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**Minutes of the Advisory Committee “New Hall Steering Group”  
held on Wednesday 16th November 2022 at 7.40pm in the Village Hall**

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

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

**1) Apologies for absence**

Nicky Bishop, Cllrs Jay Ashworth, 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 15<sup>th</sup> September 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**

Nothing to report

**6) Design and construction**

- a) Clive O’Sullivan and Richard White have met with designers at Pump House Design who have responded with the following proposal –
  - i) Prepare lighting and electrical layouts, to include general specifications of lights which can be interpreted for costing purposes but will be subject to client approval with the chosen contractor. Drawings are to include decorative lighting, emergency lighting and low-level power requirements throughout. Once drawings are approved we can obtain a quote from our recommended electrical contractor - £925 +VAT.
  - ii) Prepare a mood board / ideas for the W.C’s including finishes, sanitaryware and fittings - £350 + VAT.
- b) Members discussed the quotation for lighting and low-level power and noted that the parish council is not precluded from obtaining tenders from other suppliers. On the motion of the Chairman members were unanimous in recommending to the parish council that the quote be accepted and an order be placed with Pump House.
- c) Members discussed the proposal for a mood board and concluded that without it they would struggle to put ideas down on paper to start discussions with potential suppliers. However, there were some reservations about the content and coverage of the proposal. Members do recommend that the parish council approves the spend of £350+vat but would like the room to negotiate further with Pump House about the content and coverage of the work.
- d) Cllr King requested that flexibility of the electrical system accommodate multiple uses of some areas. Specifically storage areas which might be pressed into service for more operational uses

**7) Village Fund Raising**

- a) The village bonfire raised £213.50.
- b) A quiz night at the village hall is planned for February or March.
- c) Nicky Bishop still hopes to have a garage sale.

**8) Any other business**

- a) Members discussed the timetable of events between now and the annual parish meeting at the end of April 2023 when it might be expected that there will be close questioning from the floor about progress in the last twelve months.

It was posited that if the order to proceed can be given to Pump House by the end of November, then their response will be received by 1<sup>st</sup> January 2023. That allows three clear months for ascertaining whether or not the necessary finance can be secured.

**9) Date of Next Meeting**

Agreed as Wednesday 8<sup>th</sup> February 2023 at 7.30pm in the Ashburnham sports pavilion.

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Signed (Chair)

Date .....