

BECKINGHAM VILLAGE HALL IMPROVEMENTS

WORKING GROUP (WG)

Minutes of 2nd Meeting held on 26th November 2019

At 1 Hillside Cottages, Hillside, Beckingham LN5 0RQ

Present: Cllrs Phil Wells and Andy Brewer, Gill Green, Jane Wells

In attendance: Olav Holm – Johansen (Evolution Design)

1. **Chair's Introductory Remarks:** The Parish Council (PC) had welcomed the group's preferred layout with a shared entrance lobby incorporating a visibility panel and It was noted that children would need to be escorted by a responsible adult. However they had concerns about maintaining access to the land at the west side of the building. And asked the WG to consider this further. The Parish Clerk had been asked to seek legal opinion on rights of access to the adjoining neighbour's drive to enable essential work to be carried out. They had also agreed that the necessary improvements to make the main entrance wheel chair accessible should become part of the project and baby changing facilities should be incorporated if possible. The damp in the toilets should also be addressed together with the need for separate controls for heating. It had also been agreed that ED could continue to the next stage of the project subject to agreeing expected costs. The 2020 precept would include a contribution to the overall cost
2. **Apologies for absence:** None
3. **Minutes of meeting held on 19 Nov. 2019:** These were agreed with one amendment to minute 4 bullet point 5 which should say that extractor fans would require electricity supply and venting, rather than impinging on space
4. **Consideration to possible changes to layout to enable access to land at side of building:**
Detailed discussion concluded:
 - It might be possible to install a door in one of the toilets by extending the building to the site boundary, but confirmation of the measurements of the space available was needed. ED subsequently confirmed after undertaking some on site measurements that there was insufficient space
 - One other option was to reconfigure the toilets, but this would intrude into the lobby area and possibly compromise the space required for the accessible toilet.
 - The reconfiguring of the large window in the bar area to incorporate a door to the outside remained another possibility and the cost implication would need to be considered by the PC, along with a review of the need for storage on site.
5. **Matters to be covered by the ED contract:** : ED gave a presentation explaining the extent of the services offered including:

- Checking whether planning consent was needed and if so dealing with the application, recognising that the village hall was within the village conservation area
- Ensuring the plans met current Building Regulations, including the number of toilets required in relation to occupancy levels.
- Drawing up detailed plans and building specifications covering in detail the exact requirements for each room/lobby. Finishes to be agreed through the WG and PC
- Advising on the tendering process to ensure that those tendering fully understood what was required and needed to be built into the tender, starting with a long list of five potential tenderers, whom would be interviewed then reducing to a minimum of 3 for tendering purposes.
- Building work would need to take account of the village fete in June as the hall provided the only public toilets in the village
- Managing and certifying stage payments as work progressed.

6. Next steps:

- I. Check the need for planning consent
- II. Informal consultation on minimum requirement for number of toilets.
- III. Informal discussion with WREN and other possible funders to ascertain in principle what could be funded.
- IV. ED to draw up a tender for the work required based on feedback from I to III above

7. Date of next meeting: T.B.A following the next Parish Council meeting

Jane Wells
Secretary to the Working Group

3 December 2019