
**Minutes of the Advisory Committee “New Hall Steering Group”
held on Thursday 20th June 2019 at 7.30pm in the Ashburnham Sports Pavilion**

Parish Councillors present: Cllrs Zoe O’Sullivan, Jeremy Tucker-Wall and Richard White

In attendance: Keith Finch, Clive O’Sullivan
Brian Holdstock, Clerk to the Council

1. Apologies for absence

- 1.1 Apologies for absence have been received from Cllrs Ron King and Andrew Hoad (Cllr Hoad is not constituted as a member of the committee but was invited to attend).

2. Election of Chairman and Co-option of members

- 2.1 This being the first meeting of the committee since the Annual Meeting of the Council, members asked Cllr White to continue as Chair of the committee and he agreed.
- 2.2 On the motion of the Chairman, members invited Keith Finch and Clive O’Sullivan, previously members of the working group on design and construction, to join the committee as co-opted members. Both agreed and joined the committee.
- 2.3 The clerk will send an invitation to Nick Heaseman, also a previous member of the working group, to join the committee as a co-opted member.

3. Discharge of Planning Conditions relating to above ground materials

- 3.1 It was agreed that Pump House Design should be instructed to make one application covering all the materials.
- 3.2 Weather board cladding
- 3.2.1 At earlier meetings of the committee there was support for applying for permission to use Marley Eternit Cedral in black. Although the cost is likely to be double that for stained weatherboarding (estimated at £3500), this is insignificant given the saving on maintenance.
- 3.2.2 However, verbal advice from the planning officer is that they are not keen on anything other than timber and their overriding criteria is that the building should look natural and as authentic as possible. Pump House Designs will actually make the application but Clive O’Sullivan will brief them on the arguments to be put forward and will provide them with some bullet points, some photographs of local construction sites using both Cedral and timber mixed and a sample of Cedral. Members considered colours other than black but decided they would look artificial.
- 3.3 Roof tiles (Condition 4 of RR/2015/998/P, Condition 3 of RR/2018/845/P)
- 3.3.1 Reclaimed peg tiles are available from a supplier in Essex for almost the same price as the Developer range machine made clay tiles from Chandlers (c.60 pence each). Clive has also obtained samples of Tudor roof tiles which are hand made and cost 80 pence each. All tiles are clay, nibbed and with fixing holes.
- 3.3.2 Members considered that reclaimed tiles contain too many uncertainties about condition and size variation and preferred to stay with new tiles.
- 3.3.3 The planning officer commented unfavourably on a proposal to mix three slightly different colours of the Developer range but members felt it worth pursuing and want to cite the example of the dairy at Peans Farm which fairly recently had the same treatment.
- 3.3.4 Cllr Zoe O’Sullivan indicated that she may be able to obtain an aerial photograph of the dairy at Peans using a drone and the clerk will send her the geolocation details to facilitate this. The residents of Peans Farm will be notified if a zone survey is to take place.
- 3.4 Brick work below cladding (Condition 4 of RR/2015/998/P)
- 3.4.1 Very little brickwork shows below the cladding and samples of Ashdown Cottage Mix are to hand and almost any of them would be suitable as the basis of the application.

3.5 Lighting (Condition 7 of RR/2015/998/P, Condition 6 of RR/2018/845/P)

- 3.5.1 Clive O’Sullivan has a rough plan of the outside of the building showing pathway lighting fixed to the building. Timer control on exit and PIR movement detectors will be incorporated. There is to be above door down lighters. All lighting is to point downwards. Underground ducting is to be provided between the building and the entrance gate.
- 3.5.2 Clive will instruct Pump House to work the drawing up to a plan to support the application for discharge of conditions.

4. Construction tenders

4.1 Progress to date and oversight of process

- 4.1.1 The structural calculations for the steel frame pads are complete and the floor slab calculations are in process with Wealden AM and Pump House Design. External walls support has yet to be designed with inter connection to pads. Pump House are close to being able to develop a ground works spec for tender.
- 4.1.2 Members discussed trade contractors who will be involved. Wealden AM will supervise the frame but other trades will be electricians, plumbing, windows and doors, roofing, cladding, carpentry, ground source heat pump, floor and decorating. Members were of the view that we could manage the project ourselves if the drawings are clear, leave no ambiguity and that the CAD drawings are layered by trade.
- 4.1.3 However, members also recognised that much site supervision will be needed by someone prepared to make a big time commitment. Clive O’Sullivan was asked to reflect on possible terms of his engagement to undertake this role.

4.2 Time frame

- 4.2.1 Members expressed the earnest hope that in early August they could meet to review all the drawings and then go out to tender.

4.3 Invitation to tender list

- 4.3.1 Members briefly discussed the transparency required even though preference to local tradesmen will be given.
- 4.3.2 Members recognised the need to get competitive tenders in order to support bids for funding and that all suppliers must submit quotations in advance even in the case of a sole supplier.

5. Provisional date of next meeting

- 5.1 Wednesday 7th August is the target date for the next meeting when all drawings will be available ready to go out to tender.

..... Date

Signed (Chair)