

Date:	15 th February 2017, 7:30pm		
Location:	Oldhamstocks Village Hall, East Lothian		
Present:	Neil Richerby	Chairman, Oldhamstocks Community Association (OCA)	NR
	Barbara Richerby	Minute-taker, OCA	BR
	Lorna	OCA	L
	Chris Bruce	Community Council Chairman & OCA Committee Member	CB
	Angus McDonald	OCA	AMc
	Gordon Simpson	Treasurer, OCA	GS
	Sharon Simpson	OCA	SS
	Janice Harvidge	Community Council Treasurer (Windfarm Fund)	JHa
	Liz-Anne Longmuir	OCA	LL
	Alison	OCA	A
	John Sanders	Partner, Simpson & Brown (S&B)	JRS
	Catriona O'Neill	Project Architect, Simpson & Brown (S&B)	CO
Apologies:	Jenny Humphreys	Partner, Simpson & Brown (S&B)	JH

Distribution: Present & apologies

ITEM	DESCRIPTION	ACTION
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1.00 Design Team Members & Appointments

JRS provided a summary of interested parties contacted to date for QS, Principal Designer, and Structural Engineer services:

Quantity Surveyor

Kenneth Ferguson & Partners (QS)
 Doig & Smith (QS & Principal Designer)
 RNJ (QS & Principal Designer)

JRS notes that, where Principal Designer services have not been quoted for above, this can be covered by an arrangement with others in the design team, subject to an appropriate fee charge.

Structural Engineer

Elliott & Company Consulting Engineers
 Corbett & Tasker

Each company has provided a fee quote, CV and project examples for OCA's information and consideration. These are quite detailed and were not fully discussed at this meeting due to time constraints. S&B to send information and a tender summary report to OCA for their review and consideration.

S&B

2.00 Information Required (Plans, Surveys, Reports)

Topographical Survey

OCA noted that the survey company was on site for 1 & ½ days, and were very approachable and happy to discuss their work.

S&B noted that they are now in receipt of the initial survey plans from David McCreadie however have requested clarification on some items noted in the survey and are currently awaiting response.

NR asks whether to expect an invoice from the survey company for this shortly. S&B to discuss survey results with David McCreadie further and then request that the invoice for the work is addressed to OCA (and sent to NR) once concerns have been resolved.

S&B

Ground Survey – currently awaiting Structural Engineer’s appointment.

Demolition quotes

S&B have requested quotes from 3no. contractors to price for the removal of the existing village hall in the future. Most contractors are unwilling to price at this stage due to potential unknowns e.g. presence of asbestos, bats etc. – and appropriate surveys will need to be carried out. All companies noted that they would be unwilling to commence any demolition work until the building is fully disconnected from live services - this would need to be arranged by OCA nearer to the time.

One contractor has been willing to quote for both the demolition of the hall (excluding any asbestos removal/disposal) as well as an Asbestos Demolition survey. Noted that an Asbestos Demolition Survey will be required and is also a very intrusive procedure, requiring opening-up to expose potential asbestos-containing-materials so, for the safety of those who will continue to use the hall, this survey should be carried out immediately prior to the demolition of the hall and once it has been fully vacated. These quotes can be used to inform the QS’s cost plan.

S&B to send summary sheets detailing quotes received to date to OCA for information. **S&B**

3.00 Community Consultation

Dates & Times

OCA confirm that these events will take place as follows:

Wednesday 22nd March 2017, between 6:30pm and 9pm.

Saturday 25th March 2017, between 10am and 12:30pm.

Format

- Open event.
- S&B will be in attendance at these events and will produce approx. 12no. presentation boards for display in the village hall. These can be hung in between the hall windows. OCA to arrange hooks for hanging boards. Note that the printing of these boards will be an additional expense that will be charged to OCA, and the boards should be kept by OCA. **S&B/OCA**
- Copies of the boards should be provided on tables for those who prefer to sit to read/review. S&B will arrange for printing of additional paper copies. **S&B**
- Tables with drawing/modelling materials should be provided for children. **OCA**
- OCA to arrange refreshments – tea, coffee, juice, cake etc. Noted that local children could get involved in preparing these. **OCA**
- JRS notes that presentation boards could be delivered prior to the event for ‘preview showings’. These should be delivered to the hall by the Monday evening (20th March 2017). **S&B**
- JRS notes that a 3D visualisation is an effective way of communicating ideas and in previous events this has been displayed via projector. This could be projected on to one of the end walls of the hall. S&B to arrange. **S&B**
- OCA to forward to S&B any photographs, drawings, previous survey data, precedent images of other village halls nearby etc. that they have gathered over the years that would be of use in the presentation. **OCA**
- A map of the parish with ‘sticky dots’ – visitors to the consultation can stick a dot on the map to show where they have travelled from. S&B to arrange for printing of this, based on map provided by CB. **S&B**
- Comments box, or clipboard with printed questionnaires for visitors to fill in – should ideally include approx. 5no. multiple-choice questions, and an additional comments section. **OCA**
- General photographs of the events should be taken for records and potential use in future funding applications. **OCA**

4.00 Community Engagement Ideas

- A time capsule could be built into the new building – recording information about the project, the old village hall, kids drawings etc. – a snapshot of life in the village. All agreed that this would be worth pursuing. JRS notes that ‘topping out’ ceremonies are also a good way to celebrate the work of all those involved in the project.
- A competition could be held to design carved stones that could be built in to the wall. OCA note that a similar thing was done at a local school and was a very nice ‘personal touch’.
- If the ground source heating route is an attractive proposition, it may also be worth considering whether to allow neighbours to buy in to it, and install a larger system that could serve more buildings in the village. This may also reduce long-term running costs for the village hall by spreading the cost between others.

5.00 Funding

NR to email S&B a list of funding sources. S&B to review and advise of other potential funding sources that may be worth considering.

OCA

6.00 Design Brief

- Members of OCA to send their feedback on the draft design brief to NR. NR to collate responses, circulate this list round OCA members and then forward on to S&B. Noted that S&B will need this as soon as possible, ideally within the next week, in order give sufficient time to incorporate feedback into the design brief and community consultation presentation.
- Noted that maintenance and running costs for the building should ideally be kept low. JRS notes that this can be partly addressed in good design and construction, and the new building will need to have good energy performance and better insulation than the current hall.
- Additional things to consider would be ground source and solar energy to generate heat and power for the building. There would be a high initial cost in installing this, with a payback of around 10-15 years, however over the long term future of the building the energy bills would be reduced. The system would generate some energy for the building meaning there would not be full reliance on the grid. If any excess power is generated this could also be sold back to the grid.
- SS has made contact with BeGreen and a further meeting has been suggested with them and S&B for early March. SS/OCA to email S&B to arrange.
- Accessibility – agreed that the building should be designed not to discriminate against any particular groups. OCA noted that ideally the building should *not* have a formal car park with regimented spaces, but one or two spaces specifically for use by those with mobility impairments would be of great benefit. JRS notes that the surface of the parking area could be formed in grass-crete rather than a tarmac surface, in order that it blends in with the surrounding village green. OCA generally agreed that this idea would be worth pursuing.

OCA

SS/S&B

Design orientation options for discussion

S&B have produced 3no. general building orientation options for OCA to discuss at this meeting. General consensus during this discussion:

- Keep a visual link between the Main Hall space and village green. This link is important, and reminds villagers that the hall is an open and welcoming place.
- A close link between the WCs and village green would be beneficial for use during outdoor events and limit disruption to the use of the Main Hall.
- External storage would be of great benefit.
- Views out to the village green are a priority, but it would also be good to retain

- views up the hill towards the fields.
- The hall should be a flexible space.
 - Potential for a separate bunkhouse was suggested, however generally agreed that the cost associated with this would be difficult to recover, and that the main hall and adjacent meeting spaces could be configured to suit this type of use. Storage of e.g. mattresses/furniture items should be considered. S&B can prepare a series of plan diagrams showing how this could be achieved.
 - The existing playpark could be relocated to provide additional space in front of the building for events. This could be relocated in place of the existing hall.
 - Noted that the further north the building is located, the more expensive the build costs will be due to the extent of hillside excavations that would be required.

Generally agreed that, of the three options presented, option 3 would be worth developing further as it responds largely to the points noted above. S&B will continue on this basis, but will include the options in the presentation material for the community consultation.

7.00 Date of Next Meeting

Next meeting will be the community consultation events (22nd & 25th March).