

Minutes of the Committee “New Hall Steering Group”

held on Friday 17th March 2017 at 7.00pm in the Ashburnham Sports Pavilion

Parish Councillors present: Cllrs Nicky Bishop, Richard Hann and Richard White

Sub-group and co-opted members: Keith Finch, Storm Hann, Anna Heasman, Nick Heasman, Clive O’Sullivan and Robin Ratcliffe

In attendance: Brian Holdstock, Clerk to the Council

1) Apologies for absence

Apologies for absence has been received from the following members: Cllr Richard Hann, Storm Hann, Jemma Joyce, Carol Lovett, Fay Merrick, Chloe Wilson.

2) Minutes of last meeting

a) The minutes of the previous meeting, which was the inaugural meeting held on 26th June 2015, were reviewed and adopted as a true and correct record of proceedings.

3) Governance

a) Leadership and membership of working groups was confirmed as follows:

i) Design and Planning – Cllr Nicky Bishop (lead), Keith Finch, Cllr Richard Hann, Storm Hann, Nick Heasman, Clive O’Sullivan, Cllr Richard White.

ii) Grant Applications – Cllr Richard Hann (lead), Storm Hann, Anna Heasman, Jemma Joyce, Chloe Wilson

iii) Governance – Chloe Wilson, Brian Holdstock

iv) Business Plan – Brian Holdstock (lead), Cllr Nicky Bishop, Anna Heasman

v) Communications – Storm Hann (lead), Cllr Nicky Bishop, Alex Hamby

vi) Fund Raising Events – Cllr Richard White (lead), Alex Hamby, Carol Lovett, Fay Merrick, Robin Ratcliffe

b) Funding arrangements.

i) The parish council has spent all of its reserves earmarked for the new village hall project. However, the committee requests that the parish council support the cost of making the changes to the entrance which are a condition of the planning approval. Once all conditions are met a Certificate of Lawful Development can be obtained – the current fee payable to RDC is £190.

c) Legal issues

i) A new body to be responsible for the fund raising, the construction and eventually the running of the new hall needs to be set up. It needs to be separate from the pc and registered as charity so that vat is not payable on the construction. The committee believes it may be sensible for the parish council to hand over the management of the pavilion and the sports field to the new body.

The new charity will also be incorporated as a company so falls into the new category of Charitable Incorporated Organisation. Its trustees are also its directors. The composition of the board is up for discussion and the committee wants to take this to the Annual Assembly (the Parish Meeting). Probably there should be places for parish councillors, elected members and some representation of village organisations.

- d) The new charity will also need an official name. The committee wants to take this to the Annual Assembly (the Parish Meeting).

4) Design and Planning

- a) Mike Pickup recommends that priority should be given to discharging the conditions attaching to the planning approval. That allows a Certificate of Lawful Development to be issued by RDC (fee currently £190) which removes the 3-year time limit on the approval notice.
- b) The committee is seeking advice on who should be appointed to develop the approved design to working drawings and specifications suitable for obtaining quotations and building control. The clerk was requested to obtain from Bernard Baker digital (editable) copies of all the drawings relating to the planning approval.
- c) The committee noted that the experience of other groups building new village halls is that they always under estimate the need for storage space.

5) Grant Applications

- a) Anna Heasman reported that grants are frequently available for the preliminary work needed to develop approved drawings to working ones and she will investigate further.
- b) The working group noted that the estimated total cost of the project is currently based purely on the square metre area of the build and is therefore for guidance only.
- c) Anny Heasman reported that she has had a meeting with the fund raiser retained by Ashburnham Christian Trust (ACT), Sherlyn Barrow.
The meeting discussed priorities and strategies and supported Anna's view that it would be money well spent to hire Sherlyn Barrow. It was agreed that the benefits were that it would give the project momentum and would be locally sympathetic. It was reported that she is prepared to work on a 'Pay Per Bid' basis and would quote a fee beforehand.
Cllr Richard Hann will approach ACT and see if they are agreeable to Sherlyn being approached to work on the new hall project.

6) Communications

- a) Storm Hann proposed that some pictorial representation and diagrams of the new hall be included in the parish magazine and that the front cover of the May edition might carry an image of the new hall. The committee were in full agreement.

7) Fund Raising Events

- a) Cllr Richard White suggested that an achievable target for funds raised from events would be £10k per annum for three years. He also proposed that at least one Auction of Promises should be in the programme as these can typically raise £7k - £10k. Ideally, one should happen at the start of the fund raising campaign and one near the end.
- b) A calendar of events needs to be prepared in time for the annual assembly.
- c) The committee discussed time scales and felt that 2020 was a good target and spontaneously adopted the slogan '2020 Vision'.
- d) Cllr White suggested that the parish council should seek Public Works Loan Board approval for the loan at an early stage as it would help give momentum.

8) The Business Plan

- a) The committee reviewed methods of forecasting the income and the suggested fee of £500 for a researcher to do a market survey of the area. The committee felt that this might produce a forecast no more accurate than one they could compile themselves and that what would be more important would be for the parish council to formally agree to act as guarantors of the income side of the business plan.

9) Date of next meeting

The next meeting was agreed as Tuesday 23rd May 2017 in the pavilion

.....
Signed (Chair)

Date