

Village Hall Modernisation Project

Modernisation Committee

Meeting Tuesday 07th October 2025

Chairs Report

Sizewell C Community Foundation Funding project managers Sarah Mortimer & James Brewer requested a Teams meeting to discuss further due diligent queries with members of village hall committee, Chair arranged Teams meeting on Friday 26th September 2025

Sizewell C Project Funding Team requested a detailed briefing on village hall modernisation progress to date and enquired if we had submitted any other grant funding requests to other funding organisations no other grant applications have been submitted

Chair and members of the committee provided full details on our next steps of obtaining fee proposals from professions to complete designs and contractors required to support the hall modernisation project through to completion the tendering process planning application and project start date

Sizewell C project funding team advised they believed the village hall business plan needed further specialised input and recommended we work with Community Action Suffolk to complete this task we agreed we would be happy to work with CAS to ensure Business Plan was compliant with SZC Community Foundations recommendations and fit the needs of a modernised village hall for future use

SZC project team will coordinate meeting with Community Action Suffolk team in the very near future and will contact us with meeting date

Sizewell C also requested details on how we will support current User and Community groups to find alternative venues when hall is closed for modernisation Chair advised Sizewell C that this item was on our last Working Group meeting agenda and advised Village Hall CIO Management will assist hall users and community groups to find alternative venues when hall is closed for modernisation this topic will be discussed in much more detail at future meetings

Sizewell C project funding team have requested further Teams meeting on condition once village hall modernisation committee have achieved certain project milestones and received confirmation in writing of the following

- Sufficient hall design detail is completed for planning application
- Village Hall planning application submitted by end of year
- Tender exercise taking place in December 2025
- Up to date costings Quotes and results of tender exercise to be provided to Suffolk Community Foundation (SFC)
- Agree outcomes and metrics with SFC

Chair has received competitive fee proposals from professionals for Hall Architectural Designs in accordance with Parish Councils value for money protocol and is currently completing a technical evaluation of cost and scope of work in accordance with RIBA work stages and shall issue summary of findings W/C 06th October 2025 for committee's review

Review and evaluation of professional fee proposals are in progress for design of mechanical, public health & electrical services and structural design work required to support hall modernisations project and services of a quantity surveyor to control financial contractual aspects of the project

Councillor John Horsnell
05th October 2025