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**Minutes of the Advisory Committee “New Hall Steering Group”**

**held on Thursday 15th September 2022 at 7.30pm in the Ashburnham Sports Pavilion**

**Members present:** Cllrs Jay Ashworth, Ron King, Chris Sinden and Richard White (Chairman)  
Co-opted members: Nicky Bishop, Keith Finch and Clive O’Sullivan (Vice Chairman)

**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**

None

**4) Adoption of Minutes**

The minutes of the Committee Meeting held on 14th July 2022 were circulated with the agenda. On the motion of the Chairman the minutes were adopted without amendment and signed by him.

**5) Fund raising - bidding**

- a) Sussex Mentors - Cllr Jay Ashworth reported that since the last committee meeting she has had a second meeting with the mentor provided by Sussex Mentors. The outcome is that she is now putting in place key elements of a communications strategy for taking the project forward.  
Advice is to maximise use of the village website to promote events and seek to get higher visibility for the new village hall. In parallel, she is making sure there is some item about the new hall in every edition of the parish magazine.  
At the Country Fair there was a questionnaire circulated seeking to obtain opinions relevant to a new venue.
- b) Time sheets – Cllr Ashworth asked everyone to start keeping a note of hours spent on the project as, for many funders, it can provide evidence that can be monetised as matched funding. She will prepare a time sheet template and circulate it. Time spent preparing fund raising events qualifies even though time at the event may not. The Clerk will keep a record of time spent at committee meetings.

**6) Design and construction**

- a) The Clerk reported that, as tasked at the last meeting, he had tried to contact professional design engineers with respect to lighting design, but that the contact he made was with a firm of M & E (Mechanical & Electrical) consulting engineers, IWA. They cover the whole range of M&E services but would generally work with the client’s architect and other members of the professional team. The Clerk felt that IWA were not appropriate for our needs at this stage and conferred with Pump House Design for advice. He learned that Pump House operate two separate halves of the business and the half with whom we have not dealt are specialists on all aspects of interior design. This includes technical specifications for most M&E elements. They have recently advised that they do have capacity to take on new business.
- b) Clive O’Sullivan was also tasked at the last meeting with seeking professional electrical design services and has had a productive conversation with G M Monk who are also in the market for new business including design.

- c) The committee view was that it was good to have more than one option in this area. The committee resolved to task the Chairman and Clive to meet both G M Monk and Pump House and evaluate their respective offers and report back to the next committee within eight weeks. One question the committee has is whether Monk would take on an electrical design role within a wider remit of Pump House or, on the other hand, if Monk would tender against a Pump House specification.
- d) Clive O'Sullivan reported that Rob Kendall, Wealden A.M., is still revising costings although has been preoccupied of late with other matters. However, Wealden have generated a 3-D representation of the new hall in situ on the playing field and this was shown to the committee. The committee felt that it was a dramatic image lending an element of realism which the scale model is unable to do. The committee supported Cllr Ashworth's view that the release of the image not only needs the consent of Wealden, but that it should also form part of an element of the communications strategy so that its release constitutes a significant moment.

## 7) Village Fund Raising

- a) Nicky Bishop was tasked at a recent meeting with listing all the fund raising ideas generated during brain storming sessions. She compiled a list of some 25 items which was circulated to committee members by email before the meeting.
- b) A number of these were developed below in more detail, but she also proposed one additional item, namely a Garage Sale at her house prior to her relocation. In addition to her own items, there are items left over from Country Fair bric-a-brac stalls which are now in store at Hill Farm and people can also be asked to contribute items for sale with the proceeds going to the new village hall. On a practical note, donors of goods are to be asked to undertake to repossess their items if they do not sell. A date was agreed as Saturday morning of 29<sup>th</sup> October at Street Cottage, Brownbread Street. Jay will ensure that publicity is in the October edition of the parish magazine. Departments of the sale will include Tools, Kitchen and Garden.
- c) An Art Fair was discussed at the last meeting and Cllr Ron King agreed to take the lead on organising an event. Cllr Ashworth reported that Andy Proudfoot, joint CEO at Ashburnham Place, has agreed to them acting as a host venue. Members felt that such an event should be a winter event and that a small scale event should be held this year in one of our own venues with a view to scaling up to Ashburnham Place in November 2023. Ron King will speak to interested parties including the Art Group who meet weekly in the pavilion. After further discussion it was agreed to combine an arts event with a Coffee Morning on 19<sup>th</sup> November 2022 at the Village Hall. The art exhibition will be in the main hall and the catering operation in the small room. Local artists will be contacted and asked to show their work either as display or for sale with a percentage going to the new hall fund.
- d) Cllr Chris Sinden led a discussion on a half marathon but cautioned that the event barely breaks even and that any fund raising relies on an accompanying catering operation. He recommended taking advice from Katy Andrew who organises a pro half marathon in aid of the Out of the Blue charity. He also proposed that any half marathon should be centred on Ashburnham Place.
- e) The Chairman suggested that effort needs to be made to resurrect the annual Ride & Walk which was always a huge fund raiser. Although Sue Sibbering and Colin Baker retired from organising it after 25 years, they are very much available for advice. People active in the equine world, such as Gemma Joyce and Jenny Miles, need to be approached as a start. The most suitable time is probably late August when the ground is dry and clear of crops. The committee noted that one of the merits of this event as a fund raiser is that it is money coming in from outside the village.
- f) The Chairman noted that a Quiz Night with supper at the village hall used to be a popular event and one could be organised at a time in the month when it fell midway between the monthly quiz night at The Ash Tree Inn. A target date was suggested of Saturday 18<sup>th</sup>

February 2023. Jay Ashworth can make sure it features prominently as part of a program of social events.

- g) Committee members discussed reviving the 100 Club where players subscribed £24 per year to participate in a monthly draw where 50% of the funds were the prize money with the balance being fund raising. There was speculation as to who might lead it forward and the Chairman agreed to approach Lila Bousba as, by common consent, she has proved to be successful at similar fund raising such as raffles.

Clive O'Sullivan suggested exploring use of a variation of the online ticketing app used to sell tickets for Platinum Jubilee events. He also suggested that thought needs to be given to the way the draw is conducted given that some players will only recently have joined. He further questioned if it needed to be restricted to 100 players and suggested promoting it as a Christmas gift idea.

The Clerk undertook to investigate the lottery and gaming regulations to make sure we are in compliance.

- h) Other ideas parked for now are a mediaeval banquet, an auction of promises and a kids show in a marquee.

**8) Date of Next Meeting**

Agreed as Thursday 3<sup>rd</sup> November 2022 at 7.30pm in the Ashburnham sports pavilion. s

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Signed (Chair)

Date .....