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**Minutes of the Advisory Committee “New Hall Steering Group”  
held on Wednesday 1st July at 7.30pm in the Ashburnham Village Hall**

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

**Members absent:** None

**In attendance:** Brian Holdstock, Clerk to the Council

**1) Apologies for absence**

None

**2) Disclosures of interest**

None

**3) Additional agenda items**

None

**4) Adoption of Minutes**

The minutes of the Committee Meeting held on 11th March 2020 were circulated with the agenda. On the motion of the Chairman the minutes were adopted without amendment.

**5) Project Control**

a) Cost control chart - no costs have been incurred since the last publication of the chart. The chart will need simplifying before its next iteration which will be after more information is to hand about construction costs.

**6) Finance**

a) Cash in hand held in Appeal Fund

Funds raised to date £21,780

Balance of funds in hand £3,764

b) Short term liabilities

i) Legal fees for new lease £1,500 (est) plus VAT

ii) Remaining entrance widening £730 (est) plus VAT

c) Bids for funding

i) David Axford, a professional fund raiser living and working locally, doubted whether a village the size of Ashburnham would be able to successfully bid for funds in excess of £200k. As he works on commission only, his judgement as to the likely chances of success dictate whether or not he will take on a project.

ii) In addition to bidding for funds, David Axford writes business plans and conducts consultation exercises. In both areas his experience is that it is almost always possible to obtain grants for the costs of these exercises.

## 7) Planning & Design

### a) Planning authority

- i) The clerk reported that he has revisited the planning permission conditions relating to the entrance widening, but could find no connection between it and the car parking and therefore suggested that the highway authority has no jurisdiction over it and should not use it as grounds for withholding approval and signing off of the entrance widening works.

### b) Design and specification

- i) Clive O'Sullivan reported that Simon Kenny, the structural engineer retained by Wealden AM, has produced new drawings showing a side view and has made some appropriate changes amending some steel dimensions and purlins. Some of these changes affect the underside of finished panels visible in the ceiling and result in more timber showing creating the appearance of a barn. Any remaining steels will be encased in timber. Revised drawings will be sent to Pump House Designs.
- ii) Rob Kendal, Wealden AM, has requested another meeting to clear up some loose ends plus a meeting with Pump House. Following this meeting he will be able to produce a price for a fully watertight structure to which we add-on plumbing, electrics, kitchens and all other elements. (**Action: Richard White and Clive O'Sullivan** to monitor progress with a target delivery date of the promised quotation by the end of August 2020.)
- iii) The Chairman suggested that additional effort is now needed to make sure that the other costs needed to build a full picture of project costs are to hand within the same time frame as the Wealden AM quote.
  - (1) Nicky Bishop asked how the kitchen design will proceed. Discussion followed about how the requirement should be determined, i.e. either in terms of production output required from the kitchen or in terms of a list of major elements required to be incorporated. The Chairman declared that consultation on the kitchen needed to embrace all stakeholders in order to get buy in to the project. (**Action: Nicky Bishop** to retrieve earlier consultations with principle kitchen users and make them available to Clive. **Action: Clive O'Sullivan** to coordinate and consolidate inputs to the design and feed them to the kitchen designer.)
  - (2) Electrical designs are to maintain a separation between stage and theatrical requirements and all other elements. (**Action: Keith Finch** to determine the stage and theatrical requirements.)
  - (3) Flooring design and hence finished floor level is the key determinant of the height of the building. Clive O'Sullivan repeated his proposal for a polished screeded floor with underfloor heating below. Nicky Bishop expressed some surprise and questioned why timber was not considered. (**Action: Clive O'Sullivan** to obtain samples of the polished screeded floor and to identify sites where it is installed so that committee members may visit.)

## 8) Construction

- a) No new information

## 9) Commissioning and handover

### a) Landlord

The parish council has received a further draft of the new lease and has responded to it with some further requests for changes. The committee noted that the requested changes, while few in number, are significant and require some new thinking on the part of the landlord. Members discussed scenarios in which no agreement between the parish council and the landlord is achieved in the near future.

- b) Parish Council  
No further report

**10) Date of Next Meeting**

Wednesday 19th August 2020 at 7.30pm in the Ashburnham sports pavilion

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Signed (Chair)

Date .....