

**Minutes of Electronic Correspondence of the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
On 5th-9th July 2021**

Participating:

Melvyn Wooding (Chair), Raymond Dyer, Andrew Seaman, Arthur Wright,
Sharen Hegarty (Trustees)
Adrian Dale (Clerk)

2021.11 Village Hall Ventilation – Further investigations

Clerk's Report

On the forced ventilation front, I have pursued this further and the results of my investigations are not promising.

1. The ventilation unit that would be required to ventilate the Hall would weigh nearly 1 tonne and would need to be placed on the extension roof – if the roof bearing calculations permit. The unit would need two holes cutting through the wall each nearly 500mm in diameter.
2. The unit would be visible from the garden and car park and would certainly detract from the visual amenity of the hall. When running it would draw around 10Amps across 3 phases and would cost around 50p/hour to run. Although it wouldn't need to start up until a meeting or function started, I would need to overrun for at least 3 hours afterwards to fully ventilate the Hall. So a 1 hour exercise class earning £10.00 would cost around £2.00 in ventilation charges.
3. The noise emitted from the unit is difficult to assess but there would be an inlet fan and an exhaust fan. I am concerned that this would be heard in the Hall and at School House.
4. Inside the Hall, 2 x 450mm ducts would run the length of the Hall, ideally these would be hidden by a new ceiling. Six inlet pipes would run from the ceiling to the floor in the corners of the Hall and at the mid-points. These would be boxed in and would be 300mm square once the boxing in was done.
5. Installation would take at least 5 weeks during which we would need to close. A ceiling level scaffolding platform would need to be erected to cover the whole Hall. This would take nearly a week. Then enabling works would be required to remove the old ceiling and to cut the holes out to the roof of the extension. One week would be needed for installation and commissioning and then another week to box in the pipework and to fit a new ceiling. Another week would be needed for decoration and then a week to remove all the scaffolding and prepare the Hall for re-opening.
6. Although the ventilation part of the project would cost £38,000-£45,000, we can add at least another £30,000 for scaffolding, enabling works, and making good later. Given that we built the whole of the extension for nearly £100,000, I am struggling with spending nearly the same on forced ventilation.

From a financial perspective 2021 is secure, the grants from East Northamptonshire Council and North Northamptonshire Council have exceeded what we could have earned from hires. My recommendation is that we should ride out the remainder of 2021 and see whether the Covid-19 pandemic dies down to a level which needs no special measures. I would certainly not recommend making big policy changes on the back of Government planning. Although the vaccination programme has exceeded expectations, every other aspect of Government planning and forecasting has failed to deliver, leading to reversal after reversal.

2021.12 Village Hall Ventilation – Government guidance

Following the Prime Minister’s very optimistic press conference on 5th July 2021, we received further requests to “open up” completely with no restrictions.

However, later that day, the Cabinet Office published a document setting out what it hoped it would be able to announce on 12th July 2021 and there were some useful pointers on their direction of travel

The Government will provide guidance on how businesses can reduce unnecessary contact in the workplace, where it is practical. Operators will still be encouraged to use outside space where practical, and to consider the supply of fresh air to indoor spaces. Carbon dioxide (CO₂) monitors could be used to help identify where a space is poorly ventilated with businesses encouraged to take steps to improve ventilation if CO₂ readings are consistently high.

We are clearly ahead of the game in planning to improve air quality. However, we have all but ruled out spending £80,000 on a ventilation system. It is just not cost effective or proportionate. Instead as part of our revised risk assessment we will need to evidence capacity guidelines for the Hall and work out the safe length of time that groups can be there for various activities. We will also need to be able to measure air quality to ensure that Hall users are not exposed to greater risk than is acceptable.

I have already been looking into air quality monitors and found that the market leader [Testo 160 IAQ Indoor Air Quality Meter | test-meter.co.uk](https://www.test-meter.co.uk) is the best value for money at £448.20. This has a traffic light system to warn users if the room needs ventilating and a Wi-Fi alert to notify the caretakers of a problem. I am expecting a rush to order these as soon as the detailed regulations for Community Venues are published, so I am placing the order this weekend unless there are objections.

After discussion by email it was **RESOLVED** by majority that the Clerk should purchase and install an air quality monitor and undertake the necessary risk assessments on capacity and ventilation.



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