



**Minutes of the Meeting of Corfe Mullen Town Council in its Capacity as Sole Trustee  
of the Village Hall held on Wednesday 28 April 2021 at 19:00 on Zoom online**

**Present:**                   **Councillors**  
D Sowry-House (Mayor/Chairman)  
A Craven  
D Everett  
P Harrison  
A Holland  
P Holland  
S Jefferies  
J Lortie  
D Mattocks  
J Stennett

In Attendance:   Neil Bichard (Architect)  
Nicola Gray (Town Clerk)  
Catherine Horsley (Deputy Town Clerk) (minute taker)

**1. To Record any apologies for absence**

Apologies for absence were received and accepted from Cllrs Honeyman, Baron and Howard.

**2. To Record any declarations of interest**

There were no declarations of interest.

**3. To Approve minutes of the meeting held on 31 March 2021**

**A**

The minutes of the meeting held on 31 March 2021 were APPROVED.

**4. To Consider draft plans for the works at the Village Hall**

**B**

The proposed draft plans for the improvement work to the small hall, toilet facilities and disabled access along with the front of the Village Hall complex had been shared with members prior to the meeting.

It was noted the working party met on two occasions to consider the plans and options available to make the best use of the space. The feedback from the working party was passed to the current Architect to draw up the revised draft plans.

Members considered the draft plans, with key points noted as follows:

- To keep as much light as possible into the small hall using glazed doors.
- Kitchen hatch to remain in place.
- The existing caretaker's cupboard should be removed to provide better disabled access to the toilet facilities and space for coat hooks.

- The dividing wall between the toilet cubicles to move slightly to provide wider doorways. It was noted should the overall costs be higher than the overall budget; the dividing wall could remain as is.
- Storage cupboard by the stage in the main hall to be accessed through the existing door and squared off, with a door created in the space outside the toilet facilities for the small hall to provide better access for caretakers.
- One external door and an internal door in the entrance to the small hall. Consideration to be given to type of internal door and whether electric doors were appropriate.
- Doorway from small hall to space outside the toilet facilities should be wide enough for wheelchair access.
- The door to the storage cupboard in small hall to open outwards in order not to encroach on the storage space within the cupboard. Use of sliding doors was eliminated due to ongoing maintenance and repairs during heavy use.
- Front canopy over the main entrance to Village Hall complex and Town Council office to be enclosed with up to 3ft masonry to the side with glazing to the remainder and front with automatic doors.
- Landscaping at the front of the Village Hall complex to future proof ongoing maintenance costs and provision for bicycle storage.

Members discussed the finances and timescales for the work. The Architect advised he could prepare the full planning application in two days and, in his opinion, felt there would be no reason why planning permission would not be granted. In terms of timescale, the Architect suggested that whilst planning permission was being sought, the building work could go out to tender with work commencing in a phased approach, prioritising the work that did not require planning permission.

The Chairman thanked the Architect for his attendance to answer any queries from members and his advice and he left the meeting.

Members continued to discuss the timescales and re-opening of the Village Hall complex following both Government guidance and when it would be financially viable.

Cllr Craven proposed to progress with planning application for all the improvement works as soon as possible, whilst in parallel, commencing the tender process for building work to establish the overall costs involved. In addition, the work which does not require planning permission such as the reconfiguration of the toilet facilities, space outside the small hall and front porch may go ahead.

With regards to the work to ensure the complex was compliant in terms of accessibility and replacement internal fire doors, the Clerk agreed to liaise with the Architect as this work was a priority for the Trustee.

Cllr Everett noted that consideration would need to be given to the accessibility for building contractors carrying out the work to the rear of the hall and therefore contractors who tender for the work should carry out a site visit.

**5. Matters for forthcoming agendas**

No items noted.

**6. To Agree a date and time for the next meeting**

The next meeting will be scheduled as required.

**Signed**..... **Date**.....