

TINGEWICK VILLAGE HALL MANAGEMENT COMMITTEE MEETING:

MINUTES for 5th NOVEMBER 2018

**Present: David Partridge Ed Maxwell Carol Doherty Fran Marsden
Pete Chamberlain Julie Hart Zoe Moorhouse Colin Whitton**

Minutes of Previous Meeting:

- 1. Agreed**
- 2. Proposed: Carol Doherty Seconded: Julie Hart**

MATTERS ARISING:

S106 FUNDING:

The current situation was discussed at some length – see attached. From discussions the following was agreed:

A Structural Engineer to be engaged. Although Chappell Build can recommend an engineer it was agreed that an independent engineer should be sourced - Colin. Pete to contact Alan Watson to see whether he is able to recommend someone.

The tree in Peter's garden to be removed as soon as possible. Quotes to be obtained – Ed and Colin.

Comments from Nick Fordy regarding information submitted by Chappell Build are attached.

CHAIRMAN'S REPORT:

Nothing to report at this stage.

SECRETARY'S REPORT:

Wi-Fi: Complaints had been received regarding the quality of the wi-fi signal. Contact with the provider by Ed resulted in a much improved performance.

Stage Steps: It was reported that some elderly people had difficulty accessing the stage via the steps and had suggested that a handrail would be most useful. Pete to fix a handrail to each of the stage steps.

E-ON: E-ON wish to install a modem in the meter to improve signal quality in order to provide automatic meter readings. Agreed to let them go ahead.

Community Action Bucks: Rejoining this organisation was not considered to offer any particular benefit at this point.

Carol's Memorial: The Committee decided to opt for the seat only tribute (£526.80) as some problems may be encountered with the back fitting around the tree guard. The Parish Council anticipate that the Village Hall will organise delivery.

TREASURER'S REPORT:

The balance for October was up by £1513.25. This was primarily due to a donation of £980 from the Community Cafe.

ACTION

PC/CW

EM/CW

PC

CW

LETTINGS REPORT:

Yoga classes have finished but may be back in the new year.

Some confusion arose following the recent change of the key-box code. It was agreed that regular hirers be given their own key and that the key-box should be retained for occasional users. Regular users to include:

Line Dance – Anna Donaldson (Julie to inform)
Pilates - Joanne Tyrell (“ “ “ ”)

Patchers) Jane Bradford - Colin to establish
Scouts) whether Jane is willing to act as
Historical) key holder for these groups
Horticultural)

Julie to determine whether there are any other regular users requiring their own key.
Additional keys to be cut when numbers are known.

Bookings have picked up for the last part of the year.

MAINTENANCE:

Electrical Work: David has returned the scaffolding to Paragon that was left by the previous electrician.

An electrician has been contacted that has expressed interest in carrying out work for the Village Hall. David passed the details on.

Abbot Fire Grp.: All extinguishers, emergency lighting and PAT tests satisfactory except for one emergency light that was replaced. Comments made:
Mains wire to the router socket too thin. If socket used for something else an overload could result. Socket to be labelled **Internet Only**.
Internal cable, for external fairy lights, needs to be terminated properly.

Next year, the mains operated smoke alarms to be added to the check list.

FUND RAISING:

Film Night: £113 raised. A total of 20 people turned up which was disappointing. If there was not a significant improvement for the next film (Elf) it was proposed to cancel future film nights.

Red Lion Quiz 3rd December: Zoe to advertise. 7.00 for 7.30 pm and there will be teams of 4 @ £2/person. David will provide the raffle prize.

Community Cafe/Craft Fair: Confirmed for Saturday 1st December prior to the P.C. tree lighting ceremony.

HEALTH & SAFETY:

Nothing to report.

ANY OTHER BUSINESS:

Pete to install new back into the role of honour board.

NEXT MEETING: Monday 10th December @ 8.00 pm.

Meeting closed at: 9.20 pm

Circulation: ZM, DP, PC, EM, CD, FM, JH, CW,
P. Smith, A. Hawkins

JH

CW

JH

CW

CW

EM

EM

ZM

DP

EXTENSION – CURRENT SITUATION NOVEMBER 2018

S106 Funding:

Spoke to Joe Houston (AVDC) to clarify a couple of points on the combined funding application.

The funding of £132,000 has been approved and the application signed-off (see attached).

Submitting plans along with the preferred quote is the next stage for the final “release” of the money.

The Village Hall will be responsible for paying the contractor. AVDC will then subsequently reimburse the Hall.

The S106 funding has been awarded over 2 years and will be available for 10 years – 2026 & 2028.

Quotations:

Two quotations have been received:- JK Property Services £126,000
Landlord Renovations £118,430

Both have confirmed that if we provide them with our Charity Registration Number the Hall will not pay the VAT on the final sum.

Two other companies are interested in providing quotes: Chappell Build
Perfectfit Property Maintenance

Both companies require additional information prior to submitting a quote:

Chappell Build – Require a structural engineers report on items such as party wall design, depth/type of foundations etc. To be arranged by the Hall
They do not agree with JCT contracts (introduces unnecessary costs). They have their own contract that can be submitted to our insurance company.

Perfectfit Property Maintenance – Need to establish where storm/surface water drains go to, could mean a soak-away in the car park (compliance with current regs?). This will require an additional site visit.
They also raised concern over the proximity of the large ash tree in the neighbouring garden and its effect on foundation requirements. (foundations going down ca 3 metres could mean an additional £20,000).

Nick Fordy – Meeting 30/10/18:

Nick appeared to be happy with the two quotes received but advised that they should commit to length of time to complete project and the preferred candidate should provide a more detailed cost breakdown – linked to payment phases.

A Structural Engineer would provide drawings/information, such as the depth of footings, how the party wall/new and existing roof would interface etc. in sufficient detail to enable the builder to carry out the work. This information will also be submitted, along with the plans, to AVDC for building regs. approval.

A Structural Engineer could cost £700 & AVDC building regs. approval and subsequent site inspections ca £2000.

There are alternatives to this:

A). The build regs. application to be accompanied by the plans only and let AVDC make the necessary recommendations.
(presumably this could have an indeterminate knock-on effect to the start-time of the project, depending on the recommendations?)

B). There are independent companies that can be used as an alternative to AVDC, at a similar cost, These provide a similar service to AVDC (approval, site visits etc.) in addition to making recommendations they can also provide the drawings/information that will enable the builders to undertake the work.

This is the route that **Perfectfit Property Maintenance** propose.

Nick will help with the JCT questionnaire when the contractor has been chosen (if required).

Ash Tree:

The proximity of this to the proposed site has only been picked up by one candidate contractor. However this could cause a problem no matter who becomes involved:

The tree is mature and its roots will go to a considerable depth. This will have bearing on the type, depth and cost of the foundations required. In general, foundation depths in the order of 1 meter would be expected but if an additional 1 to 2 metres were required, a tremendous increase in costs may result. The presence of this tree should be easily picked up by any engineer or inspector visiting the site.

Consideration should be given to having this tree removed prior to any official visit to avoid any penalty that its presence would pose.

Removal of the tree would also have an additional benefit by preventing the colossal amount of debris (leaves, twigs, bird droppings etc) that will accumulate on the flat roof of the extension. If left to build-up, long-term problems could result along with health and safety issues associated with decaying vegetation/birds etc.

Even without the extension in place there would be considerable benefit in having a cleaner and more usable patio area.

Perhaps the removal of the Ash Tree should be a No.1 priority.

P. Chamberlain is OK with this. It will be at the Hall's cost.

Using an online calculator for tree/foundation depth a value of 2.5 metres was determined. The effect of the difference in ground levels between the tree and building site is not known.

It appears that the drawings we have do not contain sufficient detail to enable the building of the extension to commence. At some stage comprehensive drawings/information will be required to allow the project to proceed, whether this be by:

Employing a structural engineer ourselves to produce drawings that can be passed onto builders (for more detailed quotes and ensure no delay in the building process) and the regulating authorities.

Having chosen a builder, present current plans to the regulating authority and rely on them to request the relevant information that will allow the builders to proceed.

Engage an independent company that will produce the necessary drawings for the builders and undertake the inspection requirements without involving AVDC.