

# ***GREAT HORMEAD VILLAGE HALL***

Minutes of Great Hormead Village Hall Management Committee held on Wednesday 3<sup>rd</sup> October 2013 at 8.00 pm at Great Hormead Village Hall, Hare Street, Buntingford, Hertfordshire

Present: Dave Baseley (Chairman)  
Matthew Reeves-Hairs (Treasurer)  
John Kilby  
Sheila Beetles

In attendance: Chris Rogers  
Eugene Duffy

Apologies Elizabeth Collery  
Elizabeth Pickup  
Mandy Irons  
Jane Wright

## **1. APOLOGIES**

As above.

## **2. MINUTES**

The minutes of the meeting held on 3<sup>rd</sup> September were approved and signed

## **3. DESIGN & BUILD ARRANGEMENT &**

## **4. JCT APPOINTMENT AND CONTRACT**

**(JCT - Joint Contracts Tribunal)**

Chris Rogers who is now working for Eugene Duffy, the builder of the house on the former Village Hall car park explained that if Eugene Duffy is to build the hall then a JCT contract is not suitable as there would be no contract administrator. Therefore a "Design and Build Contract" is more appropriate as it does not need an administrator but needs a contract sum. Chris is working with Eugene to prepare the contract price and they are keen to progress the contract so that the hall can be demolished and not detract from the sale of his house. Chris is to finalise agreements regarding the drains and party walls, although the chairman wanted to approach Joan Howell with the tree survey to try and allay her fears regarding her tree and stable wall. This would be to try and avert a potentially difficult situation if separate party wall surveyors were appointed.

Other items to be considered are:

1. Licence for new vehicle entrance to the highway under s.278.
2. Electricity connection movement could take 4-6 weeks. A quote had been received for £370 plus to move the supply from store cupboard to the brick section, but this did not allow for possible lowering of the supply if required by the new access to the road.
3. Cambridge Steel of Fowlmere had been approached regarding the steel work over the retained brick section.
4. A quote for the timber doors and windows had been received at £12,000 plus VAT.
5. A cherry tree and holly tree at the front need to be removed and other trees trimmed and quotes for this work were to be requested by the chairman.
6. CR & ED to send copies of their insurances.

Sheila asked if a 2 metre gap could be left between the hall and the fence.

It was agreed that the overall cost including fees, Glu-lam beams and any disallowed VAT must be within the funds available.

**5. GLU-LAM ORDERING**

A Glu-lam constructor had been identified by Matthew. It was Paul Tracey of Constructional Timber. He would enquire as to the terms, deposit and design fees.

**6. TEST BORE**

Herts & Essex Site Investigations had carried out a site investigation on 20<sup>th</sup> September for £1,743-00 (including £290-50 VAT). They had drilled a test bore to 7 metres (?) and found that the soil was solid chalk from 1.5 metres down. The ground was therefore suitable for strip foundations (digging trenches filled with concrete) and that piling and rafts previously envisaged would not be necessary. Eugene Duffy confirmed that there would be very little risk to the drains with strip foundations which he preferred.

**7. CDM CO-ORDINATOR**

**(Construction Design and Management regulations 2007 – Health and Safety)**

Barker Associates had quoted £1,500 plus VAT to prepare the report and occasional site visit. Liz Pickup recommended John Barlett used by her husband Andrew. The company is JRB consulting (Safety) Ltd, 69 Anglesmede Crescent, Pinner, HA5 5ST  
Tel 020 8728 0091 Mob 07830 226472

**8. VAT AND INVOICES/PAYMENTS**

Communications have been received by Elizabeth Collery from Stephen Fennall and HMRC regarding the VAT registration process (but see note later).

An invoice for £1,743 had been received from Herts & Essex Site Investigations - this was due for payment by the end of the month.

**9. SECURITY FENCING**

"Herris" type security fencing. DB secured 6 quotations for 20 panels complete with blocks and couplings. The best price for climb proof was £550.00 + VAT. E-bay was investigated but deemed unreliable given geography, lack of ability to inspect and not a huge price reduction over new and lengthy bid times. The fencing should be relatively easy to sell at the end of the project.

**10. CONSERVATION AREA CONSENT**

EHDC had abolished the requirement for Conservation Area Consent with effect from 1<sup>st</sup> October 2013 and therefore no further application was required before demolition.

**11. NEWSLETTER/MINUTES**

The chairman took issue with the Parish Council that he not supplied them with minutes of the two previous meetings. Also their comments that the hall was being demolished without any contract being in place for the new building.

**12. LOCATION FOR FUTURE MEETINGS**

As the hall would not be available in future, it was decided to hold future meetings in the homes of committee members. The date and location would be advised when new information was available

**13. CLEARING HALL/SELLING MATERIALS**

On Sunday Sheila had moved the piano, trestles, red chairs, the children's small red chair to Fred Baron's barn at Red Brick Farm. Liz Pickup was about to take the children's toys. This evening John Kilby took the 5 Village of the Year certificates, two pictures of QE II, and the

Michael Bentley clock. Mandy had a buyer for the lights. The glasses and crockery were still needing a temporary home.

Other materials such as slates, windows and corrugated iron would be difficult to move for health and safety reasons once the site was under the control of Eugene Duffy.

#### **14. ANY OTHER BUSINESS**

Matthew Reeves-Hairs presented the bank cash book to date and this showed that the Asbestos survey had been paid £250 and Sheila owed £185 for the quiz, Mandy was owed £13-46 for party supplies and Laura was owed £44 for the final month's cleaning. John paid Laura £44 by transfer the next day.

The meeting closed at 9.15pm

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### **ACTIONS REQUIRED/TO FOLLOW**

1. To await the contract sum from Eugene Duffy to be included in the "Design and Build" agreement. ED/CR.
2. Obtain licence for new vehicle entrance. CR
3. Arrange electricity supply re-location. DB
4. Approach Joan Howell re tree survey/party wall agreement. DB
5. Obtain quotes for removal of cherry and holly trees and trimming others. DB
6. Copies of public liability insurances to be sent to secretary ED/CR
7. Obtain quote from John Bartlett for CDM co-ordinator. EP/DB
8. Bank quiz evening takings SB/MRH
9. Pay Mandy for party supplies MRH
10. Pay Laura for September JK - done
11. Follow up bank mandate JK/MRH
12. Follow up HMRC VAT application. DB/EC