

# Framsden Village Hall Team

Minutes of meeting, 19<sup>th</sup> February 2024

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

Members of the public: Jan Baldry

## 1. Review of previous actions

- 1.1. Website updates. The site is being regularly updated.
- 1.2. New material for the website. Agreed that the Google Photos folder for new images would be shared within the team to facilitate sharing and publishing of images.
- 1.3. Continued waiver of hire fees for the Coffee Caravan. This has been actioned and communicated.
- 1.4. Architects plan changes, PC presentation. Completed, with PC agreement to the next stages of costings, local consultation and funding search.
- 1.5. Briefing on the architects' plans. Completed.
- 1.6. Payment to Suffolk ProHelp. A payment of £100 was agreed by the PC and actioned.
- 1.7. Carpet replacement. Replacement no longer necessary as the carpet has been kindly cleaned.

## 2. Open public forum

No points were raised.

## 3. Fire alarm testing

Not carried out this month.

## 4. VH development – plan for the next steps (in parallel)

- 4.1. Costing the alternative plans. Agreed that we would request assistance from the architects to print large scale plans and also request additional advice from a quantity surveyor via ProHelp to cost the proposed plans.
- 4.2. Funding research. Funding options for the proposed plans to be investigated by our funding volunteer.
- 4.3. Local consultation. Agreed that a consultation event in the VH would be organised for 21<sup>st</sup> April to obtain public feedback on the alternative plans. The Diocese will also be approached by the PC following the consultation regarding the proposals and any approvals required.

## 5. Garden/grounds update

It was noted that damage had been caused by emptying cleaning, cooking products or hot water onto the garden grass area, requiring re-seeding. Agreed that notices would be placed by the kitchen door to avoid further unintentional damage.

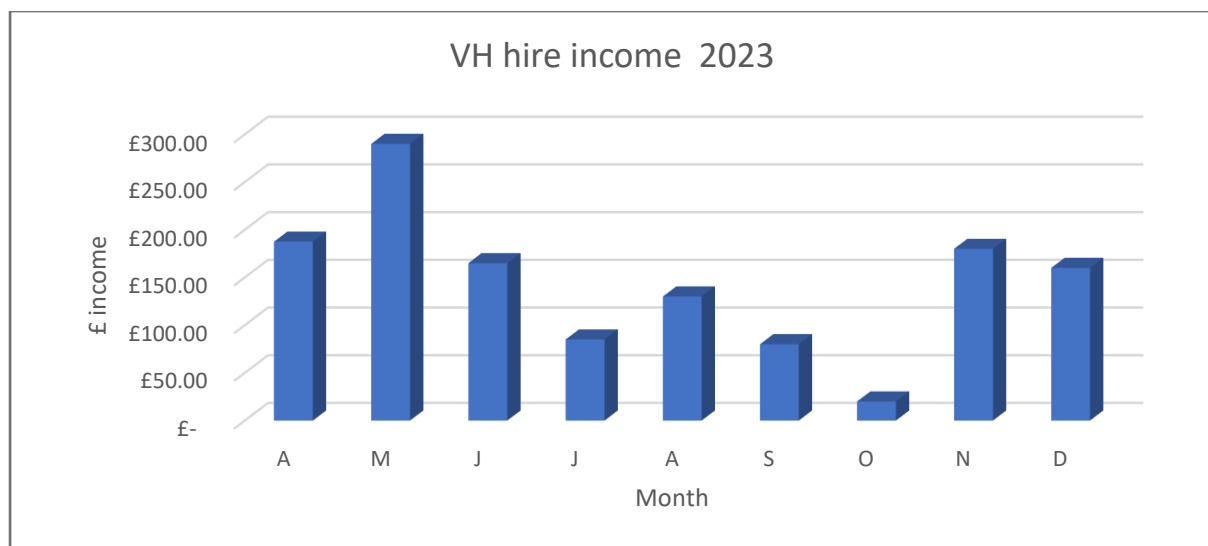
IS provided an overview of the grounds works carried out from 11/12/23 to 12/2/24 – details are in Appendix 1.

#### 6. H&S update

No updates or actions at present.

#### 7. Hire update

Updated hire income figures were provided; a summary chart is below for information. Hire income has now recovered well following a lull immediately after the October floods.



#### 8. Maintenance update and works required.

Problems with jamming fire doors, making them difficult to close were raised by a member of the public – this is to be investigated and fixed.

Another issue was raised by a hall user regarding dampness caused by poor ventilation. Agreed that improved ventilation whilst the hall is in use is the appropriate remedy, with notices to be made to remind users of the need to do this.

Issues are frequently being raised outside the formal process agreed to ensure that problems are prioritised and actioned with all the team informed. Any issues or problems should be flagged via email to [framsdenvh@gmail.com](mailto:framsdenvh@gmail.com) and improved notices will be made to remind VH users of this.

Charlotte's resignation from her VH cleaning duties, undertaken over the last 20 years, and the need to find a replacement was noted.

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

No further updates required at present, pending the outcome of development plan costings.

#### 10. Minor expenditures

The following purchases were approved:

- One bundle of 10 Hazel poles (SWT) previously approved sourced locally at no cost.

- Heritage plant labels purchased from Wells & Winter - £15.75 including p&p.
- 30m of 2mm plastic coated garden wire purchased via Amazon - £5.13.
- Two 100m rolls of biodegradable Nutscene twine for tying in roses, climbing plants, etc at a total cost of £9.97 incl. p&p & vat (Sam Turner & Sons Ltd).

11. Discussion points arising

None

## **ACTIONS**

- 1 – NM to extend Google Photos folder permissions to IS, CB and MS**
- 2 - IS to source large scale printed plans for the local consultation**
- 3 - IS to revert to ProHelp re assistance from a quantity surveyor in costing the plans**
- 4 - NM to draft a questionnaire and propose a structure for the consultation event.**
- 5 - NM to circulate the 21<sup>st</sup> April date for consultation in the VH.**
- 6 – NM to request that the PC approach the Diocese following local consultation regarding the proposals any permissions required for the changes or extensions.**
- 7 – IS to draft notice for kitchen door, CB to laminate this.**
- 8 - IS to create and post signage re effective ventilation of the VH whilst in use.**
- 9 - NM to re-emphasise the reporting process for issues with the VH in minutes.**
- 10- CB to make a larger notice re issue reporting.**
- 11 - IS to respond to member of the public who raised the problem of jamming fire doors.**
- 12 – NM/IS to check the jamming fire doors and decide appropriate action to remedy.**

**NEXT MEETING: MONDAY 15<sup>th</sup> APRIL 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 11<sup>th</sup> December 2023 to 12<sup>th</sup> February 2024. The time taken to undertake the work outlined below is approx. 31 hours. The items listed below have been undertaken in sequential order.

- Purchased two replacement colourful stemmed dogwood shrubs for the floral tubs to be grown on and planted later in the year (plants supplied by donation).
- Repair the chestnut pale fence damaged on 20<sup>th</sup> October by flood water.
- Remove debris from the water course fence line caused by the flood and straiten the fence.

- Remove an obstruction in the water course caused by fallen branches and the accumulation of debris.
- Repair supports to large rambling rose from locally sourced materials.
- Hard prune the leaning Cox's apple tree.
- Dig out a large hole, improve the soil with fertilisers and organic matter and plant one new shrub rose (R. 'Madame Issac Perrier') that will improve the colour balance between the existing roses (this rose has been rose supplied by donation).
- Winter prune the main 'Cox's Orange Pippin' apple tree (2hrs).
- Winter prune the 'Blenheim Orange apple tree' (2½hrs).
- Winter prune the 'Russet' apple tree (3hrs).
- Winter prune the 'Williams' pear tree (1hr).
- Remove ties, prune and re-tie the large rambling rose 'Veilchenblau' (3hrs).
- Prune other roses, Clematis and younger apple trees (2hrs).
- Winter prune the carpark 'Golden Delicious' apple tree (3hrs).
- Sweep round the village hall to remove the dense layer of pine needles.
- Late winter leaf raking.