

**Date:** 27<sup>th</sup> June 2017, 7:30pm  
**Location:** Oldhamstocks Village Hall, East Lothian

**Present:** **Oldhamstocks Community Association** **OCA**  
**Stephen Bremner (Quantity Surveyor), Doig & Smith** **D&S**  
**John Sanders (Partner) and Catriona O'Neill (Project Architect), Simpson & Brown** **S&B**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
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**1.00 Client Update**

- General update on finances provided by OCA.
  - OCA noted recent developments in their fundraising efforts for the new hall project.
  - OCA have done some research on VAT. GS notes that the project may be eligible for full VAT exemption. NR notes that all VAT calculations would need to be carried out by OCA. VAT exemption would give a considerable saving on the overall project costs; however D&S advise that independent VAT advice should be sought in order to confirm that this is possible. It would be risky to proceed on this basis without a full review and confirmation from a specialist. OCA to arrange. **OCA**
  - SS & GS paid a visit to Stenton Village Hall to have a look around the facilities, and were informed that the latest phase of the Stenton project (extension and alteration of an existing stone building) had cost in the region of £276k. A separate £70k was sourced from funders for new play equipment and surfacing for the adjacent park. It is also noted that they hope to apply for funding for another phase of works in the future.
- Given that the Oldhamstocks Village Hall project will provide a complete new building, all present at this meeting appeared to accept that the new hall would cost upwards of the Stenton hall project. OCA to review their fundraising strategy. **OCA**
- OCA note that concern has been raised by some members of the community that the village hall will include a commercial kitchen. All at this meeting agree that this is incorrect – the kitchen not be run as a commercial kitchen, but will simply be designed to current hygiene and safety standards as required of a modern kitchen in a non-domestic building. It would appear that the commercial kitchen idea may have stemmed from a misreading or misunderstanding of one of the initial questions asked by the design team during the briefing process.
  - SS notes that she attended a LEADER funding workshop recently. The LEADER funding programme is part funded by the EU. The new hall project appears to meet their funding requirements, however noted that the project will not begin on site until at least 2019, by which point the funding programme will have finished. All to consider how this funding might be used. One suggestion would be to purchase items for the hall that could then be installed at a later date.
- S&B has also worked on LEADER funded projects in the past. The funding was used as match-funding for other funding applications and was spent in covering the cost of professional fees prior to commencement of works on site. This was done to free up other (less time-constrained) funds to be spent at a later date.

- NR asks whether the new hall project should be divided into phases in order to spread the cost of the project. NR also asks whether the building should be designed in order that extensions could be added to the building as and when funding becomes available. It was noted that phasing the project could have an impact on how VAT is assessed, and would likely cost more in the long run due to multiple contractor site set-up costs. D&S note that the main building works should be done in one phase to avoid costly temporary works, but furniture fit-out and external works could be done in phases if desired.
- NR had a successful meeting with Viridor. Viridor advised that applications for up to £50k funding per year can be applied for, for different uses. NR suggests that one application could be lodged for funding towards the main building works, and another application lodged at a later date for landscaping and play equipment. All agreed that this would be worthwhile pursuing further. S&B and D&S to compile list of building items from cost plan that would be suitable for Viridor funding. **S&B/D&S**
- Big Lottery – OCA has made contact with Big Lottery in the past and was informed that there would be no funding available. S&B have identified two or three potential Big Lottery funding streams that may be suitable. S&B agree to make contact with Big Lottery to discuss. **S&B**
- OCA held discussion at this meeting outlining their views on the importance of maintaining the design brief requirements versus their overall project funding strategy. The consensus amongst the group was that OCA should continue to aim towards providing the facilities included in the design presented at the March 2017 consultation (and Option 1, per item 3.01 below). The additional facilities and opportunities that this provides will assist with project fundraising efforts as it will open the project up to further funding programmes. OCA agree that the brief and funding are interdependent and so a balance will need to be struck. Concern was raised over the total project cost associated with the initial design, and all agreed that this should be reduced where possible. S&B note that this will involve a compromise in some aspects of the design, and the Design Team will meet to identify ways in which costs can be reduced whilst also providing the spaces required.
- S&B note that a project is attractive to funders if it has both a defined cost plan and planning permission in place. A programme for the timing of the planning submission will need to be determined once the next round of design development has taken place.

## 2.00 Community Consultation

- S&B note that response to the March 2017 community consultation was very positive. From those who attended the events at the hall, there was unanimous agreement that a new building is needed.
- To date, S&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. These respondents were either unable to attend the consultation events, or did not feel that the events provided an appropriate opportunity to voice their concerns. Some of these respondents were less supportive of the proposals. Their comments have been summarised and included in the 'first round' of the community consultation report.
- 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. Many of these comments have since been taken on board by OCA at the 3<sup>rd</sup> May meeting, and the design developed to suit. Refer to item 3.01 in these minutes for more information.
- As three months have passed since the March 2017 consultation, S&B have now drawn a line under this round of consultation in order to conclude the first part of the report.
- The next round of consultation will also be summarised and included in the report. Refer to previous meeting notes item 2.02 (3<sup>rd</sup> May 2017) for more information about the format of the next stage of consultation.

## 3.00 Design Team

### 3.01 Architect

Following discussions held at the last meeting regarding design development in response to consultation feedback, S&B have prepared two different sets of design drawings for costing by D&S:

- 1) Option 1 – a variation on the design presented at the March 2017 community consultation; featuring pantile roofing, small reduction in overall footprint of the kitchen/meeting room/store block, omission of small storage areas in the main hall, and reduction in the landscaping scope. This design was developed in accordance with decisions made by OCA at the meeting of 3<sup>rd</sup> May.
- 2) Option 2 – a further 'reduced scheme' with separate meeting room and store rooms omitted. This was developed in order to illustrate the size of building that may be more affordable within OCA's initial budget. This design could be considered as a 'like-for-like' replacement of the existing hall, albeit with a larger main hall, kitchen and WC facilities. In this scheme, the meeting space has been incorporated into the larger kitchen space, and storage limited to a chair/table store, and roof storage above the WCs.

Based on discussions held at this meeting, S&B and D&S will meet to review ways in which the Option 1 design could be adapted to provide the same general spaces (main hall, meeting room, kitchen, WCs, storage) yet become more cost-effective, without resorting to the omission of the separate meeting room and storage (per Option 2).

**S&B/D&S**

### 3.02 Quantity Surveyor

To date, D&S has prepared two cost plans based on drawings provided by S&B:

- 1) Cost Plan, dated 30<sup>th</sup> May 2017, relating to Option 1 (building footprint of 240sqm).
  - 2) Cost Plan, dated 26<sup>th</sup> June 2017, relating to Option 2 (building footprint of 171sqm).
- Based on the discussions held at this meeting, it is noted that these two cost plans can be used as benchmark figures to inform OCA's fundraising efforts.
  - D&S and S&B will now focus their efforts on developing the design in order to strike a balance between cost and design. D&S and S&B will meet over the coming weeks to discuss project costs. **S&B/D&S**
  - OCA are interested to see how the cost of their project compares to others, noting that the information gathered about the Stenton project has put things into better perspective. D&S agree to pull together a series of cost-per-square-metre rates for other similar projects for comparison against the new hall project. **D&S**
  - OCA ask whether the air source heat pump price outlined in the cost plan is reflective of an air-to-air or air-to-water system. D&S to send information to OCA for their review. **D&S**

### 4.00 Programme

- 1) S&B and D&S to develop the design based on discussions held at this meeting, and pass information on to OCA for their internal review, before 3<sup>rd</sup> August. **S&B/D&S**
- 2) OCA to have an internal meeting on 3<sup>rd</sup> August to discuss information provided by the Design Team. **OCA**
- 3) OCA to meet with S&B and D&S on 10<sup>th</sup> August to discuss information. This meeting will be led by the Design Team. **ALL**
- 4) Programme for further community consultation and a planning submission date are to be agreed subject to the outcome of the 10<sup>th</sup> August meeting.

### 5.00 Date of Next Meeting

OCA internal meeting on 3<sup>rd</sup> August 2017, with next general meeting 10<sup>th</sup> August 2017.