**WIDECOMBE VILLAGE HALL STEERING GROUP**

**MEETING WITH MARTIN & DAWN FROM DCT, 5th FEB 2018.**

**&**

**MEETING WITH PETE LEAVER**

**FROM DAVID WILSON ARCHITECTS 7th February 2018.**

**MEETING WITH DCC:**

**PRESENT:** Yvette Elliott, Sarah Reeve, Chris Elliott, Richard Casey, **DCT**: Martin Rich & Dawn Eckhart.

**APOLOGIES**: Lloyd Mortimore, Evie Edworthy, Tony Hodgkiss, Jayne Boswell, Simon Butcher.

**WIDECOMBE VILLAGE HALL STEERING GROUP**:

WHAT WE’VE ACHIEVED SO FAR

* A4A grant success
* Architects: RIBA stages 0–2 to feed into Feasibilty Study
* Architects: making site recommendations
* Architects: have been in touch with DCT. More meetings planned.
* Community & Local Group surveys done. Accessibility an important issue.
* Features for Specification document, committee reviewed version to be part of the Architects Design Brief.

**DEVON COMMUNITIES TOGETHER:**

COMMENTS/INITIAL IDEAS

* Asked if the Parish Council were represented on the Steering Group
* Suggested putting together the bones of a Business Plan – How would the hall operate? How would we achieve it?
* Dawn listed stages we need to complete and things that the DCT can help with before approaching potential funders:
* ‘Community Facilities Audit’ – examining what facilities already exist in the Parish.   
  Eg; badmintion & pantomime at Leusdon Memorial Hall, Craft Markets in Church House. (both halls support the building of a new hall in Widecombe)
* ‘Stakeholder Engagement’ – getting the community and potential future users involved
* ‘Capital Investment Plan’ – costings, best funding package etc
* ‘Income Projections’ – based on current community use, compare similar halls.
* ‘Community Survey’ – we have completed a survey but only had a 27% response, didn’t make it more age range specific. Mostly couples and older people responded. Can need a different approach for younger people & families. FUNDERS often target specific groups ie: Youth provision, older users.
* Has our Community Survey been asking the right questions?
* Different focus needed for each application to Funders.
* Funding picture is ever changing – Legal Form and Governance Structure.
* Some Funders will only support a Registered Charity so later we could become an ‘Independent Charity Incorporated’.
* Hayes Field can only be sold to a Registered Charity
* A new hall can generate more use of existing facilities
* Provision for Outreach Healthcare – very few examples of this happening. But a local medical practice might use a room in a village hall.

COMMUNITY FACILITIES AUDIT AND FEASIBILITY AUDIT

* This is the first project we have asked Dawn at DCT to complete for the WVHSG. It will identify gaps, affordability and ensure collaboration.
* DCT have supplied a list of fees. Audit will cost around £360.00
* We have done some of the work already. DCT to show which areas need to be developed
* Future Legal structure

FUNDING SOURCES

* Crowdfunding
* Tourist resources – summer season
* National Lottery Communities Programme has finished
* No big capital grants around at the moment
* Parish Council – increase in Precept. **DCT strongly recommend inviting a member of the Parish Council on to the Steering Group.** They will be key to attracting funding, increasing the Precept, obtaining a Public Works Loan etc.
* The WVHSG are attending the Parish Meeting on 15th March – use this as an opportunity to encourage PC involvement. Approach members of the PC and invite them to join the Steering Group.
* Charitable Funds tend to be small amounts
* Sports England – some funding available if a rural need – youth provision, fitness groups etc.
* Funding Windows are often short term, difficult with a long term project.
* Public Toilet provision doesn’t tend to attract funding
* ‘Funding Package’ is like a many faced dice: funding from many different sources and loans.
* Could design the project for ‘phased development’ when funds allowed.
* Voluntary labour could be used at initial stages such as land preparation, access, drainage, and at the finishing stage to cut costs. The build itself must meet Building Regulations.

MOVING FORWARD

* Once Feasibility study has been completed have an Open Day/Evening for public consultation. DCT could help with this event – a chargeable task. Architects would also attend and have built this into their costings too
* Keep community on board and up to date with progress
* Lauch a Community Fundraising Campaign – 270 households with 500-600 people

**MEETING WITH ARCHITECT:**

**PRESENT:** Yvette Elliot, Sarah Reeve, Chris Elliot, Richard Casey, Lloyd Mortimore, **DWA**: Peter Leaver

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

SITE APPRAISAL

* Detailed A3 sheets showing all areas, hall/car park position (approx.) and scale of such were viewed by committee:
* **Statutary designations** that affect both sites. Both outside conservation area
* **Flood Risk**: *Fairfield* – bottom area – high flood risk. *Hayes Field* – top area risk of surface water flooding. SW water/DCC Environment Agency maps quite general. Would have to carry out ‘Flood Risk Assessment’ for Planning Application. Not needed for Feasibility.
* **Historic Landscape Characterisation** – field use. Nothing noteable in the conservation line
* **Wildlife Designations** – nothing nearby on either site
* ***FAIRFIELD General Comments*** –
* Hall would be very visible from the moor, would stand out.
* Steeply sloping site – additional costs
* Detached from village centre with no footpath link
* Questionable safety of access for cars and pedestrians
* Car park would take up considerable area of site
* Would need to work closely with the Widecombe Fair Committee who have restrictions on what they can do in the Fairfield
* ***HAYES FIELD General Comments*** *–*
* Surface water flood risk at top of field
* Better connected to village with possibility to link to main car park in the future
* Relates better to other large buildings in the village
* Access is better but still need to work on area around recreation ground to improve site lines
* Additional costs for bridge over stream for access, drainage as it is a wet site
* Car park would dominate the site
* Overall a better site – landscape impact – road safety etc
* Final recommendation/report will be made within the next 2 weeks

BUILDING BRIEF

* Using our Features for Specification an initial layout has been produced. In four stages: a Preliminary Area Schedule showing sizes of each space leading to the Preliminary Plan Diagram showing the whole layout and designation of each space. *These were sent out with an email on 5th February.* This produced some immediate revisions of ideas:
* **Kitchen** area could be a little smaller than 30m sq. 4m x 5m plus servery would be fine. Separate serving area within the servery could be used as a bar when necessary.
* **Main Hall** – could be smaller. Seating for 120 people (not 200) would mean that it wasn’t too big and make it more useable for a wider variety of events and activities.
* **Multi Use Space/Meeting Room** – could be a little smaller. Pre School have expressed an interest in this being their main space and using the hall also sometimes if it was free. (A question was asked as to whether the Primary School might take over the running of Pre School in the future. Widecombe Primary School is part of the South Dartmoor Academy and out of 5 Primary schools 2 have merged with their Primary Schools.) There is access to the small outside space from this room. Also access to a small kitchen area and WC.
* **Storage** – need plenty: Pre School, staging, chairs, sports equipment etc
* **Plant Room** – looks big on the plan but needs to be of sufficient size for heating equipment etc
* **Toilets** – number in line with size of main hall. Unisex with simple cubicles and central washing area. Separate toilet for Multi Use Space (Pre School)
* **HISTORY GROUP (Multi Use Space/Heritage Room)** – Have expressed an interest in having a space in a new hall. Have sent through detailed plan/layout of their ideal space. 13m x 6m comprising ½ for secure storage for historic documents, filing cabinets, Parish chests and ½ a secure area with tables and chairs to carry out digitisation of documents. The room should have no windows and have a sprinkler system. Also a display area to be accessible to the public. Much discussion followed. How much would this cost? How would it work in a building with as much ‘multi use’ space as possible.   
  ***To move forward with this idea***:
* Have more detailed discussions with the History Group. Could a member come and join our Steering Group? Would be good to get the History Group on board with the project.
* Could make this into a Heritage Centre – would possibly attract funding from the National Lottery Heritage Fund. Would benefit the village with visitors/school groups attracted to visiting/using the hall
* Speak to someone from the DCC Heritage dept. about proper storage of historical documents. More likely to attract funding if done properly. Better for the documents too.
* **Office/Rec** – become part of Heritage Area?
* **Entrance** – could be a display area? Audio/Visual presentation more attractive than static display on walls
* **Sports/Changing Rooms** – There is some funding for ‘sports development’. Hall is next to sports area and we are considering some sports acitivities inside the hall such as table tennis and netball. Changing rooms would be small, simple. Not needed for a whole football team. Would replace the changing rooms/toilets in the sports area which are very old and in poor condition. Sports England – have standardised modular changing facilities. Talk to Sports Development Officer at Teignbridge and Devon F.A. and explore ideas.
* Look at Ottery St Mary and Christow halls for sports provision ideas.
* Also looked at roof line suggestions. LM & CE planned to position a tele handler fully extended in Hayes Field to see the possible height of the hall and visibility from Widecombe Hill. Photo to be sent to Architect.
* Stream Area – CE spoke to Jo Rumble DNPA – the land is not registered as ‘common’. She is looking into this further. Haven’t ‘ruled out’ access over the stream but need drawings from the Architect to discuss further. Highways dept. coming to look at this in a few days.

MOVING FORWARD

* Preliminary Plan will be adjusted with 2 options. 1. with a ‘Heritage’ room and 2. with a ‘multi use space’
* Look at the programming of similar halls to see what/how many rooms are in use at the same time. Develop ‘Operational Business Plan’.

Next meeting with Architect proposed for 1st March but as Ross has been ill this might be changed.