

NOTES OF LITTLE EATON VILLAGE HALL BUILDING MEETING HELD ON 25 NOVEMBER 2009 AT THE OAP HALL, LITTLE EATON.

PRESENT: Simon Downing, (Chairman). Brian Adams, Barbara Adams, Howard Parkin, (Project Manager). Ray Ford, Ian Shaw, Susan Tulloch, Andrew Martin, Tim Phillipson, Tom Parr, Allan Carter, John Easter, Sean Lyall, (Maber). Tom Finnegan, (Radleigh).

Doreen Roach (Parish Clerk).

231109.01 Apologies - None

231109.02 Declaration of Interests – None

231109.03 Radleigh Progress Report - Tom Finnegan reported that the programme had been on target until the wet weather last week, all is going to plan. The need to develop the design is still ongoing as work progresses.

Sean Lyall displayed a plan for the disabled access, and a site meeting has been organised for 4th December, at 9am, to peruse the area, and determine the best angle for the path. The committee also agreed it would be advantageous to have a footpath from the entrance of the car park to the entrance of the Hall. Sean Lyall reported that he had also been in touch with the Building Regulations Fire Officer who said there was no need for a fire shutter on the kitchen hatch. However members of the committee agreed that a shutter should be fitted for security purposes. The Fire Officer also stated that the existing Pavilion building needed to have an early detection fire protection alarm fitted and a good means of escape available, he suggested that the new staircase be widened slightly.

Brian Adams asked if provision could be made for a cleaning equipment cupboard under the staircase. Howard Parkin agreed to look into providing electrical and water outlets on the outside of the Pavilion, in a lockable cabinet.

Sean Lyall said he would include these changes in the plans. John Easter asked when the new sewer was going to be laid, as he needed notice to inform Park users. Tom Finnegan said this would be when the landscaping is taking place and the appropriate work team is on site, no fixed date was given.

Tom Finnegan stated that he would appreciate if the car park could remain closed until Christmas. This would make the site more secure whilst building work is progressing.

231109.04 Correspondence – Chairman reported he had been in touch with the Licencing Officer from EBC, who said that it would take approximately two months to obtain a Premises Licence, and suggested that we apply in February. Chairman had also been in touch with the HMRC, Public Bodies Office, and after discussions reported that we would be able to claim VAT refunds on the voluntary donations made by local groups within the community. This means an extra £9,273.92 is available for the building project. Two applications for funding from BLF and WREN are being prepared and should be sent within the next few days.

Chairman also reported that he had sent Plans of the Village Hall to OFSTED with regard to the local play group using the hall.

231109.05 Progress of the Project - Howard Parkin reported that the programme is up to date and the internal details need to be finalised to enable the contractors to put services in place.

231109.06 Fixtures and Fittings - Susan Tulloch proposed that new children's tables and chairs be purchased, as the ones used by the Play Group were getting old. Chairman to contact the Play Group to clarify if they plan to take their own tables and chairs for use in the new Hall.

Howard Parkin reported that the prices quoted for the tables and chairs would increase by 10% in January and he would place the order before that increase.

It was proposed by Tom Parr, seconded by Barbara Adams and **resolved** that the table and floor colours should be oak.

Alan Carter asked that the small committee room be checked to see if the table chosen would actually fit in the room.

231109.07 Pavilion Refurbishment – Sean Lyall reported that a new roof will be fitted to the Pavilion, as a cost effective alternative to matching the existing tiles to the new hall, which was one of the Planning Officer's requirements. Howard Parkin is looking into the cost of the pavilion refurbishment programme, and will report back at the next meeting.

John Easter asked if the Ladies Toilets could be made unisex until further notice as there are no men's facilities available due to building work. It was agreed that an appropriate sign would be put in place. Brian Adams reported on the single lockers that had previously been discussed for use in the changing rooms, it was suggested that regular users of the Pavilion be consulted. Howard Parkin to obtain a sample.

231109.08 Hall Management Committee – A consultation document which included plans, a list of facilities and potential charges, had been sent to the user groups.

231109.09 Heating and Electrical Systems – Howard Parkin stated that these were still under development. He was not happy with the original design and hoped that the new plans would be available for the next meeting. The sound system is still being developed.

231109.10 Items for the Next Agenda – None

231109.11 Any other business – None

231109.12 Date of next meeting - Tuesday 15th December 7:00pm, Little Eaton OAP Hall.

There being no further business, the Chairman closed the meeting at 8.56pm

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