**THE STEERING GROUP – NEW VILLAGE HALL FOR WIDECOMBE**

**MINUTES OF THE 6th MEETING HELD ON Monday 4th December 2017**

**PRESENT:** Lloyd Mortimore, Richard Casey, Evie Edworthy, Yvette Elliot, Sarah Reeve,

Chris Elliot.

**APOLOGIES**: Tony Hodgkiss, Jayne Boswell, Simon Butcher.

**APPROVE MINUTES OF LAST MEETING** (6th November): Approved

*Initials in brackets indicate tasks completed*

*Initials and text in red indicate tasks to be done…THERE IS ONE FOR ALL OF US…*

**MATTERS ARISING**:

LAND OWNERSHIP TITLE SEARCH – STREAM AREA

* (CE) Continuing searches with Highways Agency reveals they do not own the stream area at the edge of Hayes field. “This area considered private”. It does not appear to be owned at all.
* (RC) will go back to his Solicitor for clarification and lay claim to it. Would be beneficial in any case.

CROWDFUNDING

* (EE) Has been looking into fundraising through Crowdfunding. We can keep setting up new funding targets, good to do in stages (eg: buying the land). From monies raised: 5% +VAT & processing costs are taken.
* Will link our site to the History Group one managed by Roger Claxton. Hopefully raise the number of visitors to our site and improve profile on Google.

PARISH LINK

* (YE) Has put a double page spread of information in the December edition including info about membership & application form. Makes information available to those not on the internet.
* (YE) will keep updating info as things progress.

MEMBERS AREA ON WEBSITE (PASSWORD ACCESS)

* (EE) Has created ‘Login’ button on front page of website. In development.
* When an application is made, Evie will bring to meeting.
* Information for non-parish residents on website.
* (EE) creating Members Area on website accessed with password.
* Minutes will be available to view on the members area. Could encourage people to become members.
* (SR) to send copies of minutes to Evie for inclusion on website.
* (SR &YE) to send out tonight’s minutes to everyone on initial email list
* (EE) send info to Roger Claxton to link our site to the History Group site which gets visitors from all over the world.
* ‘Unsuscribe’ option will be available.

LOGO

* (SR) has created a logo and letterhead. Now in use.

DRAFT QUESTIONAIRRE FOR LOCAL GROUPS

* (YE) Has sent out a questionnaire to go to groups who currently use Church House
* 31 December is the deadline for replies
* 2/9 returned so far

MEASURE LEUSDON MEMORIAL HALL

* (LM & CE) Measured the hall. 20’ x 50’ (1,000 sq ft). 1,500 sq ft would be ideal. 18m x 10m would be a good size. (10 sq ft = 1 sq m)
* Architect mentioned typical costings of £2,000 per sq m.

ADD DETAIL TO PROJECT PLAN FROM FEASIBILITY STUDY STRUCTURE SHEET

* (JB) To do above.
* (JB) Also add fundraising stages
* (JB) Re-send out the Dropbox invite.

MEMBERSHIP OFFICER

* (EE) Agreed to be Membership Officer.

CORRESPONDENCE

* (SR) Sent letters to Parish Council asking for £50 towards main Questionnaire costs, and to Widecombe Fair Committee with regard to the fair field being a possible site for a new village hall.
* No response from Parish Council.
* Email response from Mr Oldham, Secretary of the Widecombe Fair Committee. The Committee will meet on 8th January when they will discuss the correspondence received from us. We will extend our original deadline to 15th January.
* (SR) to send response letter to Mr Oldham saying that we look forward to hearing from them after their meeting but before the 15th January 2018.

**A4A APPLICATION**

* (YE) Submitted Application form and much earlier than expected we have exciting news. **We have been awarded the full amount of £10,000 which we should receive before Christmas.** We have a banner so must do publicity and spread the word.
* (YE) Outlined how she showed how the initial money would be spent:
	+ £4,710.00 Feasibility – Architect
	+ £250.00 General Advertising & Printing. Website Fees.
	+ £1,080.00 DCT – ‘Catalyst’ Help move plans forwar. Formal audit of existing facilities. Capital Investment Plan. Will add credibility to Feasibility Study.
	+ £3,960.00 Remaining funds (from A4A) could go towards 6 days of Architect support.
	+ Above **Architect support would include**: Site selection – (Site visits & assessments, report & recommendations, client meetings); Concept/Feasibility Options – (Briefing meetings x3, Accomodation schedule & brief, outline sketch ideas & budgets, planning, stakeholder & public consultation, revised sketch & budgets.)
	+ *£7,500.00 A further amount would be needed for further Architect input, Environmental Surveys, etc to get to the point of submitting a planning application.*

**HALL FACILITIES – DRAFT LIST**:

***For detailed info please refer to ‘Features for Specification – Draft 3’ sent out by email on 5th December***

* **(ALL) Please look at this updated document. Follow instructions suggested by Yvette in the email. Send your completed documents to Richard for next version to come out before next meeting.**
* This document is a vital part of the Feasiblity Study and brings together results of the Parish Survey, Groups Questionnaire & discussion at meetings and will help the Architect at initial design stage.

**TREASURER’S REPORT**:

* RC reported that we now have £40.00 in the bank account as two families have paid membership.

**NEXT STEPS**:

ARRANGE A FUNDRAISER

* (YE) Has booked Leusdon Memorial Hall on 19th Jan for a Quiz and Lasagne evening. 7.30pm. In Parish Link.
* Tickets will be £10 to include a meal.
* (SR) Do a poster nearer the time.

**AOB**:

* DATA PROTECTION We will register for a fee of £35.00 per year.

**DONM**: Thursday 25th January, Old Walls, 8pm.

Meeting closed at 10:00pm.