

---

**Minutes of the Advisory Committee “New Hall Steering Group”  
held on Tuesday 22nd June 2021 at 7.30pm in the Ashburnham Sports Pavilion**

**Members present:** Cllrs Zoe O’Sullivan and Richard White (Chairman)  
Co-opted members: Nicky Bishop, Keith Finch, and Clive O’Sullivan (Vice Chairman)

**Members absent:** Cllr Ron King, Nick Heasman

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

**1) Apologies for absence**

None

**2) Disclosures of interest**

No interests were declared.

**3) Additional agenda items**

5) Fund raising

**4) Adoption of Minutes**

The minutes of the Committee Meeting held on 9th September 2020 were circulated with the agenda. On the motion of the Chairman the minutes were adopted without amendment and signed by him.

**5) Project finance**

a) Fund raising options

- i) Fund raising activity could be placed on hold until the full project costs are known.
- ii) Funds raising targets could be in successive stages starting with the construction of a watertight building and following with various fitting out and completion stages.

b) Borrowing

More information is needed about the process for borrowing from the Public Works Loan Board. The clerk advised that in principle a Borrowing Approval Letter must be obtained from the Secretary of State and that the application process starts with an approach to the county association of the Local Government Association. Evidence of public support for the project and in particular for an increase in the precept to repay the loan will be needed, but the nature of the evidence needs further research. (*Action: Clerk to circulate Guidance Note from NALC.*)

c) Grants and awards

The Chairman advised that within the National Lottery funding schemes, it is the Community Fund which applies and within that the Bringing People Together fund.

d) Communications

Given the long time lapse since the last public statement (due to the Covid-19 pandemic putting everything on hold for more than a year), members felt that a statement of commitment to the project from the Parish Council in the parish magazine would be helpful. The earliest this could now appear would be in September and the Council would need to approve this at its 28 July 2021 meeting.

**6) Projects costs**

- a) Members noted the parish council's decision at the end of May 2021 to pause further public consultation until a more accurate estimate of the total project cost is to hand and that the target date for achieving this is six months.
- b) Members noted that the latest guide from Wealden AM for a watertight building, but without windows or doors and with only an unfinished surface to the car park, stands at £406,080. Members agreed to break the remaining project costs into the following areas and to allocate responsibilities for developing their costs as follows:
  - i) Windows and doors. An existing quote is on file which only needs updating. **(Action: Clive O'Sullivan to contact supplier.)**
  - ii) Top surface of the car park. Members still need to view an installation and determine the supplier. **(Action: Chairman)**
  - iii) Plumbing and sanitary ware including toilets. Clive O'Sullivan proposed that Istvan Zicks (Green Planet Plumbing and Heating, Ticehurst) be consulted for a design proposal. **(Action: Clive O'Sullivan)**
  - iv) Heating and Ventilating. Clive O'Sullivan proposed that Istvan Zicks (Green Planet Plumbing and Heating, Robertsbridge) be consulted for a design proposal. **(Action: Clive O'Sullivan)**
  - v) Lighting and Power. Members felt that a contractor with experience of village hall construction or refurbishment projects would be most appropriate. **(Action: Keith Finch to research suitable suppliers.)**
  - vi) Floors. The floor slab will need finishing and a dense polished screed containing under floor heating coils is desirable. **(Action: Clive O'Sullivan to press Wealden AM for a site to view containing an appropriate finish.)**
  - vii) Kitchen. A layout has been prepared by Nick Heasman in consultation with the head chef at Ashburnham Place and a guide price was estimated which needs updating. **(Action: Nick Heasman.)**
  - viii) Internal finish. This topic includes the specification for the internal wall cladding and the painting and decorating. **(Action: not allocated.)**

**7) Date of Next Meeting**

Tuesday 27th July at 7.30pm in the Ashburnham sports pavilion

..... Date .....

Signed (Chair)