

# Framsden Village Hall Team

## Minutes of meeting, 11<sup>th</sup> December 2023

Members present: Neil Mellor (Chair), Charlotte Bell, Ian Seager. Apologies: Margaret Samain

Members of the public: Mark Prangell

### 1. Review of previous actions

- 1.1. Feedback to architects – Completed (see below for detail)
- 1.2. Prohelp contribution – Completed (see below for detail)
- 1.3. Projector storage – Completed, now in storage cupboard
- 1.4. Photos & usage dates for website – This is to be made a standing item on the agenda in future, also see actions
- 1.5. Kitchen wall repair – Completed, gap closed but full repair not possible at present
- 1.6. Carpet replacement – Ongoing, see actions

### 2. Open public forum

The Coffee Caravan visits were raised re the ongoing waiver of hire fees for this specific exception (see hire item below). It was confirmed that Richard Schofield would receive confirmation after the meeting, see actions.

### 3. Fire alarm testing

Not carried out this month, pending an electrician's inspection of associated wiring.

### 4. Architect's proposals and next steps

Revised proposals have been received from the architects in response to feedback from the last VHT meeting for reconfiguration of the village hall to provide improved accessibility and kitchen space. There were some further minor corrections to be made and it will be requested that a final version is produced for the next PC meeting in January.

Option 1 – reconfigure the building by moving internal walls and adding a small extension, subject to PCC and other approvals, to store i.e. trestle tables, chairs (on wheeled racks), table tennis tables and other regularly used items such as the projector, cleaning equipment and PA system.

Option 2 – reconfiguration plus extension, subject to PCC and other approvals, of the kitchen over the footprint of a previous building foundation in the garden. The store extension in Option 1 would not be required in this scenario.

The PC will be presented with 3 scenarios; 'do nothing' and retain the hall as is, or pursue Option 1 or 2 above (noting that the kitchen extension in Option 2 could be implemented later if Option 1 were chosen) and asked to approve the following parallel activities:

- further investigation of the costs and practicability
- pursuit of potential funding sources
- consultation in the village on user needs and preferences

A contribution to Suffolk ProHelp of £100 in recognition of the architects' work was agreed.

### 5. Garden/grounds update

IS provided an overview of the grounds works carried out from 09/10/23 to 10/12/23 – details are in Appendix 1.

6. H&S update

No updates or actions at present.

7. Hire update

A breakdown of hire income for the previous period was provided, noting that the Pilates classes have currently moved to another VH and hence income is down slightly due to this and the impact of the flooding on usage. The waiver of hire charges for the Coffee Caravan was discussed and it was confirmed that this will continue but no other waivers would be made, noting that any exceptions would need prior VHT approval.

8. Maintenance update and works required.

One pair of heaters not working currently and investigation by NM and IS revealed a burned out switch which had been made safe. NM has contacted the electrician selected by tender for previous works to confirm the cause and replace any faulty components – see action below.

9. Review of 5 year plan and projects, including major updates & funding requirement

The plan was reviewed and updated with nominal values to reflect the potential refurbishment of the hall outlined above. It was noted that any funding requirement should take into consideration and co-ordinate with other village funding bids should i.e. the Community Benefit Society pursue the pub purchase.

10. Minor expenditures

Approved: 5 heritage type zinc plant labels, approx. £12.00, 10 Hazel poles as rambling rose supports £20.00 (if suitable poles are not available from the Woodland. Purchase of replacement dogwood shrubs at a total cost of £20. FF have previously agreed to fund the cost of plants for this purpose.

11. Discussion points arising

None

**ACTIONS**

**1 – NM to contact Julia re any website updates**

**2 - ALL to continue to forward any new material for the website**

**3 - NM to inform Richard Schofield of the continued waiver of hire fees for the Coffee Caravan**

**4 - NM to revert to architects with required changes, then put alternatives to PC in January**

**5 – NM to brief Margaret Samain as requested on the architects' plans**

**6 – IS to request payment of £100 to Suffolk ProHelp from the Parish Clerk.**

**7 – NM to check progress re carpet replacement**

**NEXT MEETING: MONDAY 12<sup>th</sup> JANUARY 2024 19:30 IN THE VILLAGE HALL MEETING ROOM**

## Appendix 1 - Grounds update

The details listed in this appendix are included as a reference and work specification for future maintenance.

Grounds update from 9<sup>th</sup> October– 10<sup>th</sup> December. The time taken to undertake the work outlined below was approx. 12 hours.

- A replacement round tabletop has been fitted.
- An area of rough grass in a mini-wildlife area around the roses has been mown and raked off in preparation for planting Ox-eye daisies.
- Plant 24 Ox-eye Daisies with the aid of a long-handled bulb planter.
- Footpath verge – Dig out plum and rose suckers prior to cutting the long grass verge in preparation for boundary hedge cutting. Note - it is easier to rake up the hedge cuttings after the grass has been cut, also hedge cutting should take place before the new year to avoid damaging emerging early spring bulbs.
- Site boundary hedge parallel to the public footpath – cut both sides and top, rake up and remove hedge cuttings.
- Leaf raking around the Walnut tree. Note – if the dense layer of thick, toxic Walnut leaves were to be left, death or damage to the grass would result.
- Fence repair – The damage was largely due to the force of flood water during storm Babet. One fence post supplied by Glenn Buckingham was fixed in place and other related work undertaken. The fence opening at this point to give access to the top of the watercourse bank has yet to be finished off. Further work to remove flood debris along the fence line is required. The chestnut cleft fence is showing signs of rot, and it will require replacement at some stage.
- A heritage rose, 'Madam Isaac Pereire' with outstanding scent has been ordered (at no cost to the PC/VHT) to provide a better colour balance.