

**NOTES OF LITTLE EATON VILLAGE HALL BUILDING MEETING HELD ON
22 JUNE 2009 AT THE OAP HALL, LITTLE EATON.**

PRESENT: Simon Downing, Brian Adams, Barbara Adams, Howard Parkin, Ray Ford, Ian Shaw, Alan Carter, Susan Tulloch, John Easter, Andrew Martin, Sean Loyall (Architect) and Tom Finnegan (Radleigh).

Doreen Roach [Parish Clerk].

220609.01 Apologies – Tim Phillipson, Tom Parr

220609.02 Appraisal of Current Plans– Howard Parkin presented the latest updated plan. Items discussed by the Committee were:-

- a) Converting the void areas into storage
- b) Disabled and Ladies toilets which are as one on the ground floor, it was agreed that another ladies toilet ought to be available on the ground floor, also that children's toilets should be provided on the ground floor.
- c) The door into the kitchen / main hall may need to be moved.
- d) Meeting rooms to be changed to provide one large and one small room, ratio 2/3 to 1/3.
- e) It was suggested that the main meeting room on the 1st floor have a division so the opportunity to make two smaller rooms be available, various patricians were discussed, but no decision was made.
- f) It was suggested that there be available a small kitchenette on the ground floor.
- g) Howard Parkin showed a picture of a suitable timber framed porch for the front of the building, the Committee agreed it was suitable for the building.
- h) The Pavilion staircase needs to be moved to make better use of the balcony.

It was resolved by the Committee to give the architect the freedom to make the best use of the space available, both for the meeting rooms and the toilets. Amended plans will be available for viewing at the next meeting.

220609.03 Interior Finishes – Howard Parkin, had obtained a table and two different types of chairs that he thought might be suitable for the interior of the Hall, these were examined by the Committee, but no final decision was made regarding purchase.

Howard also obtained sample so best quality wood that could be used for the floor of the main hall and suggested that the finish be an oiled finish would be most suitable, this was discussed by the Committee, but no decision is needed at this time.

Howard suggested that a hard wearing Vinyl be used for the Ground floor, Stairs,

Toilet and kitchen areas, which would be welded down.
HS&E rules state that curtains are required for the stage, these will be discussed at a later date. The stage lights are to be a stainless steel bar across the ceiling with spot lights controlled by a control module. The floor of the stage will be of the same high quality wood as the rest of the Main Hall.
The lighting system will be motion sensitive, this enables savings on electricity.

220609.04 Items for the next Agenda –

- a) Blinds for internal windows.
- b) Facilities for external catering, i.e. power, water and connecting temporary shelter (awning).
- c) A chair trolley can be purchased to enable the stacking and storing of chairs easier
- d) Finance (still within budget, Howard Parkin will inform the Committee if changes in plans make more expenditure.
- e) Simon Downing agreed to contact the Drama group to consult on stage matters

220609.05 Any other business – There was no other business

220609.06 Date of next meeting – Provisionally - Monday 6 July at 7:00pm, St Peters Park

There being no other business, the Chairman closed the meeting at 9:25pm

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