

Agenda Item	Discussion	Action	By Whom	Deadline
1. Present	Michael Shipp (MS), Jill Edwards (JE), Heather Ballantine (HB), Paul Diamond (PD), Mark Hemingway (MH), Annie McPhail (AM), David Taylor (DT), Alan Holland (AH), Becky Ling (BL) and Philip Robinson (PR)			
2. Apologies for Absence:	Ronald Clark (RC)			
3. Minutes of Last Meeting:	Minutes from the last meeting on 5 th December 2023 agreed and signed			
6. Matters arising	<ul style="list-style-type: none"> a) Remote CCTV – Equipment has been bought and awaits better weather before fixing to building. b) Date for kitchen cupboard reorg has been fixed for the 29th January at 10AM. c) Donation from Majyk Scraps is to finance towards a new water heater for the kitchen. d) Supply of baking materials offer is to be declined, but perhaps ask for support for the village fete. 	<ul style="list-style-type: none"> Fix to building and install on web. Reorg agreed. Purchase and arrange fitment. Decline offer. 	<ul style="list-style-type: none"> PR Volunteers DT AM/JE 	<ul style="list-style-type: none"> ASAP Next meeting Next meeting ASAP
7. Chairpersons Report	<ul style="list-style-type: none"> a) Governance – Folder with all governance documents is now being held in the filing cabinet in the village hall. Awaiting communication from Mills and Reeve solicitors regarding cost of creating new trustee document. b) Meeting with Paul Ashton regarding the Playground, resulting in that he recommends that planning for the playground is referred to the planning committee. c) Cheyney Green Management Committee is currently being established, however there are some outstanding issues that need resolving by Sunbury Homes. There should be three members from Cheyney Green and one member from DVH. d) Fund raising – there are two online portals, “Give as you live” and “easy fundraising”. PD to look in to with the view of making villagers aware so they are able to donate. e) Communication is to be produced for distribution in the village by HB and JE about the latest news from the VH ie; play area, request for fundraising support etc; 	<ul style="list-style-type: none"> Awaiting reply Full planning permission is submitted ASAP Awaiting Cheyney Green residents Investigation required Communication to be created 	<ul style="list-style-type: none"> JE HB PD JE/HB 	<ul style="list-style-type: none"> ASAP ASAP Next meeting ASAP

8. Treasurers Report	<p>a) Current position summary – we are financially in a good position and PD is satisfied with our current position.</p> <p>b) Prioritisation of projects and associated budget requirements – to follow.</p> <p>c) SUM UP fixed machine – agreed a good idea, HB to look at the associated costs.</p>	<p>No action</p> <p>Look into costs</p>	<p>HB</p>	<p>ASAP</p>
9. Functions and future events	<p>a) Christmas coffee morning went very well however the carol singing and tree light switch on was not so well attended, mainly due to poor weather.</p> <p>b) Pantomime was a huge success with £360 taken and £160 profit retained from this – 72 tickets sold. To be repeated again next year!</p> <p>c) Board games afternoon is scheduled for 28th January, between 2pm and 4pm.</p> <p>d) Village fete is fixed for 10th August 2024. We will invite the Parish Council and All Saits Church to participate making it a truly “Village” experience. Invite letters to be sent to the relevant bodies.</p>	<p>To be reviewed in October 2024</p> <p>Repeated in December 2024</p> <p>Publicity required</p> <p>Invite letters to be sent</p>	<p>BL/HB/AM HB/JE</p>	
10. Projects update	<p>a) Playground – Pre-planning has been approved. We now need to go ahead and create a formal planning application using the guidelines give to ourselves. MH to verify quotations and materials and then work on plan with Spencer Oliver. The finished specifications can then be given to HB for final submission. We will the inform the village that a completed planning application has been submitted which can be viewed online.</p> <p>b) Playground funding – once a budget and specifications have been finalised we can then apply for the section 106 funds as well as write to bodies for help with funding.</p> <p>c) Petanque court landscaping – the quotes for this were submitted to the committee. This is to be entered into the priority list for projects.</p> <p>d) Petanque court hedgerow – has been agreed and will be installed by Peter Darby.</p> <p>e) Village green/field discussion – No further meetings of this group have taken place. AH is currently looking at different avenues for funding.</p> <p>f) Flooding in corner of field – JE met with Cox construction, a correct solution for solving the flooding on the field was given as inserting a full drainage system of pipework, at a cost in excess of £15k. This was deemed as a prohibitive cost so no further action is deemed necessary.</p> <p>g) Domain name transfer and new e-mails. This has now been created and PR will assist all in establishing these new emails with all individuals.</p>	<p>Completion of planning permission</p> <p>Applications need creating</p> <p>Enter into the project priority list.</p> <p>To be installed</p> <p>Funding avenues being investigated.</p> <p>No further action.</p> <p>Email addresses to be set up.</p>	<p>MH/SO/HB</p> <p>PD</p> <p>Peter Darby AH</p> <p>PR</p>	<p>ASAP</p> <p>ASAP</p> <p>Next meeting</p> <p>ASAP</p>

11. Maintenance and facilities update	<p>a) Heating system – now working but huge consumption of power. Individual heater operation needs checking, also can we fit timer to the blower heaters to give limited short time heating boosts if required.</p> <p>b) Leak in ladies toilet – plumber will return and re-seal</p> <p>c) Car park marking – area around bikes done, more paint required to do the final parking space.</p> <p>d) Pipe guard – material to be sourced asap and fitted.</p> <p>e) Water softener – three quotes obtained – it was decided to ask Richard the plumber to fit this as well as a Brita filter system circa £1600 fitted.</p> <p>f) Tree pollarding – advice and price to be obtained from “Wiggy”.</p> <p>g) New water boiler for kitchen – agreed to go ahead and buy/install, using the donation from Majyk Scraps to help pay for this.</p> <p>h) Kick panels for doors – MH to obtain prices and install.</p> <p>i) Sealant replacement around gents urinals needs attending to.</p> <p>j) Curtain cleaning and fireproofing – more quotations have been requested</p>	<p>Investigate heater operation.</p> <p>Plumber returning More paint to buy and apply. To be fitted ASAP. To buy and request fitting by the plumber. Price discussion. Authorise purchase and fitment. Price and fit Repair required Quotes requested</p>	<p>DT</p> <p>DT DT/MH</p> <p>DT DT</p> <p>JE DT</p> <p>MH DT HB</p>	<p>ASAP</p> <p>ASAP ASAP</p> <p>ASAP ASAP</p> <p>Next meeting ASAP</p> <p>ASAP ASAP Next meeting</p>
12. AOB	<p>a) Spike has requested payment for the raw materials for painting carried out in 2023 to the value of £50.</p> <p>b) Keith Alexander has raised the fact that there are funds of £600 available to the village hall, which were raised and held by his wife in the guise of a previous VH club – Paperwork has been given to HB who will pass to PD.</p> <p>c) A priority list has been created for major outstanding projects and a means of prioritising these projects with an action list to be generated. The following projects to be prioritised in tandem with further fact finding:-</p> <ul style="list-style-type: none"> • Petanque court landscaping • Pollarding of trees at side of The Street • Village Green development 	<p>Payment authorised</p> <p>Access to funds required</p> <p>Thought given by DVHMC for next meeting</p>	<p>PD</p> <p>DT</p>	<p>ASAP</p> <p>ASAP</p>
13. Date of Next Meeting	Tuesday 20 th February 2024			