

Minutes of the Advisory Committee “New Hall Steering Group”

held on Wednesday 11th September 2019 at 7.30pm in the Ashburnham Sports Pavilion

Members present: Cllrs Zoe O’Sullivan and Richard White (Chairman).
Co-opted members: Keith Finch, Nick Heasman, Clive O’Sullivan (Vice Chairman)

Members absent: Cllr Ron King,

In attendance: Brian Holdstock, Clerk to the Council

1. Apologies for absence

Apologies for absence have been received from Cllr Ron King.

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 Wednesday 7th August 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

Funds raised from plant sale, VMCC catering and Country Fair £5,320

Balance of funds held £12,760

Fund raising to date £21,450

5.2 Short term liabilities

Pump House Designs have completed stage 1 of their fee proposal dated 22nd June 2017 having reached the stage where drawings are ready for submission for building regulations approval. They are, therefore, entitled to the balance of stage 1, i.e. £800 plus vat (**Action: Clerk**)

Pump House Designs are now embarking on the second phase which is to prepare working drawings and a bespoke specification. The Fee is £3,000 plus vat. (**Action: Clerk to confirm with Pump House Designs**).

5.3 Bids for funding

Advice has been received today from AiRS Community Buildings Advisory Service regarding potential sources of funds. It was pointed out that tenders are often only valid for a limited period and potential suppliers need to be managed in terms of their expectations of a response. After discussion, members proposed that the most favourable bids should be acknowledged in terms of stating that the bid’s success means only that they become the preferred supplier and will be asked to update their figures in due course. (**Action: Clerk to identify funders**).

6. Planning & Design

6.1 Planning authority

The first comments from RDC have been received in response to the application for discharge of conditions. RDC have rejected the cladding and require wooden cladding and they have

resisted a mixture of tiles preferring the same tile selected from the Developer Range submitted. They have also requested more details of the proposed exterior lighting scheme.

The committee decided to pursue the mixed tiles approach and resolved to obtain a quantity of tiles from the Developer Range sufficient to make up two samples each of 1 sq m. One would be mixed and the other all the same. The planning officer will be requested to visit the site to look at the context (she has commented on the need to be sympathetic with the 'nearby listed building'). **(Action: Richard White, Clive O'Sullivan and Pump House Designs).**

Pump House will be requested to add more detail to the lighting drawing and will be asked to give guidance on what level of detail is now required. **(Action: Clive O'Sullivan).**

The committee discussed the options regarding the appointment of a building surveyor to oversee compliance with building regulations and resolved to use an independent contractor rather than the local authority. The committee resolved that the building regs application be developed in two stages – first the shell and then the fitting out. **(Action: Clive O'Sullivan and Pump House Designs).**

6.2 Design and specification

Steel frame – Messrs O'Sullivan and White have visited Wealden AM for discussion and asked them to liaise closely with Pump House Designs to integrate their work with the building regulations application. The Finished Floor Level has not been specified anywhere on drawings to date and this needs to be determined by site survey. At survey the aim will be to minimise waste removal from site, for example by setting an appropriate level for the car park. **(Action: Clive O'Sullivan and Wealden AM)**

Stage lighting – Keith Finch has visited Herstmonceux Village Hall and will develop detail on ideas for lighting based on, a) lighting from the sides and rear only avoiding a fixed overhead gantry, and b) a form of gantry which can be lowered to the ground for major fixing and then hoisted to position where only final focusing would be required. **(Action: Keith Finch to develop submission for incorporation into building regs approval)**

Heating - Clive O'Sullivan has asked Ishtavan to price some proposals. It was noted that the ground source heat pump need not be based on an array across an area of ground but could equally be from a bore hole. **(Action: Clive O'Sullivan to develop submission for incorporation into building regs approval).**

Kitchen design – Nick Heasman has obtained details of a kitchen design of similar size and task. This cost £21,000 in 2006.

Keith Finch has taken advice from a local authority kitchen inspector who knows our village hall and who has advised on non slip flooring among other things. It was agreed that a non slip resin based floor (similar to the village hall toilets) is required. **(Action: Nick Heasman and Keith Finch to develop submission for incorporation into building regs approval).**

7. Construction

7.1 Tenders

The committee resolved to recommend to the parish council that a twin track approach be taken to ensure competitiveness. One track will be the selection of individual trades using preferred local suppliers. The other track will be to seek a tender from a supplier who would take overall responsibility for the contract. This track would not be a classic turn key approach as the steel frame from Wealden AM would be a given. In fact, the committee felt that Wealden AM should be given the opportunity of tendering for the whole contract if they wished. **(Action: Clerk to take to the parish council)**

7.2 On site storage

The committee resolved to recommend to the parish council that a shipping container be purchased and sited adjacent to the entrance. In the fullness of time this might be removed when no longer required and replaced with something more suitable for storing the cricket club's gang mower and powered roller, e.g. a cart lodge.

A second hand shipping container is currently available for £1,500 and Nick Heasman confirmed that this is the right price having recently purchased one for Ashburnham Place.
(Action: Clerk to take to the parish council).

8. Commissioning and handover

8.1 Landlord

A draft of a new lease is still awaited. **(Action: Clerk to seek an update)**

8.2 Parish Council

No discussion of this item took place. **(Action: Clive O'Sullivan to make a proposal)**

9. Date of Next Meeting

Wednesday 23rd October at 7.30pm in the Ashburnham sports pavilion

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Signed (Chair)

Date