looked into Granite facing – £200 per sq m (approx. coverage 53 sq m + columns-pillars) price includes stone & fitting. Lloyd suggests employing one person to lay it for consistency. He has suggested doing engraved stones and each one would be sponsored @£200 each.
- Newsletter distribution – cost £46 – Done.
- VAT Discussion – some elements of build will be exempt but as we will be using lots of different contractors etc we may have to pay some VAT. Once we are up and running could claim some back.

5. PLANNING APPLICATION paperwork update

- Richard and Val asked for a **further meeting** to make sure the future use of undeveloped land was secure. Ecological report was made clearer to remove confusion. We can do the minimum possible to the undeveloped land. Some small changes to layout – no longer a requirement for Devon bank across the middle of the field - now low fence with hedge planting – not such a permanent structure. Architect also attended the meeting and was very helpful. Pete Leaver (DWP), Tom Nitti (Ecologist), Alan Peake, Chris Elliott, Richard and Val Casey attended.
- Looked at the **revised development plan** on screen. Now have green space for informal overspill parking. Also looked at outside lighting plan. Low level LED bollards on entrance area, and parking area. Timer controlled. Bulkhead lights for entrance and kitchen entrance. Smaller lights under canopy of hall patio area. Two small low level lights on road to show access bridge.
- **Visibility splay** – clear sightlines for entrance and exit to hall from the road. Must comply with Highway Agency guidelines – Looked at plan. Different areas owned by different people.
- **Tree Protection plan** – root protection area = 24x stem diameter. Looked at plan on screen. Care will be taken not to encroach these areas during construction.
- **Drainage plan** – Drain water into existing water course, we will need a 'swale' (a wide dry weather channel). Looked at the plan. Paid for extra survey of village manhole covers and drainage facilities for accurate levels. Foul water to feed into pipework for Brook Lane cottages. Gravity feed and then pumped. Manhole cover needed for access. Levels: Finished floor level confirmed. Swale discharge controlled by flow control valves. Shouldn't affect grazing once established (2 years) and grazing happens in dry weather. Current plan allows for all car parking to be considered as non-permeable (as land drains so slowly). Water will end up in the stream anyway – Swale makes it more controlled. Chris is in discussion to see if we can change the shape or move its position.
- **Planning Notice** – served on Richard and Val as it's their property. We must advertise in Mid Devon Adviser £240 – for area of unregistered land. Planning notices will be issued.
- **Land-Purchase** is expected to happen after Planning Application or before the end of the current financial year.
- After submitting Planning App we will invite **Parish Council to a site meeting**. Would need to be before December meeting, as PC will be invited to comment. Trustees invited to attend the December meeting when result of vote will be known. We can speak at the Open Forum at the beginning of the meeting.
- **Application Form** – (YE) is going through it and filling in where possible. [Possible suggested hall opening hours: Sun-Thurs 8am – 11pm; Fri & Sat until 12midnight.]

6. FUNDRAISING

- Gail's Tor Challenge. Completed 100 Tors so far. Aims to finish on Monday 30th December. Inviting people to join her on the last walk to Sharp Tor, Yar Tor, finishing on Condon Tor. Back to her house for mulled wine and mince pies. Will need to know numbers beforehand.
- Quiz & Supper night – In Parish Link & on Website. January 18th 2020.
- Suggested idea 'Chili cook off' – each entrant to make enough for 8 portions– competition. Punters pay to get in and try different chillis (with baked potatoes) and judge their favourites. February date TBC.
- Miles & Gail have offered to do another Easter Duck Race.

7. FINANCE

- Nothing new to update.

8. ONGOING DOCUMENTS

- Future costings – (YE) has been looking at feasibility study – current size 330 sq m – cost £580k. Looking at what we've actually spent so far and see what savings we have made. Also looking at Capital Investment Plan. All on track so far. Need to set up separate 'sub finance committee'.
- Bid Winter has drafted 5 applications with which to approach funders. An average amount to ask for is £60k. (YE) in contact with Bid Writer. We have the Bid Writer until the end of December, must be paid for by then.
- Business Plan can be submitted to Parish Council as soon as we are able.
- Project Plan- look at costings in more detail after Planning App has been submitted.

9. PARISH COUNCIL UPDATE

- Open Day Feedback – people feel the info was informative and our open day was well attended. Not many went to Parish Council open sessions.
- December PC meeting is 2nd December – Monday. Vote will be known then.

10. POLICIES FOR ADOPTION

- Remaining carried forward (EE).

11. HEALTH & SAFETY

- (AP) Nothing to report.

12. AOB

- Concern raised that there isn't direct access to kitchen – have to go through hall. Can we afford to make that access? 3 lower sides round hall could be the same width. Design sub-committee to consider.

13. DONM: Monday 13th January 2020 at 7.30pm. Old Walls.

19. CLOSE

There was no further business and therefore the chairman declared that the meeting was closed.
9:40 pm

.....
Chairman

.....
Date

N.B. **Highlighted Items** = Tasks to be done.