

Wickham Market Parish Council

Village Hall Modernisation Working Group

Draft Notes

Tuesday 06 October 2026 at 6pm Village Hall Committee Room

Meeting Chaired by Cllr John Horsnell

1. Agreed Minute/Note Takers Simon Harrington/John Horsnell
2. **Those Present**

Cllr Horsnell	(JH)	Parish Councillor
Cllr Chenery	(DC)	Parish Council Vice-Chair
Cllr French	(IF)	Parish Council Chair
Cllr French	(SF)	Parish Councillor, Village Hall Trustee & Treasurer
Steve Flavell	(StF)	Village Hall Trustee
Simon Harrington	(SH)	Working Group Member

Apologies	Stuart Gunn	(SG)	Village Hall Trustee
	Clive Edmonds	(CE)	Village Hall Trustee
3. Draft minutes/notes of OWL Contract meeting 07th July 2026 approved.
4. (JH) reported that the amended Village Hall Modernisation Planning Application DC/25/4839/FUL was APPROVED on 02nd OCTOBER 2026. It was noted that the build must reflect the application drawings to the letter and there were questions answered in relation to the heat pumps and bio-diversity
5. **Building Control Approval**

Stroma Building Services Technical Engineers are progressing with reviewing Planning Approved Drawings together with Architectural, Structural Drawings & Calculations (MEP) Mechanical Electrical & Plumbing Documentation and Specifications providing services for the duration of the project cost of £1500.00

All queries arising from Engineers reviews are directed to OWL Architects the Projects Administrators for clarification in a timely manor
6. **Hall Design overview.** The following questions/points from Working Group members were answered
 - Kitchen fitout cost will be added the main contract cost summary Hall Trustees advised there should be sufficient funds available to cover installation cost
 - Door/partition design between the main hall and the meeting room 3 will be shown as a priced option.
 - Window at the South West corner was relocated as detailed on approved Planning Drawings

- (JH) emphasised that the design represents a complete structural, architectural and M&E embodiment.
- 7 OWL architects issued tender documents on 01.10.26 to three possible contractors of which one has declined to tender, one has stated unable to supply a tender by 28 October deadline and one not responded to date. Under advice that the return deadline will be too tight, (JH) advised that we should extend the deadline to 6 weeks and seek an additional contractor to invite to Tender in consultation with OWL.
 - 8 (JH) advised that all contractor tender returns will be delivered to OWL Administrators offices, Tender Analysis Summary issued ONLY to PC Chair in order to ensure transparency and independence.
 - 9 On return of tenders an internal review will be required to examine options in case of funding shortfall. Initial value Engineering has already been carried out in most areas. (DC) referred to the availability of low interest loans from the Public Works Loan via the Parish Council network.
 - 10 Chair presented a summary of invoices paid or will become due for reimbursement to the PC from VH Modernisation Accounts for pre contract work and Professional Fees. **Total £24,779 to date.** Payment is overdue (JH) has previously issued summary to (CE) Tressure of Modernisation accounts (JH) would chase (CE) for cheque payable to the PC
 - 11 It was confirmed that funds remaining after settlement of outstanding Professional Design Fees, remaining funds in the modernisation accounts would be transferred to the construction account/PC upon commencement of works
 - 12 Hall Trustees would review their financial reserves and advise if surplus funds would be available to support any shortfall with funding village hall modernisation costs
 - 13 **Asset Register.** The previously circulated asset register has now been amended to show which items will be subject to contractor disposal on commencement of works.
 - 14 **Predicted Commencement of Hall Modernisation Works Spring 2027**
(StF) raised a number of issues relating to the project slippage and relationships between hall users and the CIO. Works are unlikely to commence before March/April 2027 and tender returns are likely to mean a shortfall in funds and consequential delays.
 - 15 **Phase 2 External Works.** A camera survey to determine the routes and condition of existing car park drainage is to be undertaken. DC undertook to research the Co-Op planning details for the layout of their car park drainage.

Any Other Business

- A Men's Shed. (StF) raised the question of power and water supplies both during and after construction. (JH) confirmed that the contractor and Client would liaise with UKPN to arrange a new independent power supply. This is detailed in the tender documents and there should be no interruption to supply. Water could be supplied by a new valve connection point when the hall supply is reconfigured to a **single water meter and larger pipe supply**
- B (StF) Raised an important question as to when will the hall close to all community and User Group activities. (JH) added this was an important decision and not for the Working Group to make. There was some discussion around the topic (IF) PC Chair requested that (StF) and Trustees provide their recommendations for consideration.

Meeting ended 20.08hrs

Date of next meeting TBC