

WICKHAM MARKET PARISH COUNCIL

CHAIR: Cllr IVOR FRENCH

VILLAGE HALL MODERNISATION COMMITTEE

CHAIR: Cllr JOHN HORSNELL



MINUTES of the meeting of Wickham Market Parish Council Village Hall Modernisation Committee held on Tuesday 28 October 2025 at 18:00

- VHM25: 27 **Present from the Committee** Cllr Horsnell (Chair) Mr S Flavel
Cllr Chenery Mr S Gunn
Cllr I French Mr C Edmunds
Cllr S French A. Besly (Clerk)
- VHM25: 28 **Present from the Public** None
- VHM25: 29 **Open Public Forum session** None
- VHM25: 30 **Apologies for Absence:** None
- VHM25: 31 **Declarations of Interest in items on the agenda:** None
- VHM25: 32 **Proposal to approve the minutes** of the Village Hall Modernisation Committee held on 7 October 2025. **All Agreed**
- VHM25: 33 **Chair's Report:** *Published* There were no questions
- VHM25: 34 **Proposal to approve Fee** proposal of £7,920 from Hyams Chartered Surveyors as detailed in Chairs confidential QS Evaluation rev 1 document dated 15th October 2025. **All Agreed**
- VHM25: 35 **Proposal to approve Fee** proposal from OWL Architect as detailed in Chairs confidential Architects evaluation document dated 09th October 2025. This contract was estimated to be less than £30k, therefore Financial Regulation 5.7 did not apply. However, four quotes were sought and the best quote totalled £35,125 from OWL Architects. As OWL were the least cost option and they prepared the concept design so understand the requirements, it was proposed that OWL Architects be engaged. **All Agreed.**
- VHM25: 36 **Proposal to approve Fee** proposal for Planning Stage 3 proposal from OWL Architect as detailed in Chairs confidential evaluation document dated 19th October 2025. OWL Architects overall cost was approved at VHM25:35. This fee of £5,460 is within the overall costs and represents the purchase order for the planning stage of the modernisation. **All Agreed.**
- VHM25: 37 **Proposal to approve Fee** proposal for Concept Design Energy Assessment Part L compliance as detailed in Chairs confidential evaluation document dated 22nd October 2025. Three quotes have been sought for this part of the design which is to support planning only. John Slater Howard proposal was the least cost so it was proposed that a purchase order be raised for £3,600. **All agreed**
It was further proposed that the Village Hall Modernisation fund transfer £9,060 to the Parish Council to cover these costs. **All Agreed**
- VHM25: 38 **Proposal to approve cost** expended by Clive Edmonds to obtain Survey Monkey QR Code Reimbursement cost of £46.45 paid from village hall modernisation accounts. **All Agreed.** This will be paid from the Village Hall Modernisation fund.
- VHM25: 39 **Reporting items for the next meeting.** To note: The Village Hall Working Group on 4 November will provide the Architects feedback received on the concept design to incorporate at the planning stage. It was confirmed that the Architects will run the tendering process for contractors in accordance with appropriate regulations.
- VHM25: 40 **Date of next meeting** Tuesday 9 December 2025

Meeting closed at 18:45

Signed.

.....

Cllr John Horsnell, Chair.

Date.

.....