

**Kenninghall Memorial Hall Committee**  
**MINUTES**  
**of a Meeting held on 17 December 2013 at 8.00 pm**  
**in the White Horse Function Room**

**Present**

*Action by*

Pete Kay, Paul Forster, Chris Allen, Chris Burton, Steve Gordon, Jane Bush, Rosemary Knox, Glynne Lloyd Davies, Mary Boatman, Anne Kay, Pete Osborne, Mick Sharland, Sarah Bailey

**New Hall Group**

Brian Taylor

**Apologies**

Rebecca Halmshaw, Martin Baglin, Anne Wood

**New committee member**

The chairman welcomed Rosemary Knox who has replaced Gerald Sutton as the committee member for the Kenninghall Carpet Bowls.

**Minutes of the previous meeting**

The chairman asked if everyone agreed the minutes of the last meeting held on 11 July 2013 were agreed, and received general assent.

**Update on progress of the hall project**

The chairman gave a brief overview: the contractor has moved on site, and fenced it off. The conifers next to the pavement are being taken down by a specialist contractor, and holes have been dug on site. The old hall will not be demolished until after Christmas, but preparatory work is underway and more containers will be arriving on site.

The chairman, MS, and SG had a progress meeting a couple of days ago, and today met Matt Newbury the developer, and went through the build process.

The chairman asked MS to give an overview as follows:

- The Parish Council are the holding trustees, and we are currently waiting to complete the contracts, which the Parish Council are signing on behalf of the trustees of the Memorial Hall. The contract for purchase of the grass verge has been signed by the Parish Council and once the other side have completed we can complete the purchase of the garage site. It is envisaged all contracts would be completed by mid to end January. The developer is happy to complete prior to registration with the Land Registry, and therefore at his own risk. He had asked if the contractor could go on site early to prepare for demolition works and clear the site. The Chairman of the Parish Council and Clerk to the Council, with PK and MS take the view that demolition will only add to the value of the site, in the unlikely event of last minute problems, The contractor will send a letter to all local residents before work actually commences, with his contact number to ring in the event of any queries or problems. The contractor is well established and has undertaken many Norfolk developments. He has spoken to the headteacher at Kenninghall Primary and a note will be sent out to parents.
- Matt Newbury will project manage, and we have direct contact details for him.
- As soon as all the contracts have been signed, our interest, and that of the Parish Council in the old site will cease to exist. The site will be owned by the developer and will be his responsibility.
- Monitoring the build process – as trustees we have engaged Christian Mountney to act as Employer's Agent, to assess the contracts and specifications, attend progress meetings with the contractor (which MS and PK will also attend). The design and build contract allows flexibility, and there are some decisions which will need to be made by the trustees as the project proceeds eg colour of toilet doors etc.

- BT queried the Schedule of Works - MS said that the developer will finish 2 houses near the school first, they will do all the footings for the other houses and then do the footings for the new hall. Envisage starting on the new hall in April / May, and finish by Christmas or the new year, (although this may be a bit optimistic). A specialist asbestos contractor will remove the asbestos in the old hall.
- A large area of the Meadow has been fenced off at the moment, but the contractor intends to move the fence back to the walnut tree shortly. The walnut tree itself will be fenced off to ensure it is not damaged during the works. A car park for contractors staff will be constructed shortly, and we will be able to site our container on it. The bottle banks have been moved near to the sub station in Powell Close, and although they are the parish council's responsibility it would be helpful if committee members kept an eye on them to ensure they are not overfull. The Chairman of the Parish Council has written to residents in School Close and Powell Close to update them, and has not received any adverse comments to date. We need to put a notice on the contractor's fencing explaining the bottle banks have moved.

All

### **Obtaining grant funding**

The developer will provide us with a useable village hall, included fitted kitchen (with dishwasher). However, any grant funding we can obtain can be offset against the developers costs and therefore enhance the hall eg provide more solar panels. CA has researched funding potentially available for items such as chairs, crockery etc, and a meeting to discuss this was held a few days ago with PK, MS, PF and AK. We will print off forms and apply for relevant funding. Potentially we could apply for funding for stage and sound, lighting, curtains, blackouts, photovoltaics, crockery and chairs. The hall design is for 4kwh, so MS has asked Matt what it would cost to increase this to 10kwh (this could only cost us in the region of £8k more and we would get £1,500 pa in revenue). Structurally the roof has been designed to take a full roof of voltaics, which will be positioned on the south facing roof.

CA/AK/PK/PF

The main hall will be heated by air source heat pump which blows out hot air with closeable vents ( we might get a renewable heat grant for this).

### **New constitution**

The chairman said that next year the committee needed to discuss and decide on a new constitution, and will ask adviser from the Norfolk Rural Community Council (NRCC) to attend a committee meeting and discuss our options. At the recent Parish Council meeting the Chairman of the Playing Field Committee had raised the issue of amalgamating the Playing Field and Memorial Hall committees. We will invite members of the Playing Field Committee to attend the meeting with the NRCC.

AK

AK

The Meadow is currently held in the name of the Parish Council, but should be registered as being held in trust for the village hall. We need advice on how the Meadow is to be held – it might for example be better for the Charity Commissioners to be the holding trustees.

### **Potential sale of land**

The Chairman of the Parish Council reported that the Parish Council had been contacted by the owners of the Village Shop who would like to do up their outbuildings and purchase a small piece of land just inside our side of the fence next to the shop yard. It is the small area of grass/brambles between the fence and Nina's allotment, measuring approximately 7 metres deep by 13 metres across (91 sq metres approximately). We would retain rights of access over the shop's land. The Parish Council have discussed this and in principle have no objection, but would like the views of the Memorial Hall Committee on this. The only constraint could be if the original conveyance of the Meadow precluded use of the land for development, although the Shop would not be building on the land in question, just using it

to improve access to the buildings and for car parking. SG has asked the Clerk to the Parish Council to check if there are any such problems. The land would need to be valued. The Chairman of the Memorial Hall said that he had no objection to the proposal, as the small area was difficult for us to maintain. Our vehicular access through the large gate would not be affected – just moved. The Shop would pay all costs, and we could ask Mike Sarson to value it. If sale was prevented by the deeds, we could consider granting a licence to use the land.

PF proposed and PO seconded the following motion: “This Committee has no objection in principle to disposing of this piece of land”. The motion was passed unanimously.

### **Any other business**

- Cost of purchasing the verge from Breckland - MS said that Breckland have intimated that they will try and give us grant funding equal to what we are paying them for the verge.
- PK said that landscaping is not included in the contract. The hedge next to the Bennets site needs reducing and we need to get this done. Matt will make arrangements for us to access the Meadow to do this. The work will have to be done by hand as it is too near windows etc for a bushwacker.
- The front door lintel and memorial plaque have been (or will be) removed by the contractor for safe keeping.
- Floorboards – PK had been contacted by a Kenninghall resident who would like to use some of the floorboards. However PK had told them that this would be impossible to arrange as it could impede the imminent demolition, but it might be possible to retrieve items from the skip. Matt had decided not to reuse the floorboards in the new hall as it would add time to the contract and create problems re floor levels. He was concerned about liability issue of people going on site once it had been handed over to the contractor. (Subsequent to this meeting however, the contractor spoke to PK and said that he had no objection to the floorboards being removed over the Christmas break when workmen would not be on site. PK informed the resident of this, and they may remove some floorboards).
- Bookings Policy – BT felt we needed to discuss this at the next meeting, as he had heard reports of village halls being damaged following lettings. Some halls have a policy of only taking bookings from parish residents or people known to residents. *PK to note*
- PK will write an update article for the next village Newsletter. *PK*
- Capacity of the hall – MS will check the capacity of the hall so we know how many chair, crockery etc to order. PF also needs to know measurements of the rooms to know how many tables we can get into each room. *MS*
- PO queried floor levels – MS confirmed there will be one level throughout the building.
- Meeting with the developer –the developer will bring the Specification and drawings to a meeting with MS and PK later this week. Building Control required submission of a new set of plans from the developer.

### **Date of Annual General Meeting**

This was set for **Tuesday 22 April** at 7.30pm in the White Horse Function Room. The AGM will be followed by an ordinary committee meeting.

### **Date of next committee meeting**

To be confirmed - AK will contact members, once we have a date when NRCC adviser can attend.