

**Date:** 3<sup>rd</sup> May 2017, 7:30pm  
**Location:** Oldhamstocks Village Hall, East Lothian

**Present:** Oldhamstocks Community Association OCA  
 John Sanders (Partner) and Catriona O'Neill (Project Architect), Simpson & Brown S&B

ITEM	DESCRIPTION	ACTION
<b>1.00</b>	<b><u>Client Update</u></b>	
	<ul style="list-style-type: none"> <li>- General update provided by OCA.</li> <li>- OCA note that their land sale offer has been accepted in principle, subject to formal contract.</li> <li>- OCA noted recent developments in their fundraising efforts for the new hall project. S&amp;B also noted that the meeting with BeGreen indicated that a maximum of £5000 would be available from Community Wind Power, subject to approval of an application. This would appear to be a one-off payment. OCA to investigate further.</li> <li>- OCA presented a list of some potential funders to approach.</li> <li>- Viridor Credits – one potential source of funding. OCA ask S&amp;B to consider suitable items worthy of £50k funding by Viridor. Items could include renewable energy or landscaping items, but S&amp;B can review this with the QS once a cost plan has been established.</li> <li>- S&amp;B note that each funder will have specific requirements and criteria that need to be fulfilled in order to provide funds. S&amp;B can assist in compiling documentation for future applications if desired.</li> <li>- OCA committee members to investigate funders' requirements/criteria and report back at next meeting.</li> </ul>	<p>OCA</p> <p>S&amp;B/Design Team</p> <p>OCA</p>
<b>2.00</b>	<b><u>Community Consultation</u></b>	
	<p>S&amp;B note that response to the March 2017 community consultation was very positive. There was unanimous agreement amongst those who attended the events that a new building is needed. To date, S&amp;B have also spoken to some households via telephone and one-to-one meeting, and have received a letter from one household about the community consultation proposals.</p> <p>A number of well-considered and constructive suggestions were raised by various members of the public, showing that there is interest in the design of the new building. S&amp;B will include the comments provided in the feedback questionnaires and discussions in the consultation report to maintain respondents' anonymity. The report will be made available to both OCA and the wider community once it is complete.</p> <p>Key suggestions raised through community consultation, for decision by OCA at this meeting, were tabled as follows:</p> <ol style="list-style-type: none"> <li>1) Review overall building size – any change required?             <ul style="list-style-type: none"> <li>- Action: OCA confirm that S&amp;B should review the overall size of building &amp; reduce massing of main roof pitch.(see also suggestion number 9)</li> </ul> </li> <li>2) Omit allotments from site plan?             <ul style="list-style-type: none"> <li>- Action: OCA confirm allotments to be omitted. S&amp;B to update site plan.</li> </ul> </li> <li>3) Move playpark to site of existing hall?             <ul style="list-style-type: none"> <li>- Action: OCA agreed that the playpark should remain closely connected to the village green. Existing hall ground could include play equipment to east, and be returned to grass towards the west. OCA also note that the existing stone wall could be taken down in part, to better connect the existing hall ground to the rest of the village green. S&amp;B to update site plan for OCA review/comment.</li> </ul> </li> </ol>	<p>S&amp;B</p> <p>S&amp;B</p> <p>S&amp;B</p> <p>OCA</p>

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| 4) Move accessible parking space closer to marquee area?<br>- <i>Action: OCA to provide overall dimensions of Flower Show marquee to S&amp;B for inclusion as 'dotted line' on site plan. Accessible parking area to remain close to hall main entrance, out of the way of the Flower Show marquee area.</i>   | <b>S&amp;B/OCA</b> |
| 5) Boundary treatments. Verbal feedback from consultees noted that a soft boundary treatment (rather than stone walling) would be a suitable addition to the site plan. S&B note that new hedging could be purchased for direct neighbours of the hall by OCA. Hedging would thereafter belong to, and be maintained by, the neighbours, who would likely wish to have control over the appearance of their land boundaries.<br>- <i>Action: OCA agree and note that evergreen hedging would be an attractive addition. S&amp;B to show indicatively on site plan. OCA to discuss hedging with neighbours.</i> | <b>OCA</b>         |
| 6) Slate vs. pantile roof? S&B note that there was a 50/50 split in opinion from respondents to the consultation.<br>- <i>Action: OCA decision that the main roof pitch is clad in pantiles. S&amp;B to revise drawings to suit.</i>   | <b>S&amp;B</b>     |
| 7) External timber cladding to WCs section of building?<br>- <i>Action: OCA note this may be an attractive option. Timber cladding would be painted. S&amp;B to revise drawings for OCA comment/approval.</i>  | <b>S&amp;B</b>     |
| 8) Reduce storage?<br>- <i>Action: OCA confirm that storage cupboards and roof storage area to the east of main hall space could be omitted. This will also reduce the overall footprint of the building. S&amp;B to update plans.</i>   | <b>S&amp;B</b>     |

Other design items discussed:

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| 1) Energy – is there a client-preferred option?<br>- OCA note that renewables should be considered and ask that the design team advise on this. S&B to investigate. Note that input from an M&E consultant may be required.   | <b>S&amp;B</b> |
| 2) Future building maintenance<br>- OCA raised queries over the frequency and cost of building maintenance. S&B noted that external timber should typically be repainted every five years. Harl should be lime washed ten years after first application, and then could be done every twenty years thereafter. These would be activities that could be easily carried out by members of the community. S&B note that 'lime washing parties or barbeques' have been carried out on other community building projects in the past, to great success.<br>- S&B would normally prepare a Building Maintenance document for handover of the completed building, outlining how often cleaning and maintenance should take place. This can be used by OCA to calculate maintenance costs and plan appropriately. |                |

## 2.02 Further Consultation

S&B noted that around 50% of respondents to the March 2017 consultation indicated that further consultation would be required prior to submission of a planning application.

The format of this consultation should be in the form of door-to-door visits and a mailshot, showing development of the design.

OCA note that an online survey could be set-up on [www.surveymonkey.co.uk](http://www.surveymonkey.co.uk), with results sent to S&B or a third party, such as the Council. This may encourage others, who may have not already given feedback, to do so. Printed versions of the survey should also be made available to those who do not use the internet. Stamped addressed envelopes should be provided to encourage feedback. Again, this feedback could be sent to S&B offices to be collated, or alternatively to a third party.

OCA to compose wording for survey questions for review. OCA to review options for the consultation and inform S&B of decision.	<b>OCA</b>
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S&B to prepare drawing material for further consultation.	<b>S&amp;B</b>
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### **3.00 Other Design Team Members and Appointments**

S&B note that they have been asked to confirm appointments with other design team members on OCA's behalf.

#### **3.01 Quantity Surveyor (QS) & Principal Designer**

S&B note that Doig & Smith's appointment as Quantity Surveyor and Principal Designer has been confirmed.

S&B will be in touch with Doig & Smith shortly to discuss the project further, with the intention that D&S will prepare a cost plan for the revised proposals, prior to submission of the planning application. This will give an outline cost for the building.

**S&B**

#### **3.02 Structural Engineer (SE)**

S&B report that fee negotiations are nearly complete with Corbett & Tasker (C&T).

C&T fee for structural works has been negotiated down, and C&T have now provided their quote for below-ground drainage.

S&B to accept C&T quote on OCA's behalf.

*Post meeting note: Accepted 5<sup>th</sup> May 2017.*

**S&B**

#### **3.03**

S&B note that OCA will be responsible for payment of professional fees – all design team professionals will be appointed directly to OCA.

OCA to note that the cost of professional fees is not included in the 'construction cost'. The 'construction cost' is the price that is paid to the Main Contractor to carry out the building works. This is currently referred to as a notional £500k (excl. VAT)

S&B advise that a cost plan should be prepared by the QS prior to planning submission, to gauge overall cost for the building works. This should be carried out once the revisions (noted in Item 2.00 above) are approved by OCA.

S&B to update project contact list and circulate.

**S&B**

### **4.00 Programme**

- 1) Noted that the design should undergo revisions in response to community feedback.
- 2) Another round of consultation should take place for the revised design. A deadline should be set for return of feedback.
- 3) Planning submission date to be confirmed.

OCA note that the annual Flower Show will take place on 19<sup>th</sup> August 2017.

### **5.00 Date of Next Meeting**

OCA to confirm date of next meeting with S&B.

**OCA**