

Dated: Tuesday, 12th July 2021

The meeting commenced at 19:00

1. Present

Alan Drew (AD), Betty Geary (BG), Barry Richardson (BR) and Ian Divers (ID).

2. Apologies Received

Gordon Churchill (GC).

3. Previous Minutes

The Minutes of the 11th May 2021 had been previously circulated. They were agreed as accurate and adopted. **Proposer: Ian Divers (ID), Seconder: Alan Drew (AD).**

4. Chairman's Report

Alan Drew (AD) presented the Chairman's Report.

- 1. Building Work:** Alan (AD) has talked to Richard Meynell and thanked him for the building survey condition report; he has asked if he would consider performing a regular 5 Year Building Survey Condition Report for the Birdham Village Hall, to which he has agreed. The building report had been something of a surprise regarding the overall condition of the Village Hall and Alan (AD) felt that the Committee should extend their thanks to Barry (BR) for his control of the remedial works and his persistence with this project.
- 2. Fencing liability:** Alan (AD) has a meeting scheduled on Saturday 17th July with Cllrs Firmston & Churchill from the Birdham Parish Council; they will walk around the boundary of the playing field and agree which fences are the responsibility of which organisation. This will hopefully resolve the current situation where nobody is quite sure who is responsible for what fencing. More information is in the Birdham Parish Council section of these minutes.
Action: Alan (AD).

3. Treasurer's Report

The Treasurer, Barry Richardson (BR) presented the accounts as of 30th June 2021.

Bank Accounts:

Balances on 30th June 2021:

CAF Cash Account:		£16,230.66
CAF Gold Account:		£3,107.69
CCLA/COIF:	915.57 Income Units	£17,138.09
	54.61 Accumulation Units	£11,282.59

The hall is now being hired again, and from 1st of May to the present date we have generated over £2,200.00 in hire fees.

CCLA/COIF – Income Units: Interest of £205.32 has been received.

Barry (BR) applied for and received a Re-Start Grant of £8,000.00 from Chichester District Council.

1. **Annual Audit & Accounts:** Barry (BR) has provided our accountants, Watling & Hirst, with the cash book and all the required documents for the 2020 audit of the accounts. We have not been informed of any queries as yet.
2. **Building Survey Condition Reports:** Ede's Building started on the remedial work on Thursday 17th June 2021, and currently plan to finish by 16th July 2021. A quote of £6,195.00 has been received from Ede's for the construction of a ramp into the old Social Club room.
The remedial electrical work has now been carried out by Lux Orbis. There is one outstanding issue regarding a Surge Protection Device, SPD; this will cost in excess of £1,000.00 and will be arranged once funds are available.
See separate entry in the AOB section.
3. **Gardening Services:** SRC Garden Services have carried out an initial pruning and tidying up of the shrubs, bushes, etc. It has been agreed that this will be done twice yearly, most probably in June and November.
4. **Professional Fees and Services:** We have paid out the following for professional fees and reports:
 - a. Building Condition and Survey Report: £1,841.00
 - b. SECamb – Commercial Letting Agents: £1,278.00
 - c. SECamb – Energy Performance Certificate: £193.00 (This is valid for 10 years).
5. **SECamb:** We continue to hold discussions with SECamb regarding providing a response post for their ambulance crews, using the Sandal Room.
See separate entry in the AOB section.
6. **Water & Wastewater Services:** There is currently an issue with the billing of our Water & Wastewater Services from Business Stream. We should be being billed quarterly, and there could be an issue with the meter that is used to record usage.
Barry (BR) is still trying to confirm the details.

5. Secretary's Report

None at present.

6. Birdham Parish Council

Unfortunately, Gordon Churchill (GC) was not able to provide a report from the last two Parish Council Meetings. However, the following points were noted from the Council meeting held on the 21st June 2021.

1. **Village Hall Fencing Boundaries:** The former Parish Clerk has been contacted for his view on the fencing responsibilities and boundaries. He said that the fence to the left of the hall was on Village Hall land and was the responsibility of the Village Hall. But as the fence also protects the playing field which is owned by Birdham Council, a one-off £1000.00 for repairs and renewals had been spent by the Council a few years ago. The fence to the right of the hall was the property of Birdham Parish Council until it joined the gate. The short piece of fencing around the old nursery play area is/was erected by the nursery and should have been removed. The fencing outside the actual hall was granted by the BPC to the village hall for use by the nursery but was considered to be of use for the hall and allowed to be retained at the hall's responsibility. It was AGREED to meet with the Village Hall Trustees and designate responsibility for each section. This will be noted and kept for future reference.
Action: Cllr Firmston – Birdham Parish Council and Alan Drew (AD).
2. **Public Footpaths:** A resident had previously emailed the council several times and she explained that the pavement along the A286 was completely overgrown, and low kerbs made it unsafe to walk with a 2 year-old and a 5 year-old as lorries driving by could easily

drive onto the pavement without realising it. She wanted to ask whether it is possible to have Vehicle Activated Signs or flashing school signs to remind people that not everybody who goes to Birdham School lives on the school side of the A286 and that the road must be crossed. Several parents drive to school because they are too scared to walk along this road with their children. There are also young people using their bikes to get to school. The Chairman said that the Council has twice asked WSCC to clear this pavement and Birdham is “on the list”. The resident said that a substantial part of the pavement was covered with debris and overgrowth forcing the children to stand in bushes full of stinging nettles when a lorry drives past too fast. She asked whether there would be any cycle lanes on this side of the road as there was one on the other side. The Chairman said that the speed limit had been discussed. Cllr Montyn would consult further with the resident.

3. **Action: Cllr Montyn – West Sussex County Council.**

7. **AOB**

1. **Building Survey Remedial Works:**

a. **Completed:**

- i. All gutter works, (gutter was fully replaced), repairs have been made to the rotten/defective fascias and soffits, protective end caps have been fitted to the fascias, and the fascias and soffits have been decorated around the whole of the building.
- ii. Refixed the broken cladding on the north side, painted the repair, and cleaned the full amount of cladding.
- iii. Installed weep vents above windows. Painted these on the north elevation.
- iv. Broken paving slabs have been replaced on the path that leads to the field, and at the entrance to the hall; pointing is outstanding.
- v. Replaced the slabs on the north side fire exit step.
- vi. Installed additional insulation in both the south and north roof voids.
- vii. Sandel Room: Pointing complete on low level on the south elevation. Some pointing is still required to the left of the door (west side). Internal wall has been prepped for decoration where it was damp (blown).

b. **Additional Work:**

- i. Cleared 3 rubble tubs full of soil from drains, rodded further soil through the drains and now they run freely.
- ii. Removed a large amount of soil/grass/detritus from around the carpark. Applied weed killer to the remaining growth in the car park.
- iii. Removed mortar bedded grill over another drain in order to clear more soil. Re-bedded the grill but made sure it is now removable for future clearing.
- iv. Fitted soffit vents around the perimeter to aid ventilation into the loft (mould on the inside of loft felt suggest lack of ventilation).

c. **Work to be completed:**

- i. The paved paths on the playing field side of the building, on the play park side, and at the entrance to the hall are to be re-pointed, jet-washed and the grass to be edged along the paths.
- ii. Additional drainage covers to be replaced and undertake minor pointing repairs to the foul drains.
- iii. The puddle that appears in the middle of the car park will not be easy to fix without filling in the sunken parts of the tarmac. This will have to be investigated separately.
- iv. We will be getting a quote for an aluminium front door as it is felt that would be smarter and more secure.

- d. In addition, now the car park drains have been cleared using the pressure hoses etc., we should keep the car parks clear of the detritus which builds up during the year around the edges of the car parks. It was suggested that we should contact Shaun Cook to get a quote to maintain this item.

Action: Barry (BR).

It was also felt that a letter 'of thanks' should be sent to the builders who have done such a good job for us with this work.

Action: Alan (AD).

2. **Car Charging Points:** Barry (BR) will investigate whether it is commercially viable for the Village Hall to have public access car charging points in our car park. We will acquire some information about the costs etc and report back at a future meeting.
Action: Barry (BR).
3. **BVH Trustees:** There is an historic lack of interest from the residents of Birdham regarding volunteering as a Village Hall Trustee, as well as for the Parish Council. The Village Hall has to attract new Trustees to the Committee, or it will cease to function. It was decided to contact Tim Firmston of the BPC to see what the Parish Council will do if the BVH Trustee Committee ceases to exist. There was some historical documentation that suggested that the BPC would automatically take over the running of the Village Hall if the BVH Committee ceased to exist.
Action: Alan (AD).
4. **SECamb:** We are required to display a Section 121 Public Notice regarding the intention of the Birdham Village Hall Trust to lease the Sandel Room to SECamb for their crew rest facility. The notice was displayed for the month of April 2021 on the 2 (two) village hall notice boards, as required, but no responses were received. A copy of the notice appears at the end of this document.
Barry (BR) contacted Chichester District Council to see if we would need to request planning permission or a change of use to allow SECamb to use the Sandel Room as a Response Post. He is still awaiting a response to his enquiry.
SECamb have now agreed to all our requests for changes to the Heads of Agreement document. We have received two more large and complex documents (Commercial Property Standard Enquiries) from our solicitor that we need to analyse and action. We will have to consult our solicitors in a face-to-face meeting to be able to fully understand these documents. A meeting will be arranged which will allow Alan and Barry to report back to the committee.
Action: Alan (AD), Barry (BR)

8. **Date of Next Meeting**

The next **Trustee Meeting** will be held with the **AGM** at **19:00** on **Monday, 6th September 2021**.

There being no further business, the meeting closed at 20:01.

PUBLIC NOTICE

under section 121(2) of the Charities Act 2011

The trustees of Birdham Village Hall Trust (Registered Charity Number: 305342) hereby give notice that they propose to lease part of the property held on trust for the purposes of Birdham Village Hall to the South East Coast Ambulance Service for a period of 5 years for the purpose of providing an Ambulance Response Post.

This lease is also subject to the requirements of Section 120 of the Charities Act 2011 which requires the trustees to obtain professional advice as to the terms, and legal and professional advice is being taken. The portion of the hall to be leased, known as the Sandal Room, forms accommodation originally provided for the use of Birdham Playschool/ Nursery, which subsequently moved to new premises at Birdham Primary School, and can be considered surplus to requirements for community use of the hall by virtue of the availability of two other meeting rooms. A plan of the portion of the Village Hall which is the proposed subject of this lease is shown below. The area will be self-contained, and apart from access to 2 (two) parking spaces, SECAMB will not require access to any other areas within the Hall.

Any representations about this proposal should be made in writing and sent by email to: admin@birdhamvillagehall.org, or by post to: Mr Alan Drew, Chairman, Birdham Village Hall Trust, Birdham Village Hall, Crooked Lane, Birdham, PO20 7HA by 30th April 2021 for consideration by the trustees.

Any representations received after that date will not be considered.

In accordance with the governing document for Birdham Village Hall this proposal will be presented for approval at a Public Meeting to be held at 19:00 Tuesday 4th May 2021 in the Village Hall,

**Alan Drew, Chairman,
Birdham Village Hall Trust.**

<p>the SEAMAN PARTNERSHIP</p> <p>UNIT 1, SEAMANS BIRDMAN VILLAGE CHURCH STREET BIRDMAN, WILTSHIRE SN3 1JX</p> <p>www.seamanpartnership.co.uk</p>	<p>Birdham Village Community Hall</p> <p>Proposed Plan (Building due for completion in February 2022)</p> <p>1:100</p>
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