

<p><b>Village Hall Working Party Committee meeting – VHWC</b></p> <p><b>7<sup>rd</sup> January 2020 – 8pm – The Village Hall, Ousden</b></p> <p><b>Attendees from the working party:</b></p> <p>Christine Ingham – CI</p> <p>Celia Holt – CH</p> <p>Richard Hurrell – RH</p> <p>Mike Hole - MH</p> <p><b>Attendees from the management committee:</b></p> <p>Jessamy Saltmarsh - JS</p> <p><b>Apologies:</b></p> <p>Julie Pryke – JP</p>	<p><b>To Action</b></p>	<p><b>Time Frame</b></p>
<p>CH opened the meeting to recover the minutes from the 11<sup>th</sup> November meeting and felt that the key areas of focus were planning permission, fundraising and business plan</p> <p>MH confirmed that the plans will be submitted to the planners by the end of the week</p> <p>MH confirmed that the QS (Quantity Surveyor) was onboard the project and has agreed to offer a free costing by the end of the month!</p> <p>MH confirmed that he had received costings for the insulation which he now needs to asses and pass on to the QS</p> <p>CH asked for the planning registration timeline which MH confirmed was 1 week to register if everything is OK and he has submitted all required items for the application</p> <p>JS mentioned that this would mean that a payment would be due for the</p>	<p>MH</p>	<p>10 JAN 2020</p>

planning, which MH agreed and said that because it is a 'hybrid application' part outline planning for the building plot and for a commercial development and the two projects being interdependent, it is considered a hybrid plan that cannot be paid for online. Someone will call from the planning department for payment. MH kindly offered to pay this and bill the Village Hall. The cost is expected to be £2772.00 in total made up of £462 for the dwelling and £2310 for the hall (the fee if the building is no bigger than 375 square metres)

MH confirmed that once the application is received the process takes 13 to 16 weeks usually possibly up to 20 weeks, should it take longer the planners would normally let us know that it may take longer. CH confirmed that this would be End of March 2020 to End of April 2020

MH felt that after 6 – 8 weeks he would have an indication of how things were going

JS asked if we should be canvassing Mike Chester our Councillor who is also on the Development Control Committee. MH said that he will contact Mike Chester as they had been talking at the open day and said to him that he would keep him updated

MH will send the correct wording/description for the letters to go out regarding the planning

MH

10 JAN 2020

Letter to go to;

Wills Estate

Immediate Households around the Village Hall

CH

ASAP

Charities Commission – CI offered to write to them

CI

ASAP

Note for the Village Hall Website – **CH can send this to RH or directly to Joanne Kirk**

CH confirmed that a letter had already been sent to the Parish Council

CI confirmed there was still time to get the announcement in to the Ousden News **with the planning permission number** CI to tell MH when the information is required to meet the Ousden News deadline

CI

CH moved on to the business plan, RH confirmed that none was actually written so far MH thought that he may be able to procure some from other projects that he has seen to assist us

MH

Next meeting

CI and CH mentioned enlisting help from C.A.S. Community Action Suffolk for guidance on the Business Plan

RH spoke of his small amount of research in to grants and fundraising and has realised that it is a bit of a minefield

RH mentioned that there was a subscription based tool online 'Grants Online' with single user access starting at £15 plus VAT for a month. CH suggested that we would have to have time to hit it hard and get as much information as possible in that month

RH also mentioned that during his research he looked at the Bowls England website which had instructed organisations requesting funding to state what it is for and how much is required. RH sought guidance on how to approach this kind of funding source. CH suggested explaining that this was a major project and that you are seeking funding towards the total value of the project and could they indicate the sums of money that they support and the type of projects.

RH also asked if we should be approaching under the G-mail e-mail address and also what our status was as an organisation, i..e basic stuff like the official name etc. JS offered to send RH the official title and registration number. JS also confirmed that we are a registered charity (non-incorporated) as this will most likely come up in fundraising requests.

RH said that he would carry on and try to expand on the Funding matrix with what is required to apply for funding to these organisations and confirmed that he will register with the official titles where that is required to obtain the necessary information. CI CH agreed C.A.S. to be approached when we have more information

CH said that she would be able to throw herself in to this project more fully from mid-March due to current work projects.

The committee had a brief discussion about possible fundraising ideas for the village and local business and CH mentioned an example of a 'tree of life' style installation at one of her children's school where one could pay a fee to have a leaf or branch dedicated to the sponsor, and other ideas were discussed such as brick sponsorship, and a metal walkway that CH had seen in France with names of fallen servicemen inscribed on the panels. We agreed these were all great ideas and it probably required a brain storming session in Conjunction with MH and after the QS has done his part so we know what items could be personalised in the building

RH mentioned the Estate agent summary that had been sent to the committee. It was agreed that Morris Armitage would be thanked for their input and released from any further discussion, which left two further options of David Burr and Jackson Stopps. Both were interesting proposals

and CH felt that it would be good to know if the use of David Burr PR people/company would be included. RH said that he would check with Jonathan Pringle who was in contact with the agents. CH also felt that we should be thanking the remaining two and letting them know that we will be in touch when we are slightly further down the line as planning is about to go in

RH

ASAP

Next meeting agreed as 3<sup>rd</sup> March at 8PM

As no meeting in February, it was agreed that updates on planning application etc. could be sent to the committee by email in way of updates

DRAFT