**THE STEERING GROUP – NEW VILLAGE HALL FOR WIDECOMBE**

**MINUTES OF THE 8th MEETING HELD ON Monday 25th January 2018**

**PRESENT:** Richard Casey, Evie Edworthy, Tony Hodgkiss, Yvette Elliot, Sarah Reeve,

Chris Elliot.

**APOLOGIES**: Lloyd Mortimore, Jayne Boswell, Simon Butcher.

**APPROVE MINUTES OF LAST MEETING** (4th December): Approved. ALSO MINUTES FROM MEETING WITH ARCHITECTS (10th January)

*Initials in brackets indicate tasks completed*

*Initials and text in red indicate tasks to be done…*

**MATTERS ARISING**:

LAND OWNERSHIP TITLE SEARCH – STREAM AREA

* (RC) Consulted with his solicitor. The area is Common Land and cannot lay claim on.
* Architects will develop ideas for best access in this area.
* (CE) will go back to DNPA and get further clarification on using this area for access.

MEMBERS AREA ON WEBSITE (PASSWORD ACCESS)

* (EE) Has created Members Area on the website.
* Access Password has been created. (EE)This will be emailed to Committee.
* Website will have minutes from past meetings for members to access.
* (EE) to send December minutes to everyone on original list of interested people.
* (EE) has contacted Roger Claxton to ask him to link the WVHSG site with the main History Group/Widecombe site.
* Website is now coming up on the first page of a Google search.

PARISH LINK & FUNDRAISER

* (YE) Reported that the notice for our January Quiz night fundraiser didn’t make it in to the Parish Link and so will be postponed.

DATA PROTECTION

* (YE) We are now registered with ICO (Information Commissioners Office) for Data Protection at a cost of £35.00.
* We can now hold membership details.

LOGO

* (RC) is creating a QR code for scanning by interested parties for immediate direction to our website.
* (SR) to resend logo as resolution is not currently sufficient.

CORRESPONDENCE

* (YE) Had an email response from the Parish Council confirming that they would be giving us the £50 we asked for towards the Feasibilty Study costs.
* (SR) wrote to Mr Peter Oldham, Secretary of the Widecombe Fair Committee. They received two letters, one (July 2017) asking for a contribution towards the Feasibility Study costs and the second (October 2017) asking for further clarification with regard to using the Fair Field as a possible site for a Village Hall. The letter gave suggestions for position, size of hall, car parking area, and possible improvements for vehicle access. In order for the Steering Group to proceed a positive response was required. A deadline of 15th January 2018 was suggested for a response from them.
* On 15th January 2018 (SR) received an email (later a letter) from the WFC. This gave a lengthy explanation as to why they were unable to make a financial contribution to our Feasibility Study. Their Memorandum & Articles prohibited such a contribution as we are not a Charity. The letter did not really comment on the Village Hall matters
* Further email communication ensued between SR and Mr Oldham for more details. Emailed responses were obtained from PO and another member of the WF Committee, David Crocker. In general a positive response to the possibility of building a Village Hall on the Fair field but not without some difficulties arising from their M&A. Access for South West Water must be maintained.
* Here are some extracted quotes from the emailed comments:   
  “*The WFC Directors are happy to see any scoping plan / document in line with your description in your email of 17th October 2017, provided of course that the Directors are assured that the Fair can be effectively run, decent access to the Fair Field is maintained and the Hall is incorporated into the event. The Directors of WFC are obliged to operate the annual Fair, and a material concern that has been flagged would be impact of the outline suggestion for a Hall with dimensions of 20m x 40m, 6m in height and with 20 to 30 parking spaces. This is a strictly personal suggestion. It might be good idea to identify the footprint in the area you suggest at an early stage in the process. WFC would then undertake to respond in a timely fashion to this information.”*
* *“As things stand, the Fair can only assist with the village hall development, in my humble opinion, if the Fairs "contribution" meets the primary M&A's objective of delivering etc the Annual Fair, OR, if it is funded from surplus funds, as a contribution to a regional charity (maybe changed to local good cause in the future).”*
* *“The Fair Company can only sell, lease, or earmark any of its land holding, for the purposes of a village hall, if it meets the company Objectives- the running of the Annual Fair If money is being invested by the Steering Committee in a feasibility study which includes the option of placing the Hall on Fair land, then, to me, it now requires the Company to reiterate the critical point - Fair land can only be considered as a siting option against the background of the Company's Articles not being prejudiced. Otherwise, money could be wasted on feasibility analysis - not a good idea in a village environment, where the continuing goodwill of the community is required for the operation of the Fair.”*
* We will continue to look at the Fair Field as a possibility at this stage. Information will be passed on to the Architects. Can encompass these views in the Feasibility Study.
* Widecombe Primary School need extra parking. Could be a better option.
* (YE) received an email from Widecombe Parish Council inviting us to the Parish Meeting on 15th March, 7pm. The Steering Group will be represented. We will give a short presentation. Details and time allowed to be discussed.
* (YE) received an email from Martin Rich (DCC). He and a colleague can come and meet us again for discussion of next stages inc. funding options, price list of services available. Suggested date: Monday 5th February, at Old Walls. Time tbc.

QUESTIONAIRRE FOR LOCAL GROUPS – SURVEY FEEDBACK

* (YE) 7/11 received.
* Church House used mostly in the evenings with rough costings of hire raising small sums.
* History Group is the largest, mostly small groups.
* Access is an issue for all groups. Most felt they would have more attendees with better access in a new hall
* Range of facilities suggested including: IT facilities, projection equipment, wi–fi.
* Priorities: large hall, catering facilities, additional meeting room, storage.
* Ranked low: bar facilities, outdoor space.
* Several groups would need storage space
* Hayes Field most preferred site
* Pre-School needs smaller room with access to large hall when available. Small secure outdoor area would be useful.
* (SR) to put together income/expenditure information from Church House for reference.

NATIONAL TRUST

* (CE) Proposed contacting the National Trust to discuss the possible future of Church House after a new hall was built. In consultation with SR who discussed this with the Secretary of the Church House Management Committee it was decided not to proceed with this. The Church House Committee lease the building from the National Trust and intend to continue running the hall as a community building if there is enough demand. The Craft Market has already stated their intention to continue to use the hall. On occasion other hirers have been attracted to use the building for its historic appeal.
* WVHSG will reflect this in the Feasibility Study. We want to show that we have engaged with Church House and are not necessarily in direct competition.
* (YE & CE) to send copy of Feasibilty study to Church House Committee when statement is written.

ADD DETAIL TO PROJECT PLAN FROM FEASIBILITY STUDY STRUCTURE SHEET

* (JB) To do above.
* (JB) Also add fundraising stages
* (JB) Re-send out the Dropbox invite. Still awaiting.

MEETING WITH ARCHITECTS

* Meeting held with Pete and Ross from ‘David Wilson Architects’ on 10th January. (See minutes of meeting sent out for full details)
* **We the Widecombe Village Hall Steering Group formally agree to appoint ‘David Wilson Architects’ to carry out the project.**
* They found our ‘Features for Specification’ sheets helpful
* Asked them to make a formal, impartial recommendation of the preferred site. Site selection proposed by the end of January.
* They have sent a RIBA stage programme (sent out to Committee)
* DNPA Pre-Application Report: Verbally might agree to access over the stream. Architects will address that point. Can put roads over common land, but for private access? (CE) to contact DNPA to ask if we can have confirmation in writing that access over the stream would be possible to support the architects recommendation.
* (YE) to check if Architects need more information to complete the first stage of works.
* Architects asked for a potential timetable based on current use (WCH). Could be developed to add more daytime use. (YE) to put together a potential timetable, also look at the one from Broadhempston Hall.

HALL FACILITIES – DRAFT LIST:

* Needs revising immediately for Architects to do designs/costings from
* Sub-Committee to meet and amend and refine list of priorities
* Sub-Committee: RC, EE, SR, YE & CE. Meet at RC’s house, 2pm on 31st January.

**TREASURER’S REPORT**:

* RC reported that we now have £10,075.00 in the Current Account after receiving the Awards for All funding and some membership fees
* Petty Cash: £21.00
* (RC) will keep records of transactions. Use email by two signatories for approval of transactions. Digital record of this kept.
* When payment required send invoice with receipts to RC.

**MEMBERSHIP REPORT**:

* (EE) reported that we have 6 new memberships. 5 families and 1 individual. All within the Parish
* 1 more family pending
* (EE) to send out membership invite to all names on initial interest list from first meeting
* Evelyn and Paul Edworthy nominated & seconded as members as they are outside the curtilage.
* (EE) confirmed that an application response is sent out straight away, with the Committee deciding on membership if from outside Parish. EE to make initial decision.
* (EE) received email request from History Group asking if they could join as one group. We would prefer individual/family membership as many History Group members are from outside Parish. This would be of greater benefit to the project and give individuals voting rights etc.
* Group Representatives: perhaps at a later stage. A nominated representative could attend meetings.
* Notices inviting members and with general info have & are going up in Parish notice boards and in local pubs etc.

**NEXT STEPS**:

* FUNDRAISER: Quiz & Supper night to be postponed until after Easter
* VAT: We could register for VAT and claim back 20% of costs from Architects fees and all pre building work. Once construction of a Community Facility has begun it becomes zero rated. Would mean extra bookkeeping for RC. (YE) to look into this and register the group.
* (YE) has begun collating/writing up the Feasibilty Study.

**AOB**:

* (EE) reported completion of lots of work on the website: improving search on google (now come up on first page), National Lottery logo etc. ‘Donate’ button needs adjusting.
* (SR) suggested having another Public Meeting. Discuss this idea with DCC.
* (YE) contacted Widecombe Sports Group (Clare Partridge: Sec.) and will attend their next meeting to discuss working together to encourage more support and funding and improve changing facilities – IF Hayes field were to be selected.
* (YE) received email advertising ‘Community Fundraising Training Day’ in Tiverton. Will ask DCC first.

**DONM**: Thursday 27th February, Old Walls, 8pm.

Meeting closed at 10:00pm.