

# LITTLE EATON VILLAGE HALL

## MINUTES OF LITTLE EATON VILLAGE HALL BUILDING MEETING HELD ON 9 JANUARY 2009 AT THE O.A.P. HALL, BARLEY CLOSE.

**PRESENT:** Simon Downing, Brian Adams, Barbara Adams, Susan Tulloch, Alan Carter, Andrew Martin, Howard Parkin, Matt King, Ray Ford, Ian Shaw, Tim Phillipson, John Easter.

Doreen Roach [Clerk].

**Apologies** – non received

**0109.01 Election of Chairman** - The Clerk to the Council Doreen Roach opened the meeting and asked for nominations for the position of Chairman of the Village Hall Building Committee, after a long debate John Easter proposed Simon Downing, Tim Phillipson seconded this, Barbara Adams proposed John Easter, Alan Carter seconded this, John Easter stated that he did not wish to stand for the position of Chairman. A vote was held and Simon Downing was elected Chairman with a majority of seven votes.

Simon then took the Chair and asked for nomination for Vice Chairman, John Easter proposed Brian Adams, Andrew Martin seconded this and Brian Adams was elected with a majority of seven votes

**0109.02 Confirmation of the Project Manager, QS, and Architect** – It was unanimously resolved that Howard Parkin should continue his work as QS and Project Manager. It was also resolved that Matt King should remain Architect to the project

**0109.03 Presentation of the Project and agreement in principle of outline** – Howard Parkin and Matt King displayed the plans and explained where we are today and the way ahead. Barbara Adams spoke of some concerns regarding internal doors within the kitchen area, Howard Parkin explained that the internal details would be dealt with at a later meeting, Matt King also agreed to look into the details on the planning application plan. Barbara also explained that she had consulted with kitchen specialists and had some idea if what the WI would like to see in the kitchen plan. Howard Parkin explained that all work would be going out to tender to get the best possible value for money. Brian Adams suggested that more internal windows be added on the ground floor to make the most of any natural light.

John Easter was concerned about the storage facilities for storing mowing machines etc, at present about 1/3 of the ground floor area has been designated for this.

Tim Phillipson said he would like to see a more impressive main entrance to the main doors that was specified on the plans. Howard Parking agreed to look into this.

**0109.04 Agreement in principle of D & B Tender of Structure** – Howard outlined the tendering process, and after discussion, It was proposed by Alan Carter, seconded by Ray Ford and resolved that four contractors be invited to tender for the Village Hall Project, these being Tomlinson's, Bowmer & Kirkland, Radleigh and Davlyn. Tenders will be issued around the middle of February. Howard Parkin stated that these should hopefully be back mid to late April for evaluation.

**0109.05 Discussion on finishes and agreement to leave until a later meeting** – Howard Parkin stated that he will provide details of final finishes at a later date as and when required. Ray Ford asked if Howard could also provide details of Special Needs requirements for minority groups, Howard agreed to do this.

**0109.06 AOB – Simon Downing** asked if everyone was happy with the discussions held today. The general opinion was that this had been an informative meeting and had cleared up many previously unresolved issues

**0109.07 Date of next meeting** - Friday 16 January at 9am

**Items for next Agenda** - The agenda will be issued separately

There being no other business, the Chairman closed the meeting at 12:15pm

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Signed:.....  
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Date:

Chairman