

Wickham Market Parish Council

Village Hall Modernisation Working Group

Draft Notes

Tuesday 05 May 2026 17.00. Village Hall Committee Room

Village Hall Modernisation Chair - Cllr John Horsnell

1. Agree note taker - Simon Harrington
2. **Those Present**

Cllr John Horsnell	(JH)	Parish Councillor
Cllr Ivor French	(IF)	Parish Council Chairperson
Cllr David Chenery	(DC)	Parish Council Vice-Chair
Cllr Sue French	(SF)	Village Hall Trustee
Steve Flavell	(StF)	Village Hall Trustee
Stuart Gunn	(SG)	Village Hall Trustee
Simon Harrington	(SH)	Working Group Member

Apologies Clive Edmonds Village Hall Trustee

3. **Notes** of meeting held on Tuesday 07 April 2026 were AGREED
4. **Design Process**

JH has issued a drawings register for the project which will be updated continuously and is confidential at this stage. All documents have been circulated to Working Group members. The HSE notification of construction project was handed to IF as PC Chair and is to be displayed on site at commencement of works.

Project professionals are working together to draw up plans and specifications to prepare the tender documents.
5. **Design document management**

Issued to all members of the WG.
6. **Next meeting with professionals** expected in one month's time.
7. **Asbestos survey**

JH has prepared a plan with 20 test points marked for survey expected on Friday 08 May. IF proposed adding 2 further test points and the plan has been subsequently (06/05) sent to all WG members requesting immediate feedback on any further test points.
8. **Plans status.** JH emphasised that the plans as submitted to ESC and to professionals are agreed documents that can only be changed if cost and time elements are acceptable and affordable. Variations may arise following discussion between professionals.
9. **NALC procurement regulations.** Agreed that as project is below the £5m threshold there should be no issue with this. OWL architects concur. Referred to PC Clerk and awaiting response.

10. **Asset register.** StF has prepared an asset spreadsheet and circulated to CIO members for comment and to JH for circulation to WG members. There followed a discussion around storage arrangements during construction.
StF will compile a list of user group alternative venues/arrangements during construction.
11. **Car Parking during construction.** Sally Noble's reply regarding Percy Mason concessions was noted with regret. Agreed that the vehicle parking issue should now be referred to the PC.
12. **WG Chair role from May 26.** JH referred to his statement made at the April WG meeting and confirmed that he is not prepared to continue as both Chair of the VHMWG and Project manager after the May PC meeting.
13. **WG Membership.** All (including CE) have agreed to continue for 2026/27
14. **AOB items**
 1. UKPN re-routing of supply cabling will not take place until 2027
 2. Car park survey to inform Phase 2 plans. SG confirmed the need to have a clear car park in order to take the necessary survey readings
15. **Date of next meetings**
WG - Tuesday 09 June 2026 at 18.00. Village Hall Committee Room
Professionals - tbc
16. **Meeting closed 19.10hrs**