

Wickham Market Parish Council

Village Hall Modernisation Working Group

Draft Meeting Notes

Tuesday 07th April 2026 at 17.00 Village Hall Committee Room

Village Hall Modernisation Chair - Cllr John Horsnell

1 Agree minute taker John Horsnell

2 **Those Present**

Cllr Horsnell	(JH)	Parish Councillor
Cllr French	(IF)	Parish Council Chairperson
Cllr Chenery	(DC)	Parish Council Vice Chair
Cllr French	(SF)	Parish Councillor, Village Hall Trustee & Treasurer
Stuart Flavell	(SF)	Village Hall Trustee
Clive Edmonds	(CE)	Village Hall Trustee & Treasurer Modernisation Funds
Simon Harrington	(SH)	Working Group & Committee Member

Apologies - Stuart Gunn (SG) Village Hall Trustee

3 **Approve Notes of meeting held on 17th March 2026**

4 First project meeting was held on 14th April 2025 Chaired by OWL Lead Architect with (M & E Designers Johns Slater Howard) and (Structural Engineer John Davis) Parish Clerk attended meeting with Committee members (JH) (IF) (DC) (SF) (StF) (CE) (SH) minutes of meeting was drafted by OWL and issued to all committee members by Modernisation Chair

5 Chair advised meeting that Instructions/Purchase Orders were issued to Key Professionals drafted by Chair (JH) and issued by Parish Clerk RFO to professionals enabling them to progress with Full Engineering and Design works Instructions issued to OWL of Bungay, Johns Slater Howard of Ipswich, and GCR Roberson of Martlesham, No instruction was issued to Hyams QS at this time but would be issued in June 2026 to coincide with Tender Documents being issued to Contractors

6 Chair issued Draft Modernisation Project Funding Status to Parish Clerk and all Working group members for their review noting a short fall in funds to cover Kitchen/Bar and Hall Fit-Out and Decorations etc. Chair advised meeting there were Grant Funding opportunities available to explore and asked if anyone was willing to investigate and take on fund-raising task (SH and (SG) have indicated to the Chair they may have some time later to investigate Grant Sources in the future

7 Hall Building Insurance when Hall is Closed for Modernisation was discussed Chair advised meeting that QS had advised it would be the responsibility of the Client to cover adequate insurance for the Hall during Modernisation works (SF Hall Treasurer) was obtaining quotes from Insurers (SH) mentioned that when the George was Refurbished the Contractor took on responsibility of Insuring the Building/Premises

Chair will Investigate further who should take on Insuring Building during Hall Modernisation

- 8 Village Hall CIO Trustees have almost completed Hall Stored and Fixed Assets schedule/register and document will be issued soon for comments
Post Meeting
Hall Asset schedule/register has been issued to Chair by Steve F; Chair has made amendments to the document set-out and requested that Villag Hall CIO Trustees review document and make comments prior to wider issue
- 9 Village Hall Car Park Closure During Hall Modernisation having received a negative response from ESC Parking Services advising that no further reduction or concessions with parking rates will be offered in Percy Mason Long Stay Car Park
Post Meeting
Chair wrote to Cllr Sally Noble to seek further support see Sally Noble response Email 27-04-26 below
Unfortunately, I don't think so. We have to take the same stance for all carparks across the district, or all sorts of issues would ensue. I think the problem is that people have got used to free parking in Wickham, very rare in other towns and villages. Wickham is rather an exception to the rule. I cannot see ESC budging on this one.
- 10 **Kitchen and Bar layout.**
Village Hall CIO Management contacted Wren Kitchens and the company advised they could not offer an estimate/quotation without detailed drawing/plans as this was a commercial building. Once Architect has a more detailed scaled drawing/plans for Kitchen and Bar areas CIO will see alternative estimates/quotations
- 11 **Election of Village Hall Modernisation Chair at 18th May 2026 PC Meeting formalized by Full Parish Council**
Elected Chair Hall Modernisation Period 18th May 2026 to May 2027
Chair (JH) advise meeting that he would not be seeking re-election for Chair of Village Hall Modernisation Committee to reduce his work load but would continue to serve on both the Working Group and Committee through to Halls completion
No other Committee or Working Group members have offered to take on this position at date of report

Any Other Business None

Date of Next Committee Meeting
Tuesday 09th June 2026 at 17.00. Village Hall Committee Room