

Sudbrook and West Willoughby Village Hall (SWVH) Committee Meeting 6th March 2023

1. Attendance

Present: John Somerville (JS), John Cairns (JC), Barbara Campbell (BC) Tamara Coton (TC).

Apologies: Karen Barrett (KB), Louise Burn (LB), Neil Gray (NG), Andy Newton (AN), Rae Seng (RS), Tom Williams (TW).

2. Approval/ Amendments to the minutes of the last Committee meeting

The meeting agreed that the minutes provided a good overall record of the meeting held on 6th February 2023. **JC** was to forward the minutes for inclusion on the APC website.

3. Progress Report The progress reports are included within the associated Agenda items.

4. Treasurer/Bank Account

It had previously been decided that **JS** and **JC** would take over the role of Treasurer jointly and would also act as the bank account signatories. **JS** had emailed **NG** to thank him for his exemplary service and to request his advice on how best to achieve the handover of responsibilities. A reply had yet to be received and **JS** would provide an update at the next meeting.

5. Public Access to VH Site

JS reported that there appeared to be an increasing number of people using the VH site as an area to exercise their dogs. While a few were residents using the area in an acceptable manner, some appeared to be non-residents driving to the site to take advantage of the temporary protective fencing to allow their dogs to exercise off the lead while not paying any regard to the wellbeing of the immature hedge saplings. There were mixed views as to whether dogs should continue to be permitted on the site. However, it was subsequently agreed that less restrictive measures could be introduced for a trial period. To that end, **JS** agreed to remove the temporary fencing and post a laminated sign indicating that all dogs must be kept on a lead. In addition, **TC** offered to surround each sapling with protective wire mesh.

6. Coronation Big Lunch and Big Help Out

It had previously been agreed that a Coronation Big Lunch would be held on the VH site on Sunday 7th May broadly following the format originally intended for the Platinum Jubilee event. In addition, the Committee would organize activities for the Coronation Big Help Out on Monday 8th May with the aim of highlighting the positive impact volunteering has on communities. A 'Coronation Events Plan' had been produced which would be updated as plans progress (see Attachment).

Big Lunch:

TC had agreed to design 'dates for your diary' posters for the Big Lunch and the Big Help Out to provide residents with early notification of the events and would forward the drafts to Committee members at the earliest opportunity.

It was agreed that a children's fancy dress competition with a 'Royalty' theme could be a fun alternative to the 'Best Crown' competition held at the recent Platinum Jubilee event. **TC** agreed to ask the local Co-op to donate sweets/chocolates as prizes for the children.

A cèilidh event could be considered as a Big Lunch activity using an appropriate PartyBox play list with a volunteer 'caller' to direct the dancing. **JS** agreed to investigate the viability of producing a cèilidh playlist for the PartyBox.

While it was thought unlikely that the marquee and the planned outside activities would leave sufficient space for a tug-of-war, it was suggested that other ideas for 'physical' team games could be considered. In addition, it was agreed that the Quiz should be retained as either an indoor 'poor weather' event or even as a potential team activity outside.

JC agreed to procure a 'cardboard cutout King' as a centre piece for photo portraits.

Big Help Out:

AN had reported by email that the General Manager of **Mid UK Recycling's** skip hire business had generously agreed to supply the Committee with a 14yd skip free of charge for its Big Help Out initiative. **TW** had kindly agreed for the skip to be located in his barn's courtyard which would be an ideal central location for its use by residents during the event.

A coordinated litter-picking event around Sudbrook and West Willoughby had already been suggested. **AN** would be requested to update the Committee on any other ideas that he had received.

7. Funding Strategy.

As reported in the previous minutes, Passmores had advised **TW** that a building with more than 50m² useable internal floor area was the point after which compliance with Part "L" of the Building Regulations would be required. Specifically, a building of such a size would have to meet the standards required for an Energy Performance Certificate (EPC) to be issued which had been reported as involving "exorbitant costs". **BC** expressed concern that the Committee might needlessly dismiss the option of a larger building if it didn't know the magnitude of the additional costs involved. Consequently, **TW** would be requested to ask his contact at Passmores for an idea of the cost of a building with a larger internal useable floor space (70m² was suggested as an example).

It had already been acknowledged that the residents would need to be consulted regarding the Committee's proposal for developing the VH site. Potential options for achieving such a consultation were discussed and included 'door-to-door' questioning, a public meeting, and a printed proposal/questionnaire delivered to each household. It was agreed that the topic would require further discussion with more members present.

Following a site visit, **AN** had provided the Committee with a copy of Alyson Hire's quotation for laying a concrete base for a log cabin and for providing a pedestrian grid walkway. It was agreed that the topic would also require further discussion with more members present.

AN had also produced a spreadsheet to act as a draft framework for combining the various elements of the proposed development of the VH Site. The meeting unanimously agreed that the spreadsheet would prove to be an invaluable tool for recording the progress of the plan together with its specifications and associated costs.

There was further discussion about potential options for off-grid toilets. **TC** agreed to investigate the viability of chemical toilets.

JC had previously reported by email that Sport England's Clubhouse Design Guidance Notes contained some potentially useful information about sustainability and associated considerations, some of which might apply to the Committee's building project. Not everyone had seen it, so **JC** agreed to resend the following link:

<https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/4-clubhouse-sustainability.pdf?VersionId=nikmg5xsRR6x14j4Wf3WBJ6N.bybh204>

8. Any Other Business (AOB)

There were no items for AOB.

9. Date/Venue for Next Meeting

The next meeting would be held at 7pm on Monday 3rd April 2023 at **JC's** home.

Attachment:

Coronation Events Plan 2023 (updated).

Updated: 09 March 2023

**Coronation Events Plan 2023
SWWVH Site
Big Lunch: Sunday 7th May 2023 @ midday
Big Help Out: Monday 8th May**

Posters/Flyers

“Dates for your Diary” posters for Big Lunch/Help Out for noticeboard (**TC**)
Laminate “Dates for your Diary” posters and place in West Willoughby (**JS**).
Flyer design for Big Lunch/Big Help Out– separate flyers or combined? Two per A4 page.
Include request for Tombola prize donations.
Print flyers: 100(?) plus poster-sized Big Lunch/Big Help Out flyer(s) for noticeboard (**JC**)
Hand-deliver flyers using previous delivery areas/boundaries. When?

Big Lunch

Catering

Paper plates/napkins/cups(?) + cutlery
Water dispenser?
Tables for food, cake competitions etc

Marquee & Site

Erect the marquee – day/time TBD (leave up for Big Help Out)
Use Committee members’ gazebos to extend marquee. Useful even in good weather.
Decorate site, incl Xmas tree – lots of Union Flag bunting required (subject to restrictions).
Waste bins/bags
Presume power not required, but a few battery powered lamps/lights could be available should the event extend into the evening.

Games/activities/stalls

‘Big Bake-off’ – Sponge and 6 cupcakes? Coronation theme. Entry forms. Judge (TBC by **TC**)?
Best Ladies’ Hat and Gentlemen’s Hat competitions? Alternative ideas – fancy dress?
Children’s fancy dress with a Royal theme
Winners’ certificates print (adapt previous?)
Prizes (chocolates?) for children’s fancy dress winners (**TC** asking the Co-op for a donation).
Auction cakes (if permission granted)
Quiz (prize for winning team?)
Games: eg. Splat the Rat, Cream Cracker Eating, ‘the Royal Derby’, ‘Throwing at the Cans’

Plant sale/swap
Book Table

Tombola

'Operation Wheelbarrow' – collection areas/boundaries as before – timeframe TBD
New raffle tickets (Xmas tickets were hopeless) and float required.

Photography

Procure cardboard cut-out King for portraits (**JC**)
Print photos post-event if requested – form required (**JC**)
Ad hoc photos of events, groups etc (**JC** and any attendees willing to share their best shots)

Music

Background (and dancing?) music playlist(s) for Partybox. (**JS**)
Eg. Official playlist: <https://open.spotify.com/playlist/11CJ7YSSgojZwz79h8bXer>
A céilidh playlist for the PartyBox (**JS**) plus a volunteer 'caller' (**TBD**).

Risk Assessment

A Risk Assessment Form for signing by all committee members.
'Food Allergens' warning notice.
VH 1st Aid Kit and fire extinguishers.
Hand sanitizers.

Big Help Out

Coordinated litter-picking around Sudbrook and West Willoughby (**TBC**).

Mid UK Recycling's skip at **TW's** courtyard.

Any other ideas received? **AN**.

Final Planning Meeting

A final planning meeting/social gathering just prior to the first event? Perhaps invite other residents to get them involved?