

Kenninghall Memorial Hall Committee
MINUTES
of a Meeting held on Thursday 11 July 2013 at 8.00 pm

Present

Pete Kay, Paul Forster, Chris Allen, Chris Burton, Steve Gordon, Anne Wood , Gerald Sutton, Jane Bush, Mary Boatman, Anne Kay, Pete Osborne, Rebecca Halmshaw, Sarah Bailey, Mick Sharland

*Action
by*

New Hall Steering Group

Brian Taylor

Apologies

Alex Neale

Committee members viewed the latest plans from the developer, which show some of the specifications for the new hall. The following issues were raised/discussed/explained, with MS and PK giving overviews, and various sample books looked at:

Choosing coverings etc - Chairman explained the developer would like the committee to specify type of coverings and types of cubicles , although this does not have to finally decided at this point.

Appointment of building surveyor by committee - MS explained the builder will give a 2 year warranty, and there will also be a Premier Insurance Warranty to cover years 2 to 10 - they will inspect to ensure everything is ok. In addition the developer has suggested we appoint a building surveyor to undertake key inspections on our behalf as the build is progressing, and also get them to go through the specification to ensure that everything is ok. This will protect us as trustees. MS has spoken to Christian Mounthey who has undertaken community projects, and who has indicated that he will undertake this role for a reduced rate - MS and PK are meeting him next week.

Charity Commission - Oliver Chapman of Gazes will sign a Section 38 to verify that the committee is getting value for money.

Guarantee - the developer will give a personal guarantee tied in with the contract with the builders. The Clerk to the Parish Council is happy with this proposal, and feels that it guarantees the contract.

Financing – the developer is undertaking the project put of his own funds, and no financing is involved.

Solicitors fees – the Clerk to the Parish Council has stated that he will not be charging us for the work he is undertaking.

Progress of the purchase of verge/garages – MS has spoken to clerk to Parish Council about proceeding with the purchases regardless of where we are with the developer (ie in event of deal with developer not progressing for some reason, we still go ahead and purchase the verge from Breckland and garages from Flagship Housing), so there is no need for all the contracts to be agreed and signed on the same day.

Barge boards – will not be wood, but a composite material which does look like wood, but will not rot.

Kitchen - the developer will give us a useable kitchen (ie including work surfaces and dishwasher). We are supplying the cooker from the existing hall.

Heating – via air source heat pump. There will be an electric curtain over the entrance doors, but only put in after the building has been signed off. The rest of the building will be warm air circulation from the air source heat pump.

Grants – we have to approach NCC, Breckland and NRCC for grants, but have not yet applied. Any grant money we get can be offset against the developers cost, and means we can have additional things in the hall. CA said a built in automatic water boiler would be very useful – this has proved very useful at Old Buckenham Hall. CA will speak to NRCC, NCC and Breckland about grants – available for various items including chairs, staging, lighting.

CA

Sound wiring - will be provided by developer.

Internal finishes – rendered to 2.1 metres then blockwork above.

Wiring – think this will be embedded in blockwork, but this needs to be checked. Have not yet seen electrical / mechanical specification, and need a building surveyor to oversee this.

MS

Will get provision for overhead projectors, lights etc, with provision for wiring at the opposite end of the hall to the stage area.

Telephones – not discussed with developer. Chairman felt that unless installing computer suite, there would be no need, however PO felt that broadband capability which needs a telephone connection would

be a positive aspect to the new hall, and we could advertise free Wifi for example. MS will investigate this.

MS

Position rubbish bins and recycling bins – chairman felt there was an issue with proposed positioning on plans, as too near where new housing will go, and also a long way from the kitchen. There is no easy way to get to where rubbish would be collected, but felt better to locate near entrance to the site on the right hand side near the existing container. Felt it would be better to relocate the bottle banks temporarily (and ideally permanently) further down on Brecklands verge, and we could ask for council to put in a concrete pad for the recycling area. The existing container might need to be moved – the developer can do this.

Accessibility – PO queried whether floors are all on one level - MS will check this.

MS

Flooring

- Main hall – semi sprung beech finish floor
- Toilets and Servery – purpose built finish – committee to choose colour of finish
- Stores - to be screeded
- Corridor, Snooker Room and Committee room – plans show carpet, committee to choose colour of carpet. However, MS has received advice that if we wanted to use the committee room for smaller events eg yoga classes, then a wooden floor might be more appropriate. Initially had felt fitted carpet more useful for eg Mothers and Toddlers, but a wooden flooring would be easier to keep clean. General agreement that we go for wood finish in committee room, rather than carpet. Also the developer has suggested he could put oak engineered laminate board, which is very hard wearing, in corridor, instead of carpet, and generally committee felt this was a good idea. Therefore, only carpet to choose is for Snooker Room – and generally felt we should ask the Snooker club themselves to choose the colour.
- Entrance lobby – specialised entrance matting
- CA queried whether we could use old hall flooring. Chairman said developer has dissuaded us from this as could be expensive and hard work to remove and reuse.

Doors

- Internal doors - some will need vision panels, and generally felt that long narrow glass panels would be safer for children (Type 5 in the catalogue). Finishes – do we go for ‘wood finish’ or painted. Discussion, and then majority vote for the ‘steamed beech’ wood effect finish for internal doors. We will need building surveyor advice on whether to go for laminate or veneer - PF felt laminate would be easier to clean - MS will ask Christian for advice.
- External doors - painted on the outside, with wood finish on the inside.

MS

Window frames - These will be painted wood, and colour ‘buttermilk’ specified on plans. If we get grant funding, we could upgrade to wood and aluminium windows which would be better, although the ones we are getting are good quality and guaranteed for 15 years.

Emergency exits - MS explained that escape doors will all be shown in the electrical specification, and will be done to meet building regulations.

Toilets

Samples of the finishes available were shown to the committee:

- Floors – Alto Aquarius ‘Terrapin’ generally liked by committee
- Cubicles – made by Venesta, and good quality. Going for Version 2 (Standard). Committee liked colour ‘Blue Moon’ for doors of mens cubicles, and ‘Blossom’ for womens. Committee asked if we could have alternate colours for womens cubicles ie ‘Blossom’ and ‘Teal’.
- Sinks - going for ‘Solid surface vanity unit’ (set back unit).
- Vanity units – surface finish ‘Mayan’ generally liked by committee.
- Door into toilets – beech finish
- Sanitary ware – will be white, armitage shanks.

First Proposal

That the committee appoint a qualified surveyor to check the specifications of the proposed new village hall. That the committee proceeds with the purchase of the garages site from Flagship Housing, and the verge site from Breckland Council, and instruct our solicitors to proceed to completion.

Proposed by Mick Sharland

Seconded by Chris Allen

Proposal carried unanimously by the committee

PO did query whether meeting had been properly convened ie the short notice given for the meeting, whether it was in line with constitution rules, to decide on the proposal. Chairman said committee members had been informed of time/date of the extraordinary meeting, and that he was not aware of anything in governing constitution which required specific period of notice for a meeting to vote on this type of proposal.

The chairman read out the letter to be sent to the chairman of the Parish Council, enclosing cheques to cover the payment to Breckland Council for purchase of the grass verge, and payment to Flagship Housing for the garages site, and requesting payment is made into the Greenland Houchen Client Account.

Second Proposal

That the committee ask the Treasurer to raise cheques for these sums and give them to the Chairman of the Parish Council.

Proposed by Paul Forster

Seconded by Pete Osborne

Proposal carried unanimously by the committee

Paths on the Meadow

AW asked for clarification on the pathways over the Meadow once building works commence. Chairman said we would have to close the perimeter path once building work commences, but the diagonal path across the Meadow would not be affected.

Informing people in Kenninghall

- Secretary to put article in August/September Newsletter informing people that matters are nearing completion, and we believe the hall will close at the end of July, and hope that building work will commence in August. Also that people will be unable to park on the hall site once work commences. AK
- Secretary also to write to school asking them to inform parents about the parking issue. AK
- Notices to be put on cars regularly parked in the hall grounds – no point doing this until we know date when developer will take possession of the site. AK

Date of next committee meeting

To be confirmed - AK will email/phone members.