

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 19 May 2021 at 8pm, by Zoom

Present: John Brooke, Sue Brooks (Treasurer), Jackie Clark (Secretary), Peter Dring, Patrick Garland, Graham Mooney, Diane Smith (Chair)

- 1. APOLOGIES:** Andy Barton, Joan Cook, John Mealing,

- 2. MINUTES OF LAST MEETING:** The minutes of the meetings held on 27 January and 14 April were agreed and will be signed as a true record.

- 3. MATTERS ARISING:** there were none

- 4. CAR PARK AREA:** The land to the rear of the Village Hall that is used for car parking is now in new ownership. The new owners, Simon and Harriet Warriner contacted the committee with proposals for changes to the current casual arrangements for parking (letter attached to these minutes). These changes include a firming up of the casual agreement with the landowner, and a defined new boundary to the car parking area. Simon has also provided a quote for resurfacing the new car parking area (also attached). Following a full discussion it was agreed that we support the principle of a licence with peppercorn rent for the continued use of the new parking area. However, concerns were raised over the following: a lack of vehicular access to the rear of the village hall; the provision of drainage for the run off from any resurfaced ground. Regarding the resurfacing of the car parking area, it was agreed that with the uncertainty of income it would not be prudent to spend almost £3000 on this project and that it would be sensible to delay a decision. However, Sue will do some research into grantfunding. **ACTION SUE.** Jackie will draft a letter replying to Simon's proposals and circulate it to those present at this meeting. **ACTION JACKIE**

- 5. STORAGE SHED:** Electric work is now completed with security lighting over the door.

- 6. REPAIR AND MAINTENANCE:** John Mealing will arrange for the warming cupboard to be repaired.

- 7. HALL REOPENING:** We will continue to follow government guidelines with regard to reopening the hall. Scouts are now meeting weekly on Mondays; the hall was recently used for local elections and is booked for a refreshment stop for a cycling event in June. The only other provisional booking is for the Village Produce Show in September. As Graham and Mary Mooney have stepped back from organising the monthly Coffee Morning, Persephone and Rob Booth have offered to assist Anne and John Bater when they restart.

- 8. CORRESPONDENCE:** there was none

9. RECORD OF INSPECTIONS AND TESTS: John Mealing has updated all records. Tests on electrics and fire safety equipment are all complete and up to date. The recording folder is now in the kitchen.

10. ANY OTHER BUSINESS: Patrick has cut the grass around the hall.

12. DATE OF NEXT MEETING: The date will be fixed by email.

The meeting closed at 8.40pm

Dear Kettleburgh Village Hall Committee,

As some members may be aware the land adjacent to the village hall and the drive have been sold by Mark Hill. Harriet and I (Simon) felt it appropriate to introduce ourselves as the new owners, to clarify our plans and avoid speculation, and open an access point for communication.

When Derek Hill gifted the Village Hall (and surrounding land) on 9 November 2011 a right of way on foot only was granted over the land coloured green on the plan annexed to the transfer. I have enclosed a copy of the same for your ease of reference.

We are aware that there has been a long standing permission for the use of the land adjacent to the drive and the drive for village hall events. As active users of the Village Hall, as leaders within the scouting movement and participants in the pantomime, this is something we have benefited from for many years.

As you will have seen we have made a concerted effort to improve the visual appearance of the adjoining land, clearing debris and removing diseased trees and foliage that overhang into the parking area and the pit area in general. As part of a continued effort to increase biodiversity we are reinstating trees and hedging to the site. We propose that this will involve the removing the driveway boundary fence, which will be replaced parallel to the drive in a metal estate fencing with hedging running adjacent. The boundary fence will be pushed back into the pit at the eastern end adjacent to the main gate giving increased space whilst reducing it at the hall to create a neater and parallel boundary. As we wish to close of the entrance nearest to the hall building, the fence will continue to a point that would leave a parallel space from the furthest left post of this entrance and the hall to allow access to the new shed. Please see attached plan that shows proposed approximate fence line in red over current blue boundary line. (Do not scale of drawing)

Prior to finalising the final fence line, if you wish to continue to use the land for parking we will require the Village Hall to enter into a licence for this continued use. We propose to include a peppercorn annual rent (£1) and if you are happy for our solicitor to draft the licence, we will cover their legal fees. The licence would be a rolling agreement so that this benefit can be offered to the community for the foreseeable future.

With the certainty that a licence offers the community and in line with our desire to improve the street scene of the village we would suggest that this area becomes a more permanent and consistent surface. Ecosy Build Ltd will be undertaking works for ourselves to install, fencing, hedging and access roads to the land. As part of this they could incorporate the parking area but we would require these works to be at the cost of the Village Hall, and to include, the costs of labour, machinery, spoil removal and materials, We can obtain a quote for your perusal or if you wish the spaces to remain as is, then please do let us know.

We are planning for our continued works to the boundary line to commence in August. Should no response be made prior to the 1st of August 2021 the current parking area will be incorporated into the land of the adjoining pit.

We look forward to hearing your thoughts on the above proposal.

Kind regards

Simon and Harriet Warriner



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19th May 2021

Following our meeting recently please find summary and quotation below.

I have excavated some trial pits over the area highlighted for parking and this has at some point been covered with hoggin. Although not an ideal choice for a hard standing if this were a primary excavation and fill of the site, hoggin compacts well and provides a very stable substrate. Given the time this has been in situ and the trafficking over the area, in my opinion this base is satisfactory. It could be assumed the tarmac area is of similar construction and remains stable.

I am awaiting quotations from tarmac contractors, to both lay the whole area to tarmac, and to tar and shingle over the below quotation.

I would therefor suggest that if we were to undertake any works they would consist of:

- Clear site of vegetation and overlying soil back to 60mm below tarmac roadway height.
- Kerb edge adjacent to village hall allowing for shingle drainage channel against building. 50mm x 150mm pressed concrete.
- Form 900mm path to new shed/outbuilding, with concrete edgings as above.
- Lay and compact tarmac planings to form a level surface with the existing tarmac driveway
- Rear edge to be bounded by steel edging at base of estate fencing.
- If desired this would be a suitable time to add lighting to the car park area, subject to a survey and costings.(Deben Electrical is whom we would use for these works)
- Based on spoil being disposed of locally, and doing works along side boundary fence works.

To supply all materials and labour for above works

Subtotal	£2452.00
VAT	£490.40
Total	£2942.40

Regards
Simon Warriner
Director