

Avonwick and North Huish Community Hall Project

Minutes

Thursday 2nd November 2015 7pm

Item No	Abbreviations: APF – Apple Pie Fair. LG – Lisette Granados JB – Julie Boulty of APSE Architects	Action By
1	Chairs Welcome	
2	<p>MEETING ATTENDANCE:</p> <p>a) Present : Chairman: Paul Tyler (PT), Treasurer: Richard Blackwell (RB), Cllr. Tristram Grevatt (TG) Tom Butt – Devon Communities Together (TB), Julie Boulty (APSE) (JB), Rachel Milford (RM) Liz Rider (LR) (taking minutes) Guests: Tom Butt – Devon Communities Together (TB), Julie Boulty – APSE (JB)</p> <p>b) Receipt of Apologies for Absence: Maureen Blackwell (MB) Lindsey Stewart (LS)</p>	
3	<p>MINUTES OF THE PREVIOUS MEETING/s</p> <p>The minutes of the meetings of 5th October had been circulated in advance. Approved and signed</p>	
4	<p>MATTERS ARISING</p> <ul style="list-style-type: none"> • TG agreed to be third signatory for Lloyds Bank. RB will obtain forms and progress • PT will be official contact for the Community website. TG to investigate new email addresses for correspondence direct to the Project Group. • PT would finalise an email to go to all on the list of volunteers at present held by MB. In this he would report the resignation of the Secretary and seek a volunteer replacement, mention openings for more committee members, report the progress of the Feasibility Study and highlight the future need for volunteers including those with various expertise, eg, fund raising, planning, building and any skills which might be needed for maintenance of the hall when built • Playpark. TG had raised this at the last Parish Council meeting 	<p>RB</p> <p>TG</p> <p>PT</p>
5	<p>FEASIBILITY SURVEY</p> <p>1. Review Progress – Desktop Study and Community Survey The Desktop Study had been completed and Committee members had received copies by email. The results of the Community Survey had been completed and printed. Copies had not yet been received by the Parish Council and The Shop. These were still with LG and RM agreed to ask for them asap.</p> <p>2. A4A FUNDING STATUS AND CHANGE OF CONTRACT A4A has agreed an extension of time to utilise the grant funding for the completion of the Feasibility Study work. The final date for completion is now 23 April 2016. Still left to complete were the legal work to conclude on covenants and wayleaves, pre-application discussions with Planning and Highway Authorities, ballpark development costs and a 3D block diagram of a hall on the site. A4A have requested an Interim End of Grant report by 23 January 2016. To assist with this RB to prepare a breakdown of monies spent on administration for the Study, which should be allocated from the A4A grant funding.</p> <p>3. APPOINTMENT OF SOLICITOR Following last meetings decision PT had approached Steven Evans of Coodes Solicitors and who has agreed to work with the Project. He will start by locating and reviewing the official Deeds for the land to ascertain covenants and wayleaves. His contract needs 2 signatories, PT and RB to arrange these, His request for £400 on account to cover the search costs was agreed.</p> <p>4. REVIEW REMAINING WORK – Discussion with TB to ascertain next steps and timetable TB was encouraged that there was ongoing dialogue with the community regarding their thoughts and wishes for the Community Hall, as demonstrated by the ‘Big Ideas Apple’ stickers used at the Apple Pie Fair. It was also essential that everyone from the Parish could have access to the results of the Community Survey, which would be possible once there was a copy in the Avonwick Shop.</p> <p>As shown in Item 2, £3,000 has already been spent on the study, £2,500 is to be needed shortly and the remaining £4,500 of further expenses is foreseeable. It is unlikely that all the necessary tasks to be 'investment ready' will be completed before 23rd April. PT asked TB about the possibility of applying for further funding next year to complete any further work needed to make us 'investment ready' as required before a Capital Grant funding application could be made. TB said that conditions for funding were always changing so, at present, he could not confirm</p>	<p>RM</p> <p>RB</p> <p>PT/RB</p>

	<p>whether further funding would be available but he would be able to guide us on that when necessary. He stressed the need for the Project to be 'Investment Ready'. Without this a Funding Bid could not be successfully presented. He circulated Guidelines 'Are you Investment Ready' which were then discussed. Points from this discussion were:</p> <ul style="list-style-type: none"> • Evidence of [currently unmet] needs needed to be established – the community survey. • Evidence of a 'strategic fit' – DCC & DCT would help with this • Project description – drawn from Feasibility Study application • Show sustainability – TB to contact consultants for this report • Risk assessment – including matters identified in JB's Desktop Study. • Know your funders – DCT to guide on this • Organisation fit for purpose – update Project Governance and Policies as necessary. <p>A Capital Investment Plan is also required as part of being 'Investment Ready'. TB advised this would give examples/information on skills and expertise which were available within the Parish, details of how the Hall would be maintained, estimates of money which could be raised through rents from Clubs, functions, etc. He stressed that voluntary expertise and input could be identified as a "cash input" item in funding applications. TB/DCT will be heavily involved in preparing the Capital Investment Plan. TB will circulate notes and guidelines on 'Are You Investment Ready'.</p> <p>5. PLANNING AND HIGHWAYS</p> <p>JB was thanked for her work in completing the Desktop Study. This had been completed within the timescale and an appropriate level of detail. JB was asked to prepare an estimate of approximate outline costs of the building based on her Study. She agreed to do this within the next two weeks.</p> <p>JB was asked to take on work involved in the Pre-application meetings and to give us a quote for this. She reported that SHDC advised costs for the Pre-app was £360 for a building less than 500 m² and would include 2 meetings. She advised we ask for a commitment to a time-scale from the Planning Dept. given the time limit on the grant funding.</p> <p>JB agreed to produce a 3D Block design based on the floor plan in JB's Desktop Study. One which could be contained within the land available, and incorporate the activities which had been the most requested in the Community Survey. The Committee required this to be purely a paper exercise for the Pre-app and not a suggestion of how the final building would appear. A Community Design Consultation must not be pre-empted.</p> <p>The options for accessing parking and level of parking requirements would need to be established through discussions with Highways dept during the Pre-app meetings.</p> <p>It was agreed that a Pre-app meeting should take place as soon as possible. This would be with JB and two members of the Committee – PT with either TG or RM.</p> <p>TB and JB left the meeting at 21.20. They were thanked for their involvement, time and work.</p>	<p>TB</p> <p>TB</p> <p>TB</p> <p>TB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JB/PT/ + TG or RM</p>																								
6	<p>FINANCE & ACCOUNTS (RB) Report of Treasurer</p> <p>Bank Account Update : Balance & Totals as at 25th September 2015. Treasures Account £2415.34 Instant Access Account £6002.51 Petty Cash £66.77 TOTAL £8484.62</p> <p>ANHCHP Bank Accounts Report: Treasures Account</p> <table border="0"> <thead> <tr> <th colspan="2">Income</th> <th colspan="2">Expenditure</th> </tr> </thead> <tbody> <tr> <td>Stallholder A P F table</td> <td>£ 10.00</td> <td>Toilet hire for A P F</td> <td>£ 116.40</td> </tr> <tr> <td>Luscombe May sponsorship</td> <td>£ 140.00</td> <td>To Instant access acc.</td> <td>£2000.00</td> </tr> <tr> <td>TOTAL Income</td> <td>£ 150.00</td> <td>Meat for A P F BBQ</td> <td>£ 140.00</td> </tr> <tr> <td></td> <td></td> <td>Alcohol for A P F</td> <td>£ 160.00</td> </tr> <tr> <td></td> <td></td> <td>TOTAL Expenditure</td> <td>£2416.40</td> </tr> </tbody> </table>	Income		Expenditure		Stallholder A P F table	£ 10.00	Toilet hire for A P F	£ 116.40	Luscombe May sponsorship	£ 140.00	To Instant access acc.	£2000.00	TOTAL Income	£ 150.00	Meat for A P F BBQ	£ 140.00			Alcohol for A P F	£ 160.00			TOTAL Expenditure	£2416.40	
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7.	<p>CORRESPONDENCE An invitation had been received to attend the DCT AGM. No one was available to attend but PT would arrange a proxy vote.</p>	PT																												
8.	<p>MEETINGS / COURSES ATTENDED None to report</p>																													
9.	<p>ANY OTHER BUSINESS: No further business was raised</p>																													
10.	<p>DATES OF NEXT MEETING: The Meeting scheduled for 30th November will now take place on <u>Tuesday, 8th December, 7 p.m at 5 Avonwick Green</u> The following meeting will remain as scheduled on 4th January 2016, 7 p.m. at 5 Avonwick Green.</p>																													
11.	<p>The Meeting closed at 10.15 p.m.</p>																													

Signed as an accurate record of the meeting _____ date _____