
**Minutes of the Advisory Committee “New Hall Steering Group”
held on Wednesday 7th August 2019 at 7.30pm in the Ashburnham Sports Pavilion**

Members present: Cllr Ron King
Co-opted members: Keith Finch, Nick Heasman, Clive O’Sullivan (Vice Chairman)

Members absent: Cllrs Zoe O’Sullivan, Jeremy Tucker-Wall, Richard White

In attendance: Brian Holdstock, Clerk to the Council

The meeting was chaired by the Vice Chairman, Clive O’Sullivan

1. Apologies for absence

Apologies for absence have been received from Cllrs O’Sullivan, Tucker-Wall and White.

2. Disclosures of interest

No interests were declared.

3. Additional agenda items

None

4. Adoption of Minutes

The minutes of the Committee Meeting held on Thursday 20th June 2019 were circulated with the agenda. On the motion of the Chair the minutes were adopted without amendment.

5. Finance

5.1 Cash in hand

5.2 The clerk reported that the balance from fund raising, deposited in the Village Hall Appeal Fund, is £7,400.
Funds held by the parish council from the Awards for All bid are £9,566.

5.3 Short term liabilities

Pump House Designs are close to completing the first stage of the work for which they quoted meaning that, on submission of building regulations documentation they are entitled to 60% of the fee of £2,000. **(Action: Clerk)**

The second stage of the work quoted by Pump House Designs is to produce specification drawings suitable for suppliers in each trade to tender against. These are expected by October 2019 provided we have confirmed the specifications by then. **(Action: All)**

Entrance widening commences on 18th August 2019 and payment to suppliers in the region of £5,000 will be due by end of September (payable from Awards For All bid). **(Action: Clerk)**

5.4 Bids for funding

None current (waiting on project total cost estimate – see Master Planning Chart).

6. Planning & Design

6.1 Planning authority

Pump House Designs have lodged an application for discharge of planning conditions covering the follow items.

Weather board cladding – Marley Eternit cladding in black
Roof tiles – clay peg tiles from the Developer range (3 shades)
Brick work below cladding – dark blue engineering bricks.

Exterior lighting - drawing of a scheme prepared by Pump House incorporating below eaves lighting with enough spill to benefit the car park.

Members noted that the period of validity for the planning approval is until 17th February 2020. However, a claim that work has been started has been integrated with the above application to discharge planning conditions.

6.2 Design and specification

Main hall - Keith Finch relayed a request from PANTS that when the stage is in place it backs on to a wall of solid construction. Members proposed, therefore, that the two separate storage areas shown be combined into one long room with a solid wall separating it from the main hall. **(Action: Clive O'Sullivan)**

Kitchen – Expert colleagues of committee members are to be requested to advise on a suitable layout for the kitchen. **(Action: Messrs Finch and Heasman)**

Toilets – Ishtavan is to be consulted on a suitable layout incorporating 4 gender neutral cubicles complete with wash hand basins, a separate double urinal and a changing area for babies and others needing it. **(Action: Clive O'Sullivan)**

Electrical and comms – A professional colleague is to be asked to assist with the working up a specification. **(Action: Keith Finch)**

Heating – Ground source heat pump is specified in outline as is under floor heating. Ishtavan is to be consulted for other heating issues including recirculating the air within the high roof space area. **Action: Clive O'Sullivan)**

Plumbing – Possible designers, including Ishtavan, are to be researched. **(Action: Clive O'Sullivan)**

7. **Construction**

7.1 Tenders

The steel frame supplier will also erect the frame.

Materials only suppliers of windows, ground source heat pump and under floor heating are expected to be able to provide a list of installers.

Additional suppliers for areas in 6.2 above are expected to emerge as contacts for plumbing, electrical and kitchen supply develop their proposals.

7.2 Suppliers

Ground works – preferred supplier is Ian Roberts.

Primary structure

Wealden AM have tendered £36,000 for supply, including structural calculations, for a steel framed building to be clad by others.

Windows and Doors - Coated aluminium windows and doors have been approved by Rother and a price of £46,000 obtained from a supplier, ID Systems of Norwich.

Under floor heating – a NuHeat system is envisaged.

8. **Commissioning and handover**

8.1 Landlord

The agents have been advised of the start date of entrance widening works.

The agents will be asked for a progress report on the preparation of a new lease which will permit the construction and operation of a village hall. In May they expressed the hope that the first draft would be available by the summer.

8.2 Parish Council

The Steering Committee can act in an advisory capacity only, and the project will increasingly require more time than can be found from volunteers. Committee members felt that Clive O’Sullivan is amply qualified to take on a professional role and he agreed to consider it and possibly make a fee proposal based on an hourly or daily rate of remuneration.

9. Date of Next Meeting

Wednesday 11th September 2019.

..... Signed (Chair) Date