
**Minutes of the Advisory Committee “New Hall Steering Group”
held on Thursday 13th January 2022 at 7.30pm in the Ashburnham Sports Pavilion**

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

In attendance: Brian Holdstock, Clerk to the Council,

1) Apologies for absence

Apologies for absence have been received from Cllr Chris Sinden

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 2nd December 2021 were circulated with the agenda. On the motion of the Chairman the minutes were adopted without amendment and signed by him.

5) Bidding for funds

- a) Cllr Chris Sinden has emailed a report on his action to make contact with organisers of recent events to capture information about attendance numbers and to try and recruit organisers to join a group willing to help with event organising for the Platinum celebrations.
The events or groups contacted reported attendance as follows: bonfire night estimated at 200, Remembrance Sunday 95, W.I. about 10 members monthly, PANTS 35 - 40 members plus total audiences of 300/350, Coffee Stop 30 people monthly, Art Club 6 or 7 members weekly, table tennis 7 people weekly, Fay’s lunches 26 people monthly.
No volunteers came forward to help with fund raising (though whether for Platinum Jubilee or new hall was not reported).
- b) The committee agreed that it is now time to make initial contact with Charity Mentors Sussex, the CIO based in Uckfield whose role is to provide mentoring to those in leadership roles in the voluntary sector. This includes those leading a fund raising project
Action: Jay Ashworth will make the initial contact for an assessment of our readiness to proceed.
- c) Actions carried forward -
Action: Nicky Bishop will research demographic information about residents of the parishes.
- d) **Action: Nicky Bishop with others will prepare a draft of a vision for a community ‘hub’**

6) Design and construction

- a) ‘Good enough’ costs.
The following actions from the last meeting were reported as follows -
 - i) Electrics - Keith Finch
General lighting lux levels for village halls has been identified which is the first stage in the specification process. Clive O’Sullivan suggested that specification be broadly divided between general lighting levels first and, later, special activity lighting for PANTS and other activities. It was noted that there exists already a 3-phase supply to the site.
It was agreed after discussion that it would be prudent to consider employing a lighting

engineer to advise.

Action: Keith Finch to identify a suitably qualified and experienced lighting engineer and identify the costs of retaining him or her for the purpose of developing the electrical spec.

ii) Kitchen fit out - Nick Heasman

Nick is in contact with a very experienced and helpful commercial kitchen designer who asked all the right questions before venturing a ball park figure. His brief was to envision a kitchen capable of catering for anything from 50-100 people. Discussions ranged through plate warmers, pros and cons of induction versus non induction ovens and hobs, extraction, in and out ventilation and dishwashers. The broad figure we are advised to have in mind is £50k - £70k. There would be no fee charged for working up a spec with the proviso that the spec remains confidential and is not revealed to others wishing to tender, i.e. each tenderer must develop their own proposals.

Action: on the basis of the first discussion, Nick Heasman will make further contact (copy to Clive) and provide the dimensions for the kitchen space and work up the spec in more detail.

7) Village Fund raising

- a) Queen's Platinum Jubilee - Chris Sinden has booked a band (spin off from the Catsfield Steamers) for an event on 4th June.

Chris Sinden has also booked a marquee with The Main Event and the deposit has been paid.

Action: clerk to check that cricket club are aware that there can be no cricket the weekend of Sat 4th and Sun 5th June 2022.

- b) Coffee Morning - a coffee morning, organised by M.I., will be held on Saturday 26th February 2022 as a launch pad for the Jubilee Celebrations.

Action: Clerk to contact Gill Ratcliffe and make a booking option for the village hall. In February the weather may or may not be suitable for the event to be at the pavilion.

- c) The Vintage Motor Cycle Club have made a provisional booking for their bike show and concours on Saturday 9th July.

Action: Clerk to check if the VMCC would like the same catering operation, mounted by village volunteers, as before.

- d) The Clerk reported on a cold call email from Applause, an Arts Council England National Portfolio Organisation who exist to take culture directly to communities across Kent, East and West Sussex. They commission and tour high-quality shows to village halls, fetes, libraries, festivals, community centres and much more.

Action: Clerk to contact and see what options are available for the evening of Saturday 30th July (after the Country Fair and Flower Show).

8) Date of Next Meeting

Thursday 17th March 2022 at 7.30pm in the Ashburnham sports pavilion

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Signed (Chair)

Date