

Wickham Market Parish Council

Village Hall Modernisation Working Group

Draft Meeting Notes

Tuesday 17th March 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 Gunn	(SG)	Village Hall Trustee

Apologies Simon Harrington (SH) Clive Edmonds (CE) Steve Flavell (SF)

Approve Notes of meeting held on 17th February 2026

3 **Village Hall Modernisation Planning Application DC/25/4839/Ful**

Chair issued Planning approval letter to all members of working Group for their review to note Conditions of planning approval there was no issues of concern with conditions

4 **Feed-Back from Teams meeting with SZC Community Foundation 16th March 2026**

4 Members of the Working Group attended Teams meeting with James Brewer and Sarah Mortimer to update them on progress to date, SZC congratulated the Team for receiving planning approval for village hall Modernisation. Chair provided a full update on projects next steps

Chair asked SZC if our project would qualify for a further Grant application for phase 2 works SZC advised further grant would NOT be accepted until current project was near to completion

Parish Clerk asked SZC if Embargo Condition could be lifted/removed, Chair explained in more detail that Current NEWS Embargo was causing embarrassment to the Parish Council and suspicion with members of the Public who cannot understand reason why the Parish Council has not published news that SZC are supported hall Modernisation with grant funding. SZC Stated they would review Embargo Condition and advise later that day

SZC confirmed in writing that the News Embargo would be lifted/removed SUBJECT TO CONDITIONS OF THE AWARD

SZC would add village hall Modernisation project would receive grant funding subject to award conditions this would be published in next SZC Community News Letter

SZC asked if there were any concerns going forward Chair mentioned the Team had concerns regarding ever increasing Cost of Material and Construction cost advised by Architects and Contractors

Chair mentioned that one of the grant conditions was that we work with Community Action Suffolk (CAS) to update our Business Plan but stated it would be premature at this stage of the project SZC agreed

Next Teams meeting scheduled with SZC Community Foundation 12th /13 August 2026

- 5 **Instruction/Order Placement with Professional for Full Designs**
Chair provided an overview of project cost spent to date and forecast of future financial commitment to finance Cost with Professionals for full Design Fees
Chair advised meeting that the Full Parish Council approved a proposal to place Instruction/Purchase Orders with professionals Financed from Modernisation Funds Ring Fenced for Hall Modernisation
- Question was raised that the village hall CIO Trustees need to approve the Spending of Modernisation Funds Ring Fenced for hall Modernisation Chair advised meeting that spending Modernisation Funds on professional Design Fees was agreed previously
Chair agreed to formally write to the acting Chair of the Hall CIO Trustees to request Hall Trustees convene a meeting to discuss and provide approval to finance professional Design Fees from Modernisation Funds
- 6 **Review Timescales for Full Design, Tender Packages and Analyse Tenders**
Chair issued Timeline to complete full Designs, Building Control Approval, Tender packaged to Selected Main Building Contractors with Tender Analysis and Grant Funding meeting with SZC in Early August 2026
After discussions Team agreed earliest date to commence site works would be late September 2026
- 7 **Update Community and Hall User Groups of Hall Closure**
Stuart G agreed to update Community and User Groups that Hall would be available for Hire until Mid/late September 2026 this would provide confidence to Village Show and Garden Club organizers to plan and arrange these annual Events
- 8 **Hall Stored Fixed and Loose Assets**
Hall CIO Management have agreed the Format of listing hall stored fixed and loose assets with Progress schedule to be issued soon
- 9 **Percy Mason Long Stay Car Park**
No progress to report with special arrangements for parking in Long Stay Car Park when Hall is closed for Modernisation
- 10 **Kitchen and Bar layout.**
Hall CIO Management plan to contact Wren Kitchens to provide provisional designs for Kitchen and Bar areas and report on progress
Discussions took place regarding the need for an external door from Kitchen or Bar area
Working Group agreed further discussion are required with Architect in the near future

Any Other Business None

Date of Next Working Group Meeting
Tuesday 07th April 2026 at 17.00. Village Hall Committee Room