

Minutes

Way forward -PC/VHC 4th Liason - 07/01/26

Attendees

Clive Hawkins, Janet DeVries, Chloe Foreman, Pat Cooper, Ed Walsh, Mike Smith, Pete Dixon, Richard Lock, Mark Tomkins (Chair)

1. Welcome

- Mark Tomkins welcomed everyone and thanked them for their attendance. He also thanked Clive Hawkins for his 'will' to arrange this Liaison Meeting as a 'follow on' meeting after the VHC 'extra' meeting, thus optimising everyone's time.

2. Apologies

Clare Taylor, Nick Harvey, John Morgan, Richard Winch

3. Introduction

- Mark Tomkins re-confirmed the Meeting Protocol, in particular he reminded everyone of the commitment for honesty and respect between parties, whilst also having a full and frank discussion on the agenda items with the Community as the No1 priority.
- Mark Tomkins stated that he thought we were all getting excited about the project which was good, but thought we needed to revisit our previous Meeting No.3, where it was said we needed to **determine the required Layout first**. (phase1). Once that phase was complete, we could then start looking at the internal detail and how we can apply that detail to the Layout (phase2).
- Mark Tomkins stated that after Clive's email of the 11th Dec and from speaking to the VHC as individuals, he assumed there was a strong desire to use Option1, Hub Layout.
- Mark Tomkins stated that he personally thought that both options would be an improvement for the Community compared to that which we currently offered as a Layout as they both gave an extra large space, However his preference was also for Option1 as it had a greater cost benefit for the Community in both the construction and operational phases.

4. Design Brief

- Mark Tomkins presented the group's distilled and consolidated Design Brief/Criteria for the Layout Footprint. He was asked by Chloe Forman to add External Toilet Facility to the Brief. (Copy of revised Brief attached)

5. Conceptual Layout

- Mark Tomkins asked Clive Hawkins if the VHC had decided upon the Layout that the VHC wished to proceed with? He was told the VHC had and it was Option1, Hub layout which they would like to proceed with.

- Clive Hawkins highlighted the potential 'box gutter' on the interface between the proposed 'new space' and the 'existing large hall' and was concerned about the ability to keep it clear.

6. Next Stage of the Process

- Mark Tomkins issued a document detailing the Project phases (Copy attached). He stated that it was a dynamic document and may need to be developed as the work progressed
- Chloe Forman asked if a revised wording could be used in the Design Brief, changing 'final design' to 'initial draft plan subject to revision'. This revision was agreed by the group.
- Pete Dixon asked "what were the anticipated timescales for the Project". Mark Tomkins stated that there was a lot to do between now and work starting, but if all went well, work could be started as early as Q2/3 in 2027.
- Mark Tomkins explained that he would not be available for a meeting for the next 6 weeks. However, now that the Layout had been decided upon, this interval could be used for the VHC to internally discuss Phase 2 and come up with suggestions (building on their previous submissions) for internal layout and flow. As previous, Pete Dixon would coordinate all responses to Mark.

Action VHC/Pete Dixon

- Mark Tomkins presented a sketch he had produced incorporating the initiatives of Chloe Foreman and Edd Walsh on the Hub Layout detailing their potential (Copy Attached).

Action VHC to review the potential of the initiatives in their internal discussions regarding phase2.

- Potential 'Box Gutter' cleaning

Action Mark Tomkins/Nick Harvey

7. Any other Business

None

8. Date and Time of Next Meeting

TBA

9. Corrections to Previous Meeting Minutes

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

Action Nick Harvey