

## Nether Stowey Village Hall and Recreation Ground CIO

General Meeting - Wednesday 20th November 7.30pm @Quantock Lakes Offices

Apologies: Jo Scoins, Jane Erskine

Attendees: Andrew Jeanes, Mark Cooke, Simon Freeman, Rob Booth, Eleanor Jones,

Agenda:

- Feedback from Parish Council - *Andrew*
- Feedback from the FA regarding plans/clarify position - *Simon*
- Engagement with Stakeholders - *Ellie*
- Project Management Plan/Documents - *Rob*
- Updates from Village Hall/Recreation Ground Committees - *Sharon*

Meeting Minutes:

1. Summary of the feedback from the Parish Council about the plans so far is as follows:
  - *Since plans involve liquidating the village hall as an asset the same facilities, at least should be on offer.*
  - *The recreation ground is not just a sports field and therefore must allow for non- sporting use such as casual play and dog walking.*
  - *The half pipe and youth shelter provided by Avon and Somerset police should be retained.*

### 2. FA/Sports England Funding

*Having submitted the plans to the FA the feedback the CIO received was confusing as it stated that the changing facilities were not suitable for a football specific facility.*

*Brendan Dix had lead the project team to believe that a multi -purpose facility would attract more funding at a meeting in August...it is vital we understand the position of the FA/Sports England as they are going to be potentially large funders.*

**ACTION:**

- **Simon to contact Brendan Dix to arrange meeting to clarify position.**
- **Eleanor to involve Michael Dear a local community member who works for Strode College and has networked the FA/Sports England.**

**3. Sale of Village Hall**

*In order to secure funding it will be necessary to prove to potential funders that we have an asset the CIO is prepared to liquidate. It was unanimously agreed that marketing the village hall site with planning permission for dwellings would be in the best interest of the project and CIO as this would raise the value from £150k to £200k. The CIO received a quote of £4000 for plans to be drawn and submitted for planning by Tamlyns. Trustees present unanimously agreed to use funds currently in the project bank account to apply for this planning.*

**ACTION: Andrew Jeanes to acquire another quote for drawing up plans and submitting plans for permission to compare with Tamlyns.**

**4. Stakeholder Engagement**

*Various people/group have been in touch regarding the plans and Eleanor has been fielding these enquiries. Rob Booth raised a valid point that as part of the project management it is vital that each user group of the new facility is pro-active in developing the centre using their area of expertise/knowledge by becoming part of the working groups.*

*In late January/early February the CIO wish to hold a family bingo session with the Football Club to raise awareness of the project and encourage Football Club members/supporters to offer some of their time to the project . It has been suggested that any proceeds raised at the event would be split between the CIO and the Football Club.*

**ACTION: Mark Cooke to talk to the Football Club to organise the bingo.**

**5. Project Management Plan/Documents**

*Rob briefly presented updated project management documents. The main emphasis was upon structure/organisation of the project team and working groups to deliver various aspects project within time scales. The trustees unanimously agreed that it was vital to have structure and would like to see*

*working groups created by the various user groups of the Stowey Centre. A concern was raised that recruiting the right skilled people for the working groups could be a challenge and it would be best for the trustees to approach leads within the community that they felt would be of value.*

**ACTION: Trustees to read governance document and terms of reference. Trustees to use their own networks to ask members of user groups to commit.**

#### 5. Updates from Village Hall/Recreation Ground Committees

- The new heating in the village hall is working well.
- Electrical safety test up date and not required for another 3 years
- Wessex water have also tested the water coming into the village hall and it has passed.
- Free fire check performed by Fire Safety Officer Chris Jones has raised concerns over the lack of smoke detectors. Wendy Hobbs of the Village Hall committee is updating Risk Assessments after feedback from Chris Jones. The CIO awaits the Fire Safety Officers reports and suggestions.