

## **Notes on a meeting of the Infrastructure Development Planning (IDP) Team held at Hayesfield, Hailey on Thursday 8<sup>th</sup> March 2018**

**Present:** Graham Knaggs (chair), Sue Ayres, Ann Evans, Monica Hester, Caryl Lansley, Judith Knaggs, Martyn Clark, Giles Doland

**Apologies:** Dawn Franklin, Calvert McGibbon,

### **IDP Working Party Terms of Reference**

A document setting out the terms of reference of this subcommittee of the Parish Council was tabled and agreed (attached below). A copy of the Parish Council Code of Conduct which we will have to abide by was also circulated and agreed.

### **Village Hall**

The initial brief is to provide costed plans for:

- A. Refurbishment of the existing Village Hall
- B. New build of the Village Hall with similar facilities to the existing hall
- C. As B with the addition of changing rooms integrated into the new hall

Updated sketch drawings and costings of these three options were circulated during the meeting. Note that the architects costings exclude VAT. Although VAT is payable on refurbishment and fees, it is not payable on new build (but will be levied on architect's fees etc.). These costings exclude furniture, fittings (e.g. equipping kitchen, bar etc.).

The architect did not provide a standalone costing for replacement of the Sports Pavilion but Sports England have a set of typical new build costings and a replacement building is estimated to cost ~£250,000.

Option A: Refurbishment	£427,000	+	£250,000	=	£677,000
Option B: Rebuild Hall only	£564,000	+	£250,000	=	£814,000
Option C: Rebuild Hall with integrated Sports Pavilion				=	£784,000

There is an obvious cost benefit in combining the rebuild of the Village Hall and Sports Pavilion.

The meeting agreed to recommend to the Parish Council that the Village Hall should be rebuilt rather than refurbished. In order to avoid loss of business during the construction period, it was also recommended that the new hall is built in a new location (see plans) and that the old hall is demolished and the site converted into an additional parking area.

The meeting declined to make a choice between Options B and C as no consultation of interested parties (football club, residents of nearby properties) has occurred. It is recommended that this consultation occurs before a final project selection occurs.

### **Access to the construction site**

In order to minimise disruption during the construction period it was suggested that an entrance into the car park should be opened up from Church Lane for construction traffic. However Church Lane is an unadopted road that is periodically maintained by the residents. Residents of Church Lane should therefore be consulted to determine whether they support temporary or even permanent access via Church Lane. If approval is forthcoming, a one-way system could be introduced with access via Church Lane and exit via Middletown.

### **Other Village Halls**

A visit to Freeland Village Hall on Sunday 18<sup>th</sup> March was agreed.

### **Hailey Infrastructure Development Plan**

An updated copy of the IDP was tabled

**Date of next meeting: 7.30 pm, Thursday 26<sup>th</sup> April 2018 at Hayesfield**

## Hailey Parish Council

### Infrastructure Development Planning (IDP) Working Party – Terms of Reference

#### Objective:

The IDP Team is responsible to the Parish Council for investigating and considering future plans for infrastructure developments, including the Village Hall (when the lease reverts to the Parish Council), the Sports Pavilion and any community facilities identified in the North Witney development.

#### 1. Membership

Members of the working party will be appointed every year at the Annual Parish meeting. The Working Party must consist of at least two councillors. Non-councillors can be appointed by the Parish Council onto the Working Group.

There should be no less than three members of the Working Party. The quorum is also three.

#### 2. Chairman

A chairman will be appointed for the IDP Team every year at the IDP Working Party's first meeting following the Annual Parish meeting. The chairman will be the main point of contact for Council staff, Council members and members of the public, and will also be a member of the Parish Council unless otherwise agreed by Full Council.

#### 3. Powers

The IDP Working Party has no delegated authority. It cannot make decisions on behalf of the Parish Council, and any recommendations made by the Working Party will be subject to approval by the Council.

Non-councillor members do not have the right to vote

Non councillor members must sign up to the Parish Council Code of Conduct

#### 4. Meetings

Meetings of the IDP Working Party are to be held as and when required in order to consider matters relevant to the Group's objectives. Meetings can be held at the private residences of members or wherever is felt suitable. There is no budget to hire a room for meetings.

#### 5. Responsibilities

The IDP Team is responsible for obtaining estimates, quotes etc in accordance with Hailey PC's Financial Regulations. These are then forwarded to the Parish Council to be considered and authorised and then to the clerk to be actioned.

If a tendering process is required, this reverts to the Parish Council and is the remit of the Parish Clerk (Financial Regulations items 10 & 11)

A member of the Working Party may not issue an official order or make any contract on behalf of the Parish Council.

#### 6. Reporting

The IDP Working Party will report back to the Parish Council quarterly. Any decisions made by the IDP Working Party at their meetings must be reported back to the Parish Council as recommendations. The Parish Council will then consider and vote on them. Only once approved by the Parish Council can they be acted upon.

28th February 2018

