

Minutes

Way forward -PC/VHC 3rd Liason Meeting - Community Survey Response 03/11/25

Attendees

Clare Taylor, Clive Hawkins, Tavid Dobson, John Morgan, Janet DeVries, Chloe Foreman, Pat Cooper, Ed Walsh, Pete Dixon, Richard Lock, Mark Tomkins (Chair)

1. Welcome

- Mark Tomkins welcomed everyone and thanked them for their attendance. He stated that 'he hoped for a good meeting, thought we were on the edge of doing something really good for our community and to remember that 'Working Together was Working Better'.

2. Apologies

Mike Smith, Richard Winch

3. Introduction

- Mark Tomkins re-confirmed the Meeting Protocol from the previous Meeting, in particular that there should be total respect for each others views.
- It was recognised that the previous meeting had been successful with a lot of initial progress being achieved, It is hoped that the principle of the 'Way Forward' can be agreed at this meeting so an embryonic project plan can be put in place.

4. Parish Mission Statement Presentation

- An action from the last meeting was to jointly produce a shared Mission Statement based on the priorities arising from the CSRR. This document has now been completed through collaborative working between Mike Smith, Howard Newman, Tavid Dobson and Mark Tomkins and will now be taken to the respective bodies' formal meetings for ratification and signature.
- There will be a Parish Council meeting tomorrow evening where the Statement will be signed by the PC Chairman.
The Village Hall Committee have ratified their document at their monthly meeting on the 29th October and it is now ready for signing by the VHC Chair.
There is a meeting of the Parochial Church Council this coming Saturday at which Howard Newman will present the statement for ratification.
- Tavid Dobson gave a short overview of the document. (copy attached).

5. Muga update

- Planning has now been obtained for full size Multi Use games Area (MUGA), but after some resident suggestions at the Community Survey Response Report (CSRR) Open Info Days serious consideration had been given to reducing the size of the MUGA and using the released budget to build a hall to accommodate indoor sports such as badminton, volleyball (footprint 24mx15m) and pickle ball. The principle of this proposed revision was explained to the Meeting using a hand drafted sketch (copy attached).
- Pete Dixon asked if the Walking Track planning approval 'lock us in to a set location on the playing field? It was explained that the Walking Track was not part of the current permission.
- Clive Hawkins queried the location of the ends of walking track. Pete Dixon / Clive Hawkins queried the siting of the electric car charge points, as an earlier survey had concluded they were difficult to accommodate within the existing car park. It was explained that this was just a 'concept' sketch and could easily be changed if thought necessary
- Pat Cooper asked how residents will book the use of the Muti Use Games Area? It was explained that it was envisaged to use online booking systems which are favored nationally and are also used in neighboring parishes such as Walsham le Willows.
- Pat Cooper commented that the field is prone to flooding and asked whether the grass area would be viable? Nick Harvey responded that drainage work was included in the planning application of the larger games area and could be extended to cover this fact.
- After a vote it was unanimously agreed that this revised proposal should be the primary consideration and a revised planning application submitted. Nick Harvey was requested to initiate the planning revision process.

6. 'The Way Forward' Options for Fulfilling the wishes of the Community in their Community Survey Response Report (CSRR)

- Mark Tomkins stated that as agreed at the previous meeting, he hoped that now both the PC and VHC representatives had read and fully understood the requests and wishes of the community, detailed in the full CSRR both bodies had come to the meeting ready to debate and agree a 'Way Forward'
- Mark Tomkins gave a brief overview on development within the Parish. He thought it was wise to reinforce the fact that whether we like it or not the parish will have more development. Approved / planned homes are coming down the line via MSDC approvals and Government requirements. It is anticipated the NDP will help control

the development as it comes to the Parish in line with the communities wishes, but it was a fact that more development will come.

Our community will grow and we need to be ready and able to cope with the growth. We need to develop a viable 'Community Infrastructure' and develop 'Pride' in our new and existing residents, This culture will help protect our community in the long term.

A. VHC PROPOSALS TO INCORPORATE COMMUNITY WISHES

The VHC were then asked to present their proposals in response to the CSRR. The meeting was informed that the VHC had tackled this in two ways.

The VHC had produced a document, which was not tabled. This document reviewed the whole of the CSRR and could be used further on in the process by the CWG in tackling the wider community wishes. This was acknowledged as an excellent initiative as it would be a great help to the process in the future.

The second document was read out by Pete Dixon and is recorded below.

"Firstly we thank the Parish Council for actively championing the further development of our hall and confirm that we, as trustees, want to be an equal partner in any future discussions and plans regarding the hall.

The trustees have read and accept the findings of the recent Community Survey and consider that it is important to adopt an open minded approach to setting the scope of works required to enable a concept plan with budget costings.

As an equal partner in this process, but with final responsibility for managing the enhanced and enlarged building, it will be important that we share in the overall project planning and oversight of the work and, in particular, share in its initial scoping and specification.

Getting into too much detail at this stage or adopting and setting out group positional caveats and constraints or rules of engagement would be a hindrance rather than a help. At this stage of the process there is insufficient information and understanding about what can or cannot be achieved to enable a "corporate" stance to be taken

We think it would be helpful if it was acknowledged that substantial progress has already been made by the trustees in making the hall fit for purpose. We have just completed a five year plan of transforming the hall from its former tired and shabby self to a building that is now pleasing to the eye; is clean and well decorated; is warm; is safety and disability compliant; has a new fitted kitchen and has outdoor hardstanding.

That job is now complete but we recognise that as the village inevitably grows, the hall will now have to grow with it, possibly with a further enlarged community room, a larger kitchen, an interconnected inside and outside space, enlarged car parking and savings to energy costs.

We imagine that a project like this would require a smaller group of people to take an active role in the detailed planning and implementation and we confirm that we would want to be part of that process.

In doing that we think it is worthwhile sharing on record our primary concern which is the need for the hall, in its existing format, to be able to be let as normal while any new works proceed, so that we can continue to meet our outgoing costs and balance our budget. We would hope that everyone involved in the future planning stages keeps this concern uppermost in their minds.

Our second concern would be that, once new facilities have been built, that there is recognition that there is likely to be a lapse between them opening and an economic income coming on-stream - a financial shortfall our balances may not be able to cover in the immediate term.

With that all said we confirm that the trustees want to become willing partners in this new phase in the life of the Village Hall with immediate effect.”

- The members of the Parish Council wholeheartedly thanked the VHC for their continued commitment to the Combined Working Group and their willingness to take the Project List Initiatives forward. They commended the VHC on the work that had been undertaken so far in bringing the Village Hall up to its current standard and that it was now recognised that we were entering a new phase of its life when we had to take into account the future growth of the Parish over the next 15-20 years . They also acknowledged the two financial concerns highlighted in the above document and stated that jointly with the VHC and the CWG would come up with a strategy to mitigate them.

B. PC PROPOSALS TO INCORPORATE COMMUNITY WISHES

- The PC were asked to present their proposals in response to the CSRR.
- An abridged Project List was circulated, which was compiled with the Community Projects relevant to the Village Hall and Playing Field. This List also detailed very basic budget figures. (copy attached)
- Mark Tomkins then presented a hand drafted sketch (copy attached) of a extended Village Hall footprint which incorporated the relevant projects in the Community Project List . The sketch and presentation included the following points:-

1)Both Hall spaces stay the same utilising and building onto the previous good work that has been done to date by the VHC. (minimal disruption to structure was seen as a priority)

- 2) The Small Hall would be converted into a social space with access to kitchen, bar and franchised cafe facility.
 - 3) The south wall of the small hall would be fitted with bifold doors
 - 4) The proposal looked to incorporate the Community Wishes into the Village Hall and Planning Field area with the minimum disruption the Village Halls normal operation.
 - 5) A new structure would be built where patio area is currently located, giving a full height, acoustically built structure for badminton, pickle ball, music etc. with Bifold doors onto the veranda and playing field
 - 6) A new purpose-built industrial kitchen would be built (Ref. Great Ashfield, Wyverstone, Walsham, Norton Village Halls) incorporating small bar provision and coffee bar.
 - 7) Extra storage ref. (2011 Broadsheet) requirement is considered.
 - 8) Materials from the patio area would be reused on new veranda patio area.
 - 9) The current VHC desired improvements (ie new floor / heating) to existing structure would be incorporated into the overall project.
 - 10) Self-contained Toilet facilities would be provided for each of the working halls and for the social space.
 - 11) An additional self-contained toilet facility would be accessible from outside.
 - 12) The main car parking area would be moved away from residences to the other side of the hall. (noise reduction) into the area of the reduced MUGA.
 - 13) New veranda, bifold doors and patio would give an aesthetically pleasing outlook for the community at social events.
- Clare Taylor / Janet de Vries agreed that the higher-roofed sports hall would allow hirings using a two-storey bouncy castle, which is a common request that currently cannot be fulfilled.
 - Pat Cooper queried flexibility in use of small hall and asked if holding a dog training class and a parish council meeting on the same night be feasible? It was explained that the Concept Design would provide more flexibility.
 - Pat Cooper, Clive Hawkins, Richard Locke, Pete Dixon, John Morgan agreed that in the Final Design highly flexible spaces are needed.
 - Chloe Forman stated she was excited for larger and more flexible facilities.
 - Clive Hawkins was keen that more storage should be incorporated for tables, chairs, bowls mat and have trolleys be built in.
 - Pat Cooper suggested that a female perspective should be used in designing the new industrial kitchen.
 - After a vote it was unanimously agreed that this should be used as a base proposal for use by the CWG. Any comments, potential

modifications, inclusions and specification items should be presented to (Pete Dixon would act as conduit for VHC) Mark Tomkins by 17th Nov for practical consideration by the architect.

- Nick Harvey was requested to arrange an architect input/discussion.
- Chole Foreman reminded the meeting that we need to take the community forward with our decision-making process and actions. The CWG needs to keep the community fully informed with regard to what happens, the potential options for going forward and why certain decisions are made. It was agreed the PC through the CWG will continue to regularly update Parish residents through Facebook, social media, Broadsheet, hand delivered flyers etc.

7. How do we incorporate Community Survey Response into our Community Plan and PIIPs

- The Basic Project List will be revised to incorporate additional items, where seen necessary by the CWG.

Action CWG

- Grant availability to be reviewed against Basic Project List.

Action Clare Taylor

- Revised planning application for the MUGA will be completed and submitted after this meeting.

Action Nick Harvey

- To cascade to the Parochial Church Council details of tonight's meeting.

Action Mark Tomkins to meet with Howard Newman

8. Next stage of the process

- Formulate terms of reference for the CWG

Action Tavid Dobson/ CWG

- Initiate the planning revision process for the MUGA.

Action Nick Harvey

- The CWG will formulate schematic plan plus additional items that can be given to an architect to formalise for a Planning Application 17th November

Action Peter Dixon / Mark Tomkins

- Initiate the original Architect who produced Clive Hawkins' 2011 plan to assess schematic plan plus additional items from 17th Nov.

Action Nick Harvey

- Seek Grant Application opportunities for future submission when Planning Permission is obtained.

Action Clare Taylor

- A short article would be produced for the Broadsheet, highlighting the good news that three individual Parish groups are collaborating to deliver the outcomes of the CSRR and an enlarged Village Hall.

NB It was agreed that it would be premature to comment on delivery, or ask for volunteers at this stage of the Process.

ACTION Pete Dixon

9. Any other Business

None

10. Date and Time of Next Meeting

TBA (once nominees for the CWG have been agreed)

Attachments

Agenda Item 4 - Parish Mission Statement Presentation



'Working Together is Working Better'

Mission Statement for Badwell Ash Community Working Group

"Our mission is to work in partnership as stewards of our village's future—uniting the Village Hall Charity, the Parish Council, and the Parochial Church Council to deliver a meaningful and inclusive community development plan. Over the next five years, within the governance of our individual community groups, we will engage residents, nurture local heritage, improve shared spaces, and support initiatives that promote wellbeing, sustainability, and social connection. Through transparent governance, active listening, and shared responsibility, we aim to create a thriving parish where everyone feels valued, heard, and empowered."

Shared Values

- **Inclusivity:** We welcome and value the voices of all residents, ensuring that everyone feels heard, respected, and represented in our decisions.
- **Transparency:** We commit to open communication, honest dialogue, and clear decision-making processes that build trust across the community.
- **Stewardship:** We honour our responsibility to care for the village's resources, heritage, and environment for current and future generations.
- **Collaboration:** We work together, sharing knowledge, skills, and resources to achieve common goals.

Chair
Badwell Ash Village Hall
(Registered Charity No.
279997)



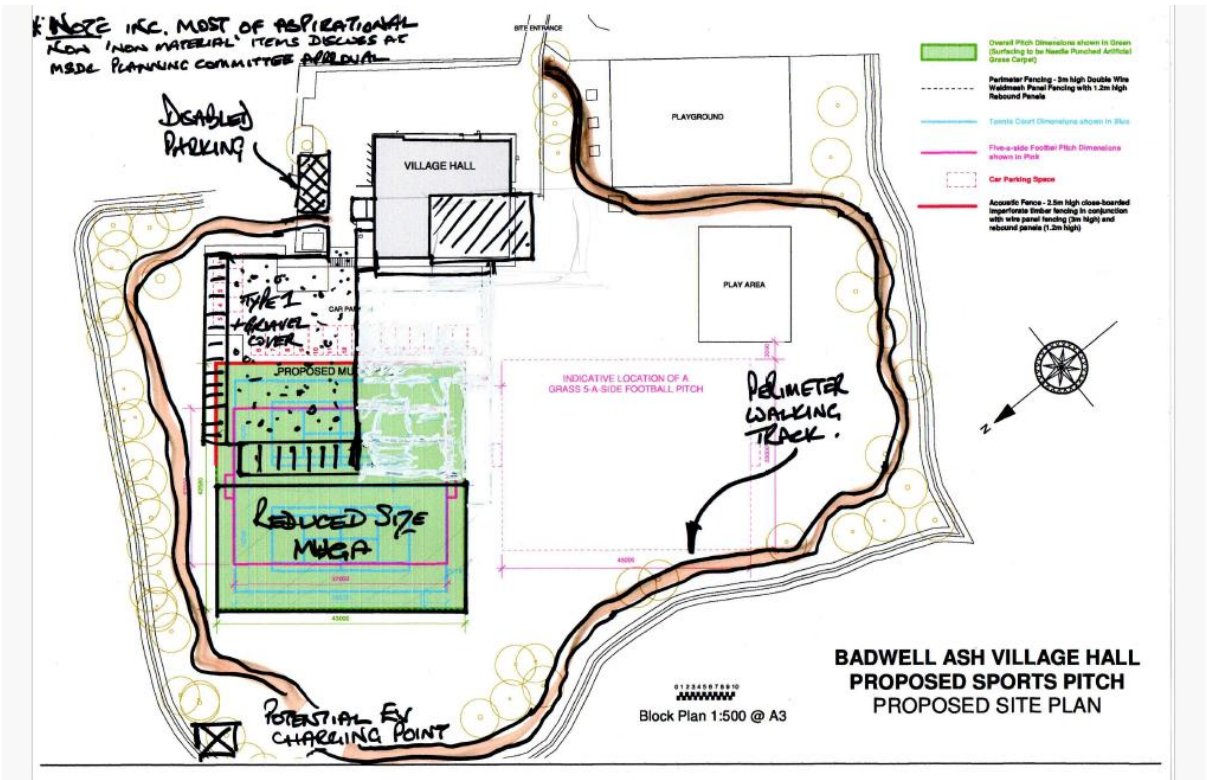
Chair
Badwell Ash Parish Council



Chair
St Mary's Parochial
Church Council



Agenda Item 5 – Muga Sketch



Agenda Item 6B - Abridged Project List

	A	B	C	D	E	F	G	H	I	J
	2026 Badwell Ash Community Survey Response									
	POTENTIAL VILLAGE HALL & PLAYING FIELD PROJECTS									
	P.J.P. Ref.	Project Ref	Description	% CS Vote	Priority	Budget		Notes		
						Outline	Actual			
		1	Enlarged Village Hall	26.2		300000				
		2	New Village Hall	22		TBA				
		3	MUGA	69		300000				
		4	Car Park			20000		MOT Type1 with gravel cover		
		5	Walking Track Around Playing Field	38.3		23000				
		6	Picnic Tables	27		850 each				
		7	Barbecue Pits	11.3		TBA				
		8	Tree Planting	44		15 each				
		9	Cycle Racks	13.5		1000				
		10	Bar in Village Hall for Functions	40.4		6000				
		11	Café	61.7		10000				
		12	New Kitchen			35000				
		13	Beacon	11.4		4000				

Agenda Item 6B – Extended Village Hall Footprint Option

