

Wickham Market Parish Council

Village Hall Modernisation Working Group

Draft Meeting Minutes/Notes

Tuesday 16th June 2026 at 18.00 in Village Hall Committee Room

1 Agree minute taker Cllr John Horsnell

2 **Those Present**

Cllr Horsnell	(JH)	Parish Councillor
Cllr French	(IF)	Parish Council Chairperson
Cllr French	(SF)	Parish Councillor, Village Hall Trustee & Treasurer
Clive Edmonds	(CE)	CIO Trustee & Treasure of Modernisation Funds
Steve Flavell	(StF)	Village Hall Trustee

Apologies Simon Harrington (SH) & Stuart Gunn (SG) David Chernery (DC)

3 Approve Notes of Meeting held on 05th May 2026

4 Review revised OWL Planning Drawings

Drawings 2324.113.12A

2324.113.13A

2324.113.14A

John H explained in detail all revisions added to the revised Planning drawings and discussed reasons for revised material planning application set-out on proposal to Full Parish Council

All agreed that Cllr Horsnell proposal be taken forward to next Full Parish Council meeting for approval

5 Discoveries/Unforeseen Engineering/Design Matters Arising

John H informed meeting that it would be inevitable that design issues would arise and be brought to our attention by our Designers and Consultants and notification of any delays or unforeseen cost resulting from any discoveries at the earliest date and Designers would look for the best cost-effective solutions for the project

6 Roof Support Beam Loadings

Structural Engineer reported that after investigations due to method of Hall Construction in 1952-1953 Building Regulations and Standards have changed considerably the Projects Plan to install New Roof, PV Array Panels, Passive Ventilation Terminals and Roof Lights has increased the Roof Structural Loadings considerably Hence Structural Engineer now must find a cost-effective design solution to reinforce the Roof Supports and Beams

Structural Engineer is working of Design Solution and will report his findings during W/C 29th June 2026 for our review

7 RIBA Design Stage Cost Plan/Contractor Tender Process

It was agreed that unforeseen cost resulting from additional Roof Structural Support Beam and Steelwork would not be costed separately but included/costed in Contractors Tender Packages to be issued by OWL Architects

- 8 Johns Slater Haward MEP Design Strategy
619100-JSH-XX-ZZ-RP-ME-2101
Dated June 2026 issue 01

M & E Feasibility Report, John H received comments from members of Modernisation Team these comments were issued to Designers for clarification
Designers clarified comments/queries with email response
JSH Design Feasibility Strategy Document was approved

- 9 OWL CDM Designers Responsibility
Designers have a responsibility to provide Safe Access for maintenance to Roof Plant
Architect provided an option for Roof Loft Access from Plant Room Modernisation Team felt this was not the best option as space was limited in Plantroom
Team agreed best option was to have Roof Loft Access in Spare Room 14
- 10 Architects Room Data Sheets
Room data sheets were issued to Modernisation Team for comments; Team comments were forwarded to Architects for final clarification and adoption into finishes
- 11 Asbestos Removal Specialist Quotations
Quotations were received in accordance with Parish Council Standing Orders
All agreed that John H proposal for the removal of Asbestos Material in Hall be issued to Full Parish Council for approval at next meeting
- 12 Village Hall Car Park & Drainage Datum Level Survey
Steve F advised meeting that Stuart G would carry out datum survey on an early Sunday morning when there were less vehicles left parked overnight
Parish Council to agree to wording of Parking restriction notice to be left on vehicles
- 13 NALC Procurement Procedure Tender Process
Clerk to advise if there were any issues on Tender Process Planned by Architect
- 14 UKPN Re-Route Underground Power Supply
Clerk is Liasing with UKPN regarding their request to re-route main incomer power supply to Village Hall for Safety reasons
Modernisation Team will Coordinate with Clerk when to action this element of work
- 15 Project Coordinator Liasing with Professionals
John H asked Team members if anyone would like to take on position of Liasing with our Professionals going forward None accepted
John H will continue Project Coordinating and Liasing with our Design Professionals
- 16 Fund Raising Lead (Internal/External)
Modernisation Working Group does not have the resources to take on lead for future Fund Raising needed to support any Short Fall in Funds after Contractor Tendering Process
It was agreed that John H would contract Castlevue Charitable Services who completed our successful SZC Grant Application for external support and advice for future fund raising and report back to next meeting

- 17 **Finance/Accounts Lead**
Parish Council has committed Purchase Orders with our Design Professionals and various survey investigation works required to support the Modernisation design element of project therefore there is immediate need for a lead to administer day to day accounts of our sub-contractors and project cost control
Ivor F will discuss Village Hall Modernisation Accounts Finance Roll with the Clerk and report back at next meeting
- 18 **Publication/News Updates Lead**
Meeting agreed there was a need to update the Community on village hall Modernisation as much as possible with News Bulletins
John H had contacted Simon H and asked if he would take on lead for publishing brief news bulletins Simon agreed to take on this roll but as Simon H was unable to attend meeting due to Holiday this item will be discussed further at next meeting

Any Other Business

Meeting agreed the Village Hall would remain open for Bookings until November 2026 and keep Community updated on Hall Modernisation progress

Date of Next Committee Meeting

Tuesday 30th June 2026 at 5pm