

HORSPATH PARISH COUNCIL
Minutes of the Parish Council Closed Meeting held at Horspath Village Hall
on 15th January 2025 at 7.30pm.

Present: Mrs B Oakley (Chairman), Mrs P Cook (Vice Chairman), Mr R Burgess, Mr L Coolman, Mrs H Franklin, Mr B Igoe, Mr P Hookham, Mr I Harris, Mr P O'Brien, Mr E Parker, Mr G Walker, Mrs H Kogel (Clerk).

Apologies

Absent:

Public: 0

19/25 APOLOGIES FOR ABSENCE. – There were no apologies to be made.

20/25 DECLARATION OF INTERESTS. – None.

21/25 REFURBISHMENT OF THE VILLAGE HALL.

Mr O'Brien raised the following:

In light of the fact that SSE quoted £47k, now reduced to £24k for the electric supply, and there will also be costs for the water and gas, are Councillors still in favour of moving forward with this project, included separating the Cricket Club and also thoughts on the comments made by Mr Hamlet with regards to the drawings.

Mr Parker stated there are two issues that need to be considered:- as a village committee do we want to go ahead, and if so we will then have to apply to HSPC which is a separate issue. Mr Coolman stated that Mr Hamlet is an Independent Advisor for HSPC. Mrs Oakley stated that a grant application from HPC must be supported by a minimum of two Independent Advisors. Mr Hamlet stated that natural light will be an issue in the village hall. Mr Coolman stated that the entrance of the village hall will all be glass so there will be lots of natural light. Mr O'Brien stated that if required we can also install roof lights.

Mr O'Brien proposed the following, seconded by Mr Burgess:-

Are Councillors in favour in principle of the present drawing that have been submitted to SODC. – Councillors voted unanimously in favour.

Are Councillors in favour of separating the Village Hall and the Cricket Club. – Councillors voted unanimously in favour.

The cost of the new Play Area will be around £240k including vat. This will be built towards the end of the project to coincide with the completion of the project, or later.

Councillors voted unanimously in principle, in favour of the refurbishment of the village hall and the play area to be carried out at the same time.

The total cost of the project will be in excess of £1m, including the play area. – Noted.

Mr O'Brien and Mr Coolman suggest a minimum of 3 quotes. – All Councillors agreed.

What is the estimation of available funds at around September 2025.

The Clerk will provide an estimate of available funds expected in September 2025. Ms Natalie Oakley stated that HVHMC also have funds that could be used towards the project.

Who will manage the project?

Councillors agreed that Mr O'Brien, Mr Coolman and Mr Hookham will manage the project.

Do we employ a Project Manager?

Mr O'Brien stated the cost of a Project Manager will cost around £100k. The cost is usually 5% of the total build. Mr O'Brien will obtain a quotation. Mrs Oakley proposed that the project is managed in-house to save money. Mr Parker stated that we need a quote for a Project Manager to show the cost to the village.

Do we employ a PQS?

Mr O'Brien stated that the cost of a PQS is similar to a Project Manager. A PQS will sign off the work in stages to release the money. Mr Parker stated that if the project is being managed in house, we should have a PQS working alongside. Mr O'Brien will obtain a quotation. Mr Hookham stated that we will need a contingency fund in the budget for additional works.

Who will do the enabling works, utilities etc?

Mr O'Brien stated that we can employ ground workers or do in-house. Mr Hookham stated that we will probably need a new water supply. Councillors will discuss this further.

Will the externals be a separate contractor, ie, car parking etc?

Mr O'Brien stated that this should be a separate contractor as it will be done at the end of the build.

Allowance will need to be made for curtains, blinds, furniture, including kitchen utensils.

Mr O'Brien stated that the funds available from HVHMC could be used towards this. Mr O'Brien stated that a provisional figure will need to put aside for this, estimated at £50k+.

Do we opt for a commercial kitchen – stainless steel which would be more durable. It is possible that one could be purchased from an auction?

Councillors voted in favour of a stainless steel commercial kitchen.

Will Mr Parker manage the payments. - Mr Parker agreed to manage the payments for the project.

Mr Parker stated that HPC needs costings for the complete project.

Mr Hookham asked who will authorise the HSPC grant. Mr Parker stated that HPC will submit a grant application to HSPC. If the grant is awarded, the amount will be transferred to HPC and HPC will manage the funds. Mrs Oakley stated that it also means that the VAT can be re-claimed. Mr Coolman asked if the grant will be paid in stage payments or in one payment. Mr Parker stated that it can be done in stage payments and we can draw on it as needed. Mr Coolman stated that HSPC will then still earn the interest on the money until it is used. Mr Parker stated that we will need to ensure that HSPC funds are readily available.

Mr Hookham asked if we have to wait for HSPC to accumulate money before we proceed. Mr Parker stated that we need to get the costings, work out a programme, and then look at what money is available in HSPC. The lease between HSPC and Stagecoach is up for review in March 2026, so if Stagecoach want to give notice on the site, they have to do it by March 2025.

Mr Parker stated that HSPC have a lease with Stagecoach and Stagecoach have an under-lease with Hansons, but we don't know how much they are paying as they haven't negotiated a new lease as yet. This will be important when reviewing the lease in March 2025.

Mr O'Brien stated that Stagecoach offered HPC £1 for a 999 year lease to install a sub-station, but Mr O'Brien and Mr Coolman secured a payment from Stagecoach of £60k. Mr O'Brien and Mr Coolman suggest that when the payment of £60k is received, we use that to cover the cost of instructing a solicitor to

renegotiate the lease for us. Mr O'Brien has found a solicitor to act on our behalf. The negotiations will start in March 2026. Mr Parker stated that the lease states that Stagecoach will pay market value.

Mr Coolman asked if we could get a tap in cost for the work in the Village Hall. Mr Hookham stated that he would need to figure out the new connection. Mr Coolman stated that we would want a feed to the Cricket Club and Scout Hall and a separate supply to the Village Hall, Burial Ground and Cycle Speedway. Mr Hookham will look into this and provide provisional costs. Mr Coolman stated that as landlords we will be paying for utility supplies for the Cricket Club, and when done, the Cricket Club will be paying their own utility bills and completely separate from the Village Hall. Mr Hookham asked if there will be a new heating system or boiler. Mr Coolman stated that we will be splitting heating system and will install a new boiler for the cricket club. Mr Parker stated that a new lease will be required for the Cricket Club.

22/25 VILLAGE HALL FIRE RISK ASSESSMENT.

Mrs Oakley stated that a Fire Risk Assessment has recently taken place free of charge. The company will replace all of the fire extinguishers and have brought us back up to spec where we should be and some of the recommendations can be done ourselves very quickly to get back to the standard of a commercial building. The company has also agreed to carry out another inspection next year free of charge. Some of the recommendations need to be actioned as soon as possible and some will come under the refurbishment of the village hall. The fire doors are no longer compliant but regulations have changed since they were installed, but there are some adjustments to them that can be done. There is also some work on the lighting that needs to be done. Several of the recommendations given apply to the Cricket Club. Miss Natalie Oakley has spoken with the Cricket Club and they are aware that there are things that they will need to address and they have said the recommendations will be actioned before the new season starts. Mr Parker stated that HVHMC must put the recommendation in writing to the Cricket Club. Miss Oakley will give the Cricket Club a copy of the report.

Mr Hookham asked if part of the refurbishment project will include new toilets and showers for the Cricket Club. Mr Coolman stated that the toilets, showers and Scout Hut will not be included in the refurbishment as they are in good working order. The drainage system will be addressed in the refurbishment.

23/25 NEW VILLAGE MOWER.

Mr Coolman reported at the January HPC meeting that he had received two quotations for the new mower, one for £20,500+vat and one for £19,500+vat plus the beacon and road registration. Mr Coolman has now received the third quotation for £18,250+vat including the beacon and road registration for the same mower. The cost of the first service is around £400.00+vat and the company will collect and re-deliver the mower and then any other future work can be carried out by JJ Bark. Mr Coolman will look into the possibility of a tracker for the mower. Councillors agreed that the Clerk submit a grant application to HSPC to be considered at the March meeting.

Miss Natalie Oakley asked for permission to submit a grant application to the National Lottery for the Play Area. Councillors agreed and the Clerk will send the CIL application form to Miss Oakley.

24/25 DATE OF NEXT MEETINGS.

Parish Council Planning Meeting – Tuesday 21st January 2025 (To be confirmed).
Horspath Parish Council Meeting – Tuesday 4th February 2025 at 7.30pm.

Signed..... Date.....