**WIDECOMBE VILLAGE HALL STEERING GROUP**

**MINUTES OF THE 22nd MEETING HELD ON Monday 25th March 2019**

**OLD WALLS, 8pm.**

**PRESENT:**, Yvette Elliott, Chris Elliott, Richard Casey, Kris Blood, Sarah Reeve, Lloyd Mortimore, Alan Peake (via Skype from Yellowstone National Park) & Jo Rumble (DNPA).

**APOLOGIES**:, Evie Edworthy & Tim Hassell (WPC).

**APPROVE MINUTES OF LAST MEETING** (25th February 2019): Approved.

*Initials in brackets indicate tasks completed*

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

**MATTERS ARISING**:

* (CE) Latest Architect drawings have gone onto website
* (KB) has drafted a ‘spend profile’ – some amendments to be made.
* (RC) bank transfer to CIO. Need a letterhead announcing us, & charity number. Account we have already is ok. Download mandate form from website if we need a change of personnel.
* (YE) looked into Suttons Seeds fundraising option but found it to be not worthwhile.
* (RC) Cp-Op not set up new ‘Community Fund’ fundraising session yet. Will receive email when it is open again. Will approach Bovey or Ashburton.
* (YE) has created Auction Night jobs & volunteers list
* (YE) & Gail Fursdon have done Food Hygiene Certificates.

**CORRESPONDENCE**:

* (SR) wrote letter to Val Tame thanking her for her offer to design a garden for the new hall. Also suggested getting members of the community to grow some of the plants – keep costs down and get people involved. We will be in touch with Val again to invite her to a meeting (small group) to discuss further.

**DESIGN SUB COMMITTEE: (ALL)**

* Jo Rumble from DNPA attended this meeting. She has visited the site with Mike Blisset – temporary planning officer, who has been assigned our pre-application. Jo was able to give informal initial response from DNPA.
* Position; good. Design; feel comfortable with, like the simple structure and fits well into the local area.
* Potential issues – Archaeology ‘watching brief’. Ecology, bio-diversity – not a deal breaker but extra costs would be involved. Boggy area might need to be ‘enhanced’.
* Access; DNPA prefer access via sports area. However legal agreement to prevent this makes good case for new entrance more possible.
* Pedestrian access from main village car park through North Hall Manor area would be tricky but this is not proposed by WVHSG.
* Highways Agency; given informal response – in principal no problems anticipated.
* Culvert; discuss in more depth from Highways Agency/DCC. Advice can change so wait for specific response. Environment Agency also involved.
* Hedge Bank; possible issue. Brian Beasley has commented that it is a historic bank. Will need to justify need to remove it. Some negotiation to be done. We are offering something positive to the Community. Only a section of hedge will need to be removed.
* (JR) should be receiving initial response in writing for our records. Acceptance: design & location. Issues: Access & Archaeology.
* External Lighting; consider making low level so as not to be too intrusive.
* Parking; Disabled spaces meets requirements. Otherwise no comments. Consider deliveries etc. Circulation space.
* (YE) Full Planning Application stage – fees? Set by Government. Depends on project. If Parish Council submit the Application get a 50% reduction. PC is ‘Applicant’. SG/CIO is ‘Agent’. Planning Permission goes with the land. Serve notice on landowner at same time as Application is made. Approx. full fee might be £500.
* (RC) gave a report on building material ‘Nudura’. Provides excellent insulation. More details of Design Sub Committee meetings can be found in APPENDED DOCUMENT.
* Simple design should work well with Nudura. DWP has someone who has used it before. Also we could be using local expertise – Nick Fell.
* Can now move on with details in design – orientation (move round slightly for better solar gain). Heating method/s – design committee to discuss with a heating expert (needed).
* GARDEN DESIGN OFFER: Val Tame has generously offered to design a garden for the new hall. We will have a separate meeting with her and those who are interested. (YE & SR) to contact Val in due course.

**FUNDING**

* We have now officially had ‘Widecombe Community Hall’ registered as a Charitable Incorporated Organisation as of this week. We must now wind up the Steering Group. (YE) to investigate requirements.
* (YE) ‘Community Business Fund’ opens in April. Possible £50–300,000.
* Land – funders wouldn’t contribute to purchase of land so this needs to be raised locally.
* Standard Planning Application should take around 8 weeks as long as issues have been resolved. Community support is essential. Community objection could cause issues. We must address any concerns first.
* Local objections; done on policy. Treated on their merit and dealt with on planning terms. Needs general community support, meeting a community need. Letters of support are good. Show community fundraising efforts.
* ‘Neighbourliness’ is an issue for consideration: noise, safety, exterior lighting etc.
* Other funding advice; Teignbridge Funding newsletter (CVS). (JR) will have a look at possible current sources. Can attract funding through what it will be used for potentially: youth clubs, indoor sports, keep fit activities etc.
* (YE) to send Business Plan to (JR). Current building cost target is £600,000.
* We can start to look for funding soon – even at same time as submitting planning application.
* (YE) talked to Debbie (BI) about whether we can bring our AGM date forward to wind up the Steering Group and become a CIO. Have an ‘extraordinary meeting’.
* Parish Council is having a formal vote for raising Precept through DCC. Proposed for June 20th 2019. We must do the vote before getting Planning Application. SG is preparing an information sheet to go out to Parishioners explaining the case for the loan and how much it will cost each parishioner in terms of Precept increase.
* Get planning sorted before Widecombe Fair. Ask DWP to talk to DNPA and sort any issues before Application submitted.

 **‘BRIGHT IDEAS’** **UPDATE**

* (YE) Grant alteration approved. £1,000 saved in training (money will be used for Tozers costs instead.) Training will be given for up to 12 people. NCVO (YE) Registered; free membership for us and we get 25% off the cost of the training. Cost: £1,309. Our committee and other interested people could join too. Invite local Charity Trustees of other organisations to fill spaces.
* DRAFT BUSINESS PLAN: Draft sent out to committee. Looked at in more detail. Copy will need to be sent to Parish Council.
* CHARITY COMMISSION REGISTRATION: Done & already approved. Process took considerably less time than we were anticipating.

**PARISH COUNCIL UPDATE**:

* Referendum: SG to prepare a single page impartial, factual sheet of information to go out to parishioners/voters. Bullet points showing demand for hall, sustainability, comparisons of Precepts, cost of repayment, link to website for Feasibility Study etc.
* (TH) suggested having it ready for PC April meeting in 10 days time.
* (SH) has already made a draft for us to adjust.
* Version 1 – asking for a grant towards a new community hall for Widecombe
* Version 2 – asking for a larger grant towards a new community hall for Widecombe and for improvements to Leusdon Memorial Hall (currently in need of new heating system).
* (YE) to email draft to committee for comments/alterations.
* At the April PC meeting the Parish Council will decide which to go for.
* PC covering printing, distribution & polling costs. Polling stations will be in Widecombe and Leusdon.
* We can hold an Open Day prior to the vote. Date: Ruggle Reggatta on 9th June – put up a display there whilst we are selling raffle tickets.

**FUNDRAISING**

* EASTER DUCK RACE & BBQ, SUNDAY 7TH APRIL – £80 of ducks have been sold so far, online form on website. Volunteer list sent out by (YE). Flyers have gone out to WPS and other groups.
* BARN DANCE – Volunteer list & jobs list sent out. (YE & AW) have discussed details together. Continue to find people to help. Ticket price needed soon.
* AUCTION NIGHT – WFC have said yes we can use field and marquee. Discussing cost with Marquee company. No further response from Sarah Nosworthy so far.

**TREASURER’S REPORT**:

* Current bank balance £7,776.00
* Paypal still £19.54 – 1.4% per transaction.
* Petty Cash is £nil.
* A4A Grant total spend: £9,616.00 £384 unspent
* Alistair Denholm: we can pay for his services and is to send an invoice.
* Now we are a Charity we can apply for Gift Aid. 25% extra.

**RECORD OF HOURS**:

* (ALL) continue to keep updated. Most have updated.

**NEXT STEPS**:

* Calling an early AGM and move forward as a CIO
* Design Sub Committee waiting for formal feedback from DNPA
* (KB) Project Plan – bring some things forward
* (YE) to ask (BI) about moving Grants we have across to the CIO.

**AOB**:

* (RC) has details of proper document handling for CIO ‘Quality Assurance’
* (CE) to ‘spring clean’ dropbox files.

**DONM**: Monday 29th April 2019, 8pm, Old Walls.

Meeting closed at 10.25 pm.