
**Minutes of the Advisory Committee “New Hall Steering Group”
held on Wednesday 23rd October 2019 at 7.30pm in the Ashburnham Sports Pavilion**

- Members present:** Cllr Zoe O’Sullivan
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

The meeting was chaired by the Vice Chairman.

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 11th September 2019 were circulated with the agenda. On the motion of the Vice Chairman 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 are now embarking on the design second phase which is to prepare working drawings and a bespoke specification. The agreed fee is £3,000 plus vat.

Building Regulations approval will be applied for in the next few months. A recent quote from a private sector supplier was £2,135 plus vat.

5.3 Bids for funding

The clerk advised that initial contact has been made with a local professional fund raiser who has offered to assist with a little pro bono work plus some work remunerated on a percentage of the funds raised. (**Action clerk:** to continue dialogue).

Members asked if the interest rates at the Public Works Loan Board website could be tracked. (**Action clerk:** to start tracking and report to next meeting).

6. Planning & Design

6.1 Planning authority

The application for discharge of conditions based on a concrete based cladding and a mixture of clay tile colours has been rejected. Cllr O’Sullivan reported on a dialogue she has

orchestrated with the planning officer but even after escalating it to the planning officer's manager there was no movement. RDC are adamant that the cladding must be timber and that the tiles must all be the same colour citing the need to preserve the visual integrity of the AONB rather than the proximity of a listed building.

Committee members discussed options which are broadly between accepting the RDC position or pursuing the application with the intent to go to appeal when it is refused. Members resolved to leave it to the parish council to make the decision but, having regard to the range of concessions and amendments already granted, came to the consensus view that it may be best to bank the wins to date and accept the RDC decision. (**Action clerk:** will report to the parish council).

6.2 Design and specification

Steel Frame – Clive O'Sullivan reported on various discussions with Wealden AM including a request to make provision for fixing a number of oak beams at high level to provide a visual signature for the interior.

Clive also reported that Wealden AM have conducted site surveys to determine finished floor level and have done so in a way which optimises soil redistribution and obviates the need for disposal off site. WAM will now liaise with Pump House Design to integrate their calculations with the Pump House master drawings. (**Action Clive:** to ensure the liaison proceeds in a timely manner).

Finally, Clive reported that he had drawn Wealden AM's attention to the fact that some vertical supports for the steel frame are now located in the centre of windows. This is probably a by-product of the change in pitch of the roof which was introduced during the development of the design. This conflict is thought to be best resolved during construction but either changes to window design or location could be involved.

Stage lighting – discussions with Wealden AM indicate that there are no issues regarding the steel frame.

Heating - Clive reported that further investigation is needed as an air source rather than a ground source heat pump may be preferable. Istvan is doing more research and will report back. (**Action Clive:** pursue and report back).

Kitchen design – Nick Heasman will continue to work with external advisors in order to firm up a proposal for trade-level drawings to be prepared. (**Action Nick Heasman:** continue to develop spec.)

Stage – carry forward; more work needed. (**Action Keith Finch:** liaise with Clive as necessary regarding steel frame and develop spec for trade level drawings).

7. Construction

7.1 Tenders

Members took the view that the parish council and not Pump House Design should be the body inviting tenders.

The timing of invitations to tender should be guided by the requirements of the bidding for funding process (**Action clerk:** will seek advice from professional fund raiser and AiRS CBAS).

7.2 Suppliers

The clerk reported that the recent minuted confirmation by the parish council that all supply contracts must be open to competitive tender has been drawn to the attention of suppliers including those potential suppliers already engaging with the project including Wealden AM.

7.3 Entrance widening

The first phase from the highway to the existing entrance gate is finished. Plans are needed to complete the work. **(Action Richard White)**

7.4 On site storage

The shipping container is in position but further work on its site is waiting on the entrance widening. **(Action Richard White)**

8. Commissioning and handover

8.1 Landlord

Strutt & Parker, the agents for the landlord, have table Heads of Terms for a new lease. These will be discussed by a joint meeting of parish councillors and trustees of the Ashburnham and Penhurst Community Centre at a meeting on 6th November 2019.

9. Date of Next Meeting

The next meeting of the committee will be on Wednesday 15th January 2020 at 7.30pm in the Ashburnham sports pavilion.

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Signed (Chair)

Date