**WIDECOMBE COMMUNITY HALL CIO**

(Charity registration number 1182621)

**Minutes of meeting No: 3 of the board of trustees (inc. Design Sub-Committee)**

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

**on Monday 24th June 2019 at 7.30 pm.**

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| PRESENT: | NAME | POSITION |
|  | **Yvette Elliott (YE)** | Chair |
|  | **Sarah Reeve (SR)** | Secretary |
|  | **Lloyd Mortimore (LM)** | Trustee |
|  | **Chris Elliott (CE)** | Treasurer |
|  | **Alan Peake (AP)** | Trustee |
|  | **Kris Blood (KB)** | Vice-chair |
| IN ATTENDANCE: | **Richard Casey (RC)** | Design Sub-Committee |
| 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

* 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 (24th June) were approved and signed

4. MATTERS ARISING

* First Aid kit has been purchased.
* (SR) wrote a letter to Sarah Nosworthy thanking her for her input to date and acknowledging that since we hadn’t heard from her since January and had no response to our previous letter, we assumed that she no longer wished to be involved with the Charity Auction planned for September. No response.
* Arboricultural Report: *(Figures and images projected onto a large screen for committee members to see and comment upon.)* (CE) Topo survey done, more work needed to complete report. (CE) and members of the committee observed and recorded trees present on and adjacent to the site. Some category C, some category B, some need to be removed as old. Nothing noteworthy present either on or adjacent to site. Most trees adjacent to site. 2 mature oak but root system shouldn’t be disturbed as they are spaced well apart. DNPA should be satisfied that we have looked in detail at trees on site. (CE) to produce report.
* Flood Risk Assessment (FRA) Calculations: Working out flows, heights of water levels etc. (CE) has done calculations and run them through a computer model producing flow rate projections. Will need further projection through more software to allow for climate change up to 100 years in the future. Also looking at flow rate through stream. Seems unlikely water would flow into the road. Flow rate figures will help with working out culvert pipe sizes. Pipe would be larger than required to be on safe side. Following Centre for Ecology and Hydrological methods. Needs to be modelled in more detail using appropriate software. (CE) has this in hand.
* (SR) sent letters of thanks to the Open Garden Event hosts.
* New website design: (EE) in progress.
* Logo update: (EE) sent out several versions and committee commented on which they preferred.
* Gift Aid: (YE) we are now registered for Gift Aid. Templates from ‘Simply Docs’ website have been personalized for use – one for sponsorship, one for one-off donation and one for ongoing donations. (EE) to put info on website. CIO to do annual returns to claim back the tax (taxpayer must have paid sufficient tax for reclaim by us). Have forms at all events from now on.
* Attendance at PC meeting: Members attended the July PC meeting to demonstrate support for the hall project. There will be no meeting in August. (All)Members are encouraged to attend the meeting in September. Need to speak at the beginning of the meeting during Open Forum.
* Prizes for Ruggle Regatta held on Sunday 21st July – done. Raffle and Tombola raised: £297.98

5. DESIGN DECISIONS (Sub-Committee & Trustees)

* Consider independent, external reports: *(Figures and images projected onto a large screen for committee members to see and comment upon.)*
* MEASURED EARTHWORK SURVEY: (CE) reported. In summary, nothing of any great interest observed. Nothing to affect the project. Done by ‘South West Landscape Investigations’.
* GEOPHYSICS: Nothing visible in the survey done so far. Awaiting final report.
* ARBORICULTURAL: done, see above.
* BATS: ‘Devon Wildlife Consulting’(DWC) have completed their initial appraisal. Found 10 species of bat including the ‘Greater Horseshoe Bat’ which comes down from Haytor. This would confirm the need for low level lighting. Need to do 2 further surveys before making a final report, one more in summer and a final one in September. Cannot go for Planning Permission until final report is received.
* REPTILES: This will be a seven visit survey. Will be done by DWC. £1,825 inc. VAT for Bat and Reptile surveys. No ponies can be in the field for the surveys. Report should be done not long after surveys completed.
* Agree Orientation: (CE) reported from his notes: Solar gain issues – modelling done by ‘Green Building Store’. No need to re-orientate. Current culvert position is acceptable. Modelling will cost £250. ‘PHPP’ modelling – ‘Passive House Planning Package’ *The PHPP prepares an energy balance and calculates the annual energy demand of the building based on the user input relating to the building's characteristics.*
* The main results provided by this software programme include:
* The annual heating demand [kWh/(m²a)] and maximum heating load [W/m²]
* Summer thermal comfort with active cooling: annual cooling demand [kWh/(m²a)] and maximum cooling load [W/m²]
* Summer thermal comfort with passive cooling: frequency of overheating events [%]
* Annual primary energy demand for the whole building [kWh/(m²a)]

* Agree Internal Layout: Projected onto screen were the architects last drawings in moveable format. (CE) could then overlay simple changes and explore new ideas. (AP) had also prepared on paper a new layout for the Design Sub-Committee to consider.
* Minor changes were made to kitchen, store, disabled toilet, toilet area, corridor from lobby entrance to toilet area, widening store behind hall, widening MU room and shortening front wall area ie changing the proportions slightly to make better size/useable spaces whilst maintaining overall footprint size. Allow for extra serving hatch area for kitchen and bar. General positive response to using Nudura as main building material with simple blockwork for external/store areas outside main hall structure. (could put ‘hidden’ doorways in storage wall for possible extension at later date.) Also discussed car parking area and access/parking/turning for delivery vehicles.
* Consider Culvert/Entrance Design/general external comments: Main structure in Nudura, with external cladding: horizontal fibre cement (or similar) rather than vertical as per architect drawings with some granite faced areas. Roof, sheet cladding, steel (or similar). PV panel placement – wait for advice. Rooflights not recommended (access/maintenance), light tubes instead to bring daylight into areas with no windows. Gable end vents to allow heat extraction in hot weather. Nudura holds the heat so shouldn’t have a building having to be heated from cold. Windows in UPVC which comes in many different finishes. Culvert access: 4+m road width +1.5m for pedestrian access. Allow for large vehicles. 7m long culvert with edges. Moving forward but needs more discussion at next meeting.
* (CE) and (AP) to prepare final drawings for planning and to present to community at Widecombe Fair in September.
* (RC) left the meeting at this point.

6. FUNDRAISING

* The Barn Dance was a great success as a community event and raised over £1,200. (SR) to send a letter of thanks to Blackaton Manor Farm.
* **Charity Auction**: Marquee secured, music arranged. Will be a BBQ/Bar and music event with Silent Auction taking place throughout with a live Auction during the evening. Event to start at 7pm with live Auction at 9pm. Keep food simple with burgers/sausages/veggie option. (ALL) need to confirm lots URGENTLY (YE) to re send spreadsheet with lot contact ideas and draft letter. Let her know which ones we are going for. Publicity – need more; website, FB, etc. Already in the Parish Link. (EE) is finding an auctioneer. P.A. will be provided by Wild Goose band to keep costs down (Go Tell Alice) also have their own P.A.
* (EE) to do poster (SR) to do programme (All) LOTS NEEDED BY NEXT MEETING
* Scoriton Flower Show: No contact from organisers and as we have a lot happening it was decided not to run the bar there. (YE) to inform them.
* Gail’s Tor Climbing Challenge: Planning to climb all Tors on the moor over the next year or so as a fundraiser. Will set up a Just Giving page for donations/sponsorship. Committee will organize events at key walk dates to boost moral, publicise event and give support. Publicise at Widecombe Fair.
* Stones: (LM) has a number of ‘brick’ sized granite blocks and has offered to engrave names on them in exchange for a donation to the hall fundraising – blocks would then be used on/around the new hall. Suggested donation of £250 or more. (LM) to have a couple of samples for display at Widecombe Fair.

7. FINANCE

* £17,000 in hand. Recent income from fundraising includes: £1,228.27 from Barn Dance, £243 from Ladies Luncheon (Rose Mortimore organized), £297.98 from Ruggle Regatta Raffle & Tombola. Up to 37% of Community Fundraising pot. Of funds in hand £10,000 is unrestricted, £6,000 from Bright Ideas – some can be used for Planning permission.
* Will need to apply to Lottery Awards for All soon. (YE) to draft application.
* Upcoming expenditure for Authorisation: £250 for modelling of the building; Approved. £1,825 for Bat & Reptile surveys; Approved.
* Bid Writer – Has our Capital Investment Plan. Has advised not to submit any grant applications until the Parish Vote on the Loan. She has been doing lots of work (paid for through the Bright Ideas Grant) using her time wisely. Bids for future use will be drafted by September/October. Would also look over any A4A bid.

As the meeting had run over two hours with much more on the Agenda, it was agreed to move the items 8-12 forward to the next meeting in August.

8. ONGOING DOCUMENTS

9. PARISH COUNCIL UPDATE

10. POLICIES FOR ADOPTION

11. HEALTH & SAFETY

12. AOB

13. DONM: Wednesday August 21st at 7.30pm. Old Walls.

19. CLOSE

There was no further business and therefore the chairman declared that the meeting was closed. 10:10 pm

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Chairman

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Date

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