

**Meeting 2 of the New Village Hall Working Group  
Wednesday 22<sup>nd</sup> September 2021 at Hayesfield**

**Present:** Graham Knaggs (chair), Karl Madden, Caryl Lansley, Judith Knaggs, Ann Gibson, Phil Sullivan

**1. To receive apologies for absence.**

*To note that Tina Rogers has stood down from the Parish Council and this Working Party*

*To welcome Phil Sullivan to the meeting*

**2. To receive Declarations of Interest:** *Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None*

**3. To receive the Notes of the Working Group Meeting dated 19<sup>th</sup> July 2021**

Noted and approved

**4. Matters arising**

None

**5. Terms of Reference of this working party**

*The terms of Reference of this New Village Hall working party (attached) were agreed at the September 2021 Parish Council meeting. The meeting noted these Terms of Reference.*

**6. Architects Brief**

The following additions to the architect's brief were agreed:

**Disabled access** - It was recommended that cubicle doors for non-disabled toilets should be the same width as a conventional door (~30-32" and that they should open outwards. Apparently disabled toilets are regularly used by non-disabled people (more space, need to change nappies etc.) so above provision would enable some use of conventional toilets by wheelchair users.

**Disabled toilet** – consideration should be given to a 'Changing Places' toilet conforming to British Standard BS 8300-2:2018. As well as the usual disabled facilities, it would include a shower unit, height adjustable bench and a ceiling track hoist system.

**Roof aspect** – in order to maximise capture from solar panels a monopitch roof should be considered with a south facing orientation – i.e. all appropriate best industry practice standards should be adopted. Based on previous experiences, a flat roof should not be considered.

**A Patio Area** should be included

**Battery Room** – An earlier suggestion was to install the batteries - linked to the solar panels - in a multi-purpose room alongside cleaner's materials. However, this would introduce a corrosion risk to the batteries and associated switching equipment. It was recommended that the batteries and associated equipment should be located on the edge of the building with external access and appropriate ventilation and vandalism protection.

It was also noted that the number / overall KWh capacity of the system will need to be agreed with SSE who manage the electricity grid.

**First meeting** - All of the relevant points identified above AND at the first meeting of the working party (19<sup>th</sup> July 2021) to be incorporated into an update architect's brief. Brief to be circulated to all members of the working group

## **Design and Access statement**

GK agreed to complete a D&A statement whilst recognising that some aspects will need to be completed by the architect. To be circulated to working group members.

## **7. Invitation to tender for the stage taking us to Outline Planning permission**

The tender to include the Architects Brief and the Design and Access statement. The meeting identified the following architects to be targeted for the invitation to tender:

Architect for some of the new developments at Common Leys. Provided the original costings in 2018 for the Parish Council. Promised we would ask them to bid when we issued the invitation to tender.

**Robothams Architects** Contact Andrew Foster  
The Old Library, 12 Church Street, Warwick CV34 4AB  
01926 493843 <http://www.robothams.co.uk>

Identified by Judith Knaggs from a presentation to a networking meeting of Village Halls organised by Community First Oxfordshire. Has already contributed to identification of content required for an invitation to tender.

**Stanhope Wilkinson Associates Architects** Contact Steve Wolstenholme  
SWA Architects Unit 2, Swinford Farm, Swinford, Eynsham, Oxford, OX29 4BL.  
01865 883222 <http://www.swa-architects.co.uk/>

Recommended by the architect for Freeland Village Hall

**DuCroz Architects** C6 New Yatt Business Centre, New Yatt, Witney, Oxfordshire, OX29 6TJ  
01993 709035 [yo@ducroz.co.uk](mailto:yo@ducroz.co.uk)

Two architects submitted by Karl Madden:

**Gray Baynes & Shew** – Contact either Sam Wilson or Mark Norton  
St Thomas House, 6 Becket Street, Oxford, OX1 1PP  
01865 305130 <https://www.gbsarchitects.co.uk/about-us/people>

**Oxford Architects:** Brian Mortimer is a contact  
Bagley Croft, Hinksey Hill, Oxford, OX1 5BS  
01865 329100 [info@oxford-architects.com](mailto:info@oxford-architects.com)

## **8. Recommendation to October Parish Council**

The working party recommends that the Parish Council issue an Invitation to Tender to the architects identified above in addition to any additional architects that the PC wants to include.

**NOTE – Names of architect companies should be redacted until completion of ITT.**

## **9. Any other business**

**GALK 23<sup>rd</sup> September 2021**

**Hailey Parish Council**  
**New Village Hall Working Party – Terms of Reference**

Objective:

The NVH Team is responsible to the Parish Council for drawing up plans for the fund-raising, planning and development of the New Village Hall in Hailey.

1. Membership

Members of the working party will be appointed every year at the Annual 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.

1. Chairman

A chairman will be appointed for the NVH Team every year at the NVH's Working Party's first meeting following the Annual 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.

2. Powers

The NVH 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

3. Meetings

Meetings of the NVH 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. NVH Working Party meetings will be held in public twice a year. Members of the public will be invited to attend, and time will be allocated for them to speak as allocated by the Chairman of the Working Party.

These meetings will be advertised on the website and the noticeboard with three clear working days' notice.

The public NVH meetings can be held at the village hall if required. A budget of £20 per public meeting will be allocated.

4. Responsibilities

The NVH 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.

5. Reporting

The NVH Working Party will report back to the Parish Council quarterly. Any decisions made by the NVH 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.

September 2021