

**HAILEY FACILITIES (VILLAGE HALL & PAVILION) PROJECT**  
**AGENDA, NOTES & ACTIONS FROM MEETING 14 HELD ON WED 4/1/23 IN ST JOHN'S CHURCH**

**MEETING AGENDA ITEMS, NOTES & ACTIONS:**

**1. Overview of where we are and where we are going – Andy**

- Andy welcomed the attendees – Andy Smith (chair), Martin Crow, Michael Drew, Karl Madden, Judith Knaggs, Caryl Lansley, Phil Sullivan, Ann Gibson, Giles Doland and noted apologies received from Graham Knaggs.
- Andy summarised the progress made to date, as a very high-level recap.

**2. Latest SWA inputs – Phil**

- Phil noted that Graham had forwarded the latest SWA inputs in an email to the group on 9/12/22 at 4:05pm
- Phil summarised the inputs, namely:
  - Computer drawing of potential re-plan of existing village hall
  - Hand drawing of potential new build facilities (780sqm) incorporating village hall and pavilion facilities
  - Hand drawing of abovementioned potential new build facilities' potential location plan

**3. Potential sources of funding – Andy**

- Andy noted thanks to Graham for providing the draft table of potential funding options for refurbishment and new build options, in an email to the group on 4/1/23 at 2:19pm, which is (and will be) extremely helpful

**4. Plans for upcoming public consultation meeting/s – Andy**

- Andy noted that we have agreed to hold 3 consultation meetings – at the end of January, end of February, and end of March. This could be tweaked, if necessary, but this is the current agreed approach
- Andy discussed his draft approach regarding the upcoming 29/1/23 consultation meeting (as circulated by Andy by email on 4/1/23 at 4:49pm)
- Andy agreed to chair the upcoming consultation meeting on 29/1/23
- **ACTION (ANDY)** Update the draft approach to reflect the discussions at the meeting. (Post-meeting note: This is now complete and included as Appendix 1 below)
- **ACTION (ALL)** Review the draft approach (Appendix 1) and comment if/as required
- **ACTION (ANDY)** Create a draft presentation for use at the consultation meeting, based on the draft approach and circulate it before the consultation meeting for comment
- It was noted that we should all prioritise communications through all available media over the coming few weeks to optimise attendance at the 29/1/23 meeting
- **ACTION (ANDY)** Draft communications for the following and circulate for comment and approval:
  - A leaflet drop (as per usual Hailey Herald distribution)
  - Facebook post
  - Website post
  - Posters for noticeboards
  - Posters for A-boards

**5. Agree any recommendation/s to take to next parish council meeting – Andy**

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- It was agreed that Working Group recommendations are required for the parish council meeting on Mon 9/1/23 in the following areas:
  - Request for SWA's condition survey/s report for the existing facilities
  - Request for SWA to provide indicative cost per sqm for: [1] New build of both village hall and pavilion facilities into single 780sqm building (the hand drawn plan sent to us); [2] Refurb of existing village hall plus add-on new build to incorporate pavilion facilities into single 350sqm building; and [3] Refurb of existing village hall plus add-on new build to incorporate pavilion facilities into (larger) single 780sqm building
  - Remind SWA of invite to the upcoming consultation meeting on 29/1/23
- **ACTION (ANDY)** Ensure parish clerk includes "Recommendation/s from Working Group" on the agenda. (Post-meeting note: Andy has emailed the clerk to include this)
- **ACTION (ANDY)** Circulate draft recommendations. (Post-meeting note: This is included in the cover email to this attachment as sent by Andy on 5/1/23)

**6. AOB – Andy**

- Karl noted that he is on holiday at the time of the upcoming consultation meeting
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**APPENDIX 1 – PUBLIC CONSULTATION MEETING #1 DRAFT APPROACH**

- **WELCOME**
  - Andy to chair (discussed and agreed at Working Group meeting on 4/1/23)
  - Introduce self
  - **Ask everyone to "sign in" (name, any organisation, and email address ideally)**
  - Today's agenda is:
    - INTRODUCTIONS – Who's who?
    - BACKGROUND – What's the story so far and how did we get here?
    - PROCESS – What's the approach being taken?
    - OPTIONS – What's being considered? **Show the blank table with simply "Option 1, Option 2, Option etc." down the side and "Pros, Cons" along the top at this stage**
    - FUNDING – How would/could it be paid for?
    - ~~CONSTRAINTS – What might hold us back? This item removed as agreed~~
    - STAKEHOLDERS – Who needs to be considered/consulted?
    - NEXT STEPS – What's next?
    - Q&A / AOB
- **INTRODUCTIONS – Who's who?**
  - Go around the room – name (and role/interest in being here)
  - Questions welcome – please raise your hand, although some things may need to come back to
- **BACKGROUND – What's the story so far and how did we get here?**
  - **2017-2021** Hailey's Infrastructure Development Planning working group (IDP) looked at potential infrastructure requirements into the future, to feed into the Hailey

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Neighbourhood Plan. This included the village hall as an important community amenity

- **2018** The IDP undertook a public consultation on the Neighbourhood Plan within Hailey and in 2019 followed up with a referendum from which it was agreed that WODC should use it “to help decide planning applications in the neighbourhood area”
- **2018** The parish council discussed and decided to explore an option of a new village hall project (as opposed to ongoing renovations)
- **2021** A New Village Hall working group (NVH) was established and developed an “Architect’s Brief” setting out potential options as a start point with which to potentially engage architects to invite them to tender for a new village hall. This set out requirements (facilities, capacity, etc.) as a framework to allow potential responses to be compared against each other consistently – it is non-binding and non-exhaustive and based upon earlier IDP and NVH work
- **2022** The parish council agreed to issue an Invitation To Tender (ITT) including the Architect’s Brief and several responses were received and reviewed with all architects interviewed, before a preferred architect was selected to proceed with any potential work moving forward
- **2022** It was agreed that there are many external factors to consider (such as the potential North Witney development) and that regular public consultation was critical
- **2023** Public consultation ahead of agreeing any next steps
- **In the meantime, it is important to note that ongoing maintenance needs to be undertaken by the village hall management committee (as if this project was not being done) so that the building doesn’t rot away. The village hall management committee is a separate organisation to the parish council and the working group doing this project. Through grants and other funding, recent remedial work on the village hall has included essential repairs and renewals to the flat roof, heating system, kitchen area, and most recently the village hall ceiling and lighting. This must happen, and would happen regardless of this project... In fact any results from this project would likely not be seen for 5+ years**
- **Include bit about condition of existing facilities. This needs to cover why we disregarded the “do nothing” option**

● **PROCESS – What’s the approach being taken?**



- Problem solving process – and where we’re up to with it
  - Problem statement: *Current village hall and pavilion (“village facilities”) may not meet the future needs of all stakeholders (including users) which have not yet been fully identified or consulted on. All options for the future have not yet been fully explored, costed, or had funding identified*
  - Desired end state: *Future needs of stakeholders (including users) must be fully understood, including through consultation. Full costings for all options*

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*must be identified, developed, and considered, as well as funding identified, to enable agreement of the way forward for delivery*

- Options ← We are here! What's next (solution, implementation)?
- Solution
- Implementation

- **FUNDING – How would/could it be paid for?**

- This section moved to before the “options / pros / cons” section
- Discuss potential sources of income (GK's table) for new build -v- refurbishment
- Simplify as much as possible, e.g. “Did you know...” statements

- **OPTIONS – What's being considered?**

- Reintroduce this table, now adding the options

OPTION	PROS	CONS
New build		
Refurbishment		
Refurbishment & new build (where necessary)		

- We are now looking at the following options:
  - **New build** of village hall and pavilion facilities (talk about what we have done already, including SWA)
  - **Refurbishment** of existing village hall and pavilion facilities (talk about what we have done already, including previously)
  - **Refurbishment** of existing village hall and pavilion facilities where possible, **and new build where required**
  - Do nothing
- We have also looked at potential locations for new build
- Show some architect drawings (if/as appropriate)
- **DO A POST-IT EXERCISE TO POPULATE PROS AND CONS BOXES FOR ALL OPTIONS**

- **STAKEHOLDERS – Who needs to be considered/consulted? POST-IT NOTES**

- Who are the key stakeholders we need to ensure we consult with, beyond those already mentioned – and why?
  - Parish council – Ultimately, they are the decision-makers
  - Working group – Does hard work, makes recommendations to parish council
  - Architect – Support role when their expertise (or access to it) is required
- Everyone else – who are the current/future users, who may be impacted, etc.
- **DO A POST-IT EXERCISE TO LIST ALL STAKEHOLDERS**

- **NEXT STEPS – What's next?**

- Today was about high-level background, seeking your thoughts in several areas
  - Is there anything else you want to know that we have not covered?
  - Is there anything we need to cover in future consultation meetings?
- How to get in touch with other ideas/information
- Next meeting – where and when?
- **Questionnaire – on the day**

**From what you have heard today, which option do you think is your “favoured” option at this stage**

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New	Refurb	New & Refurb
And why?		
Any other feedback? What would you like covered next time?		

- **Q&A and AOB**
  - Feedback on today – was it useful?