



MINUTES

**Of the Extra Ordinary MEETING of ¹SPC/²SPH and those with interest in this matter
held at Sopley Parish Hall on Thursday, 15th August 2024 at 7.30 pm**

1. APOLOGIES FOR ABSENCE: -

The Clerk confirmed that the meeting was quorate.

Apologies were received from: - Imogen Fidler (SPH Hall Manager), Rosie Ward (SPH secretary),
Cllr Adaway (SPC) and Cllr Partridge (SPC).

In attendance: Katie Hughes (Clerk), Chair Gavin Vines, Cllr Dunn, Cllr Allen, Cllr McDonnell,
Cllr Shutler, Caroline Paul (SPH Chair) John Eccles (SPH Treasurer),
Katrina West, Cynthia & Norman Hiscock, Janet & Richard Mitchell,
Pauline Vines and Philip Emmel.

2. QUOTES: -

It was reported that quotes will now be sought to rectify the encroachment. It has been officially marked by Hampshire Highways. The decision was taken under item 5, regarding the vehicular access to apply for vehicle access. We can now request the draft sketches by Paul Day, an architect who attended the hall on Tuesday, 13th with Graham Davies (Project advisor). **RESOLVED: Clerk to apply for a vehicle access licence with the assistance of Graham Davies.**

- For future reference any contractor must have their own Street Works licence.
- One quote has been requested so far from Adam Farwell of Farwell's. Nothing received yet but a site meeting it to be arranged the week commencing 19th August 2024.

3. DRAWINGS: - The Clerk has contacted Graham Davies as a former project manager for the hall and Paul Day (architect) is going to assist in the drawings for the proposals/plans for the builders.

4. STREET WORKS LICENCE: - The Clerk will apply for a Highways Street works licence once quotes have been received and a contractor chosen. This can only happen when a builder has been instructed and timescales are known not before.

5. VEHICLE ACCESS LICENCE: - Vehicular access was discussed along with the evidence collated by Imogen Fidler (SPH Hall manager) regarding current hall users and their opinion on having vehicular access. **RESOLVED: The Clerk was asked to make an application to ³HH for vehicular access to Hampshire Highways. Proposed: Cllr Shutler and seconded Cllr Allen.**

¹ Sopley Parish Council

² Sopley Parish Hall Committee

³ Hampshire Highways

6. **COSTS:** - Once costs are known for rectification of the encroachment, the Clerk will apply, if required for a PWLB loan (dependent on cost, may not be necessary). The repayments will be split 50/50 between SPC and SPH. This is the recommendation of our Solicitors through our joint Insurers, HALC and SPC's Internal Auditor. The cost split is only in relation to the encroachment issue and no other costs in relation to SPH going forward. **RESOLVED: Associated costs in rectifying the S143 Notice and encroachment are to be split 50/50 between SPH and SPC funding options will be finalised later. Proposed: Cllr McDonnell and seconded by Cllr Dunn.**
- It was raised by a Parishioner that the terms of the lease and its expiry date for the Parish Hall should be referred to and considered.
 - Cllr McDonnell raised the question regarding the lease and should it be realigned to consider the transfer of the lease in 2010. **RESOLVED: The Clerk and John Eccles (SPH) confirmed that all the paperwork and legal documents were in place and the Clerk confirmed that copies of the solicitors' letters confirming the transfer had been circulated to SPC previously. No further action required.** (copies can be made available if required).
7. **SUB-COMMITTEE:** - A sub-committee for the encroachment issue is to be formed, consisting of Katie Hughes (Clerk), Chair Cllr Vines, John Eccles (Treasurer SPH) and Chair Caroline Paul (SPH). *All decisions/recommendations will be taken to a full SPC meeting for final approval. This committee has no delegated powers to make decisions on behalf of SPC).* **RESOLVED: The sub-committee was approved, and the Lead member Chair Vines signed the Terms of reference document.**
8. **FUTURE PLANS:** - Additional annual Community events will be arranged to assist with funding for the encroachment rectification costs and will be arranged with both SPC and SPH running these events jointly. (Not the usual Friday nights bingo, quiz etc) **John Eccles confirmed that SPH members had been notified and were in agreement.** There will be an Agenda item at the next SPC meeting, 19th September 2024 at 7.30pm, for events and volunteers who will be approached to form a Working party for arranging the additional community events for 2025.
9. **APPROVALS:** - It was proposed that any purchase or future project in relation to the Parish Hall, over £500, should be reported to the next scheduled SPC meeting, for approval of the spend. (To be reported under the monthly Sopley Parish Hall Agenda item). **RESOLVED: Approved and agreed by SPH and SPC members present.**

The meeting closed at 8.10pm.

Next full SPC Meeting is 19th September 2024 at 7.30pm.