
**Minutes of the Advisory Committee “New Hall Steering Group”
held on Wednesday 15th January 2020 at 7.30pm in the Ashburnham Sports Pavilion**

- Members present:** Cllrs Ron King and Zoe O’Sullivan
Co-opted members: Keith Finch, Nick Heasman and Clive O’Sullivan (Vice Chairman)
- Members absent:** Cllr Richard White (Chairman)
- In attendance:** Brian Holdstock, Clerk to the Council, Nicky Bishop (until co-opted)

The meeting was chaired by the Vice Chairman

1) Apologies for absence

Apologies for absence have been received from Cllr Richard 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 Wednesday 23rd October 2019 were circulated with the agenda. On the motion of the Vice-Chairman the minutes were adopted without amendment and signed by him.

5) Project Control

a) Committee co-optees

- i) On the motion of Cllr King, seconded by Cllr O’Sullivan members resolved to co-opt Nicky Bishop to the committee.
- ii) The committee took the view that anyone with skills relevant to the project or stages of the project should be asked to join the committee as co-optees and that everyone so co-opted should feel free to attend meetings or not according to the business of the meeting. In other words, not everyone constituted as a co-opted member of the committee is expected to be present every time provided that sufficient advance notice is given of the business of the meeting.

b) Time frame

An updated time frame chart, circulated previously and attached to these minutes, was tabled and duly noted.

c) Cost Control Chart

An updated cost control chart, circulated previously and attached to these minutes, was tabled and duly noted.

6) Finance

a) Cash in hand (at Appeal Fund)

Balance of funds held £9,760

(after having donated £3,000 to the parish council new hall reserve on 12 November 2019).

Village fund raising to date £21,450.

b) Short term liabilities (Parish Council)

- i) Legal fees for new lease £3,000

- ii) Remaining entrance widening works £2,000
- iii) Building Control £1100
- iv) Construction of partial foundations £1500
- v) VAT on the above £1300

c) Bids for funding

At the request of members at the previous meeting the clerk reported on movements of interest rates charged by the Public Works Loan Board (PWLB). The 50 year loan rate (annuity method) on 3rd January 2020 was 3.23%. Since 2015 at the time of the village referendum the rate has varied between a brief low of 2.95% and a high of 3.29%.

In 2015 the referendum ballot paper cited a borrowing ceiling in terms of the charge to a Band E household of £3.50 per month for repayments to the PWLB. This would permit borrowings of approximately £163,000.

7) Planning & Design

a) Planning authority

- i) Members were pleased to note that Condition 4 of the planning permission (roof tiles, cladding and brickwork) has been discharged.
- ii) Members were informed that Condition 7 (exterior lighting) has not been discharged. A revised application has been submitted agreeing to all the requested amendments apart from the pathway lighting. A sample of this has been submitted with a request for reconsideration.

b) Design and specification

- i) Interior - provision of stage: Members of PANTS have been given a demonstration of a stage which can be folded away after use.

8) Construction

a) Tenders

Nothing to report

b) Suppliers

- i) Electrical contractors: Keith Finch tabled the names of electrical contractors who he considered suitable.
They are N. Smith Electrical Ltd, Bexhill Electrical Ltd and CB Electrical Contractors (SE) Ltd.. After discussion the committee decided to recommend to the parish council that they be added to the tender list. **(Action Clerk: take to parish council)**
Nicky Bishop asked if G M Monk could be considered and Nick Heasman suggested asking Wealden Agricultural if they had any electrical contractors they could recommend. **(Action Clerk: pursue suggestions and report back).**
- ii) Sackville Plant Hire Ltd (Jason Fieldwick) has been confirmed by the parish council as contractor for construction of partial foundations prior to the deadline of 17 Feb 2020.

c) Imminent works

- i) **Partial foundations:** The Vice-Chairman reported that Pump House still need some detail from Wealden Agricultural before drawings can be mailed to Sackville Plant Hire. He also reported that Wealden AM will set out the site including levels and will insert the fixing bolts into the concrete. **(Action Clive O'Sullivan: liaise with Pump House, Wealden and Sackville)**
- ii) **Tree protection:** Arrangements for tree root protection area marking before the planning deadline of 17th February 2020 were discussed. With regard to tree protection the Vice-Chairman alerted the committee to the fact that spoil from the entrance widening has been left covering a part of the root area of tree T1 and that it will have to be moved as soon as practicable. **(Action Clerk and Clive O'Sullivan: find a resolution after consultation).**
- iii) **Entrance widening:** Yet to be completed but Ash Plant Hire (Ian Roberts) have indicated they will be on site to install the steel uprights during week commencing Mon

20 January. This will enable the gates to be hung and the ranch style fencing (one side incorporating a pedestrian gate) to be installed. Ash Plant Hire will fabricate the up-and-over height restriction barrier on site. **(Action Clive O’Sullivan: to supervise as appropriate liaising with Ash Plant Hire and R&M Fencing.)**

Separately, a reminder has been received from East Sussex Highways that the license for the pavement crossing will expire in one month unless either renewed or the work completed. Given that the work was completed some months ago it appears that East Sussex Highway have not been informed. **(Action Cllr Richard White: liaise with Hailsham Roadways and ESxH)**

9) Commissioning and handover

a) Landlord

The Clerk informed the committee that a new lease has been agreed with the trustees of the Ashburnham Estate and the document is being prepared by Adams & Remer. The plan remains that the new lease be signed before construction of partial foundations. **(Action Clerk and PC Chairman: liaise with Strutt & Parker to ensure compliance.)**

b) Parish Council

The Clerk informed the committee that the trustees of the Ashburnham Estate wish to retain their direct contact with the parish council but have no objection to the council delegating the operation of the playing field and new village hall to the new CIO charity, The Ashburnham & Penhurst Community Centre. Therefore, a management contract will have to be developed. **(Action Clerk: consult AiRS Community Buildings Advisory Service for models and templates of management contracts.)**

10) Date of Next Meeting

Wednesday 11th March at 7.30pm in the Ashburnham sports pavilion

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Signed (Chair)

Date