



DRAFT MINUTES OF THE MEETING of the Community Centre Advisory Committee
Held in Hadlow Down Village Hall, Hadlow Down
at 7pm on 10th October 2023

Present: Cllr Michael Lunn (ML) Chair, Cllr Peter Weston (PW), Bob Lake (BL), Fiona Shafer (FS) and Sandra Richards (SR).

In attendance: Vicki Rutt (Clerk) and 2 members of the public.

ML welcomed everyone to the meeting. He explained this is a new meeting to ensure the new community centre proposals have the appropriate time and scrutiny spent on it but does not prolong the monthly Parish Council meetings. All the Advisory Committee meetings will be managed by the Chair and Clerk and will abide by the Standing Orders agreed by the Parish Council. No decisions will be made by the advisory committee, only recommendations put to the main Parish Council. The Committee will have local government powers to exclude Members of the public or press under Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of any confidential business to be transacted. ML assured members that this committee will not duplicate work already happening by Hadlow Down Community Centre Committee [HDCC], which is led by BL.

1. PUBLIC QUESTIONS

A resident has liaised with the Village Hall Chairman, and it has been agreed that they do not feel they need representation on this Committee but are happy to be contacted at any time regarding any points and how to move forward in the future. ML thanked the MOP for that confirmation and it is likely that the Advisory Committee may need information at some stage.

2. APPOINT CHAIRMAN

Cllr Weston proposed Cllr Lunn as Chairman. All members agreed.

3. APOLOGIES

Apologies received from Cllr Damon Wellman.

4. DECLARATIONS OF INTEREST

There were no declarations of interest. ML said that it is advisable that non councillors of the committee also to declare any interests to ensure transparency and accountability.

5. CONFIRM RECOMMENDATIONS FOR MEMBERSHIP

ML went through who has been appointed to the Committee and why. All members were asked if anyone else should be part of the Committee. BL suggested a gentleman who has funding skills and who may be keen. BL will liaise with him and then make introductions to ML and the Clerk. **Action 1.**

6. DISCUSS TERMS OF REFERENCE

The draft terms of reference were discussed and agreed by the Committee. They will now be recommended to the Parish Council for approval at their next meeting on the 7th November. **Rec 1.**

7. CONFIRMATION OF CURRENT STATUS OF PLANNING FOR NEW COMMUNITY CENTRE, PLANNING CONDITIONS AND DEADLINES

ML asked BL for an update on the planning application and the discharging of the conditions. BL confirmed that planning expires on the 28th June 2024. The HDCC are looking at the conditions of which there are 8, the real issue is the drainage system and building regulations. Extant planning permission is required, which the PC need to agree but are not in a position to do so as yet until further information is known. ML asked if HDCC know that the works proposed are enough to receive extant permission. BL stated that he has received confirmation that it will be but this is only verbally so he will get this in writing. **Action 2.** BL to send the proposed work details to the Clerk so she can also check with WDC that it is enough to secure extant permission. **Action 3.**

ML asked BL where he was with the business plan. BL confirmed this is being worked on and the proposal is to have a draft plan by December 2023. ML suggested that it would be useful for the advisory committee to review (in private session) if necessary to allow feedback before being made public.

SR asked questions regarding the conditions as many state that works can't be below ground level which is a concern. It was agreed that this needs to be looked at closely. It was decided that BL will formally look at each condition with the HDCC and report back to this Advisory Committee on where they are with each condition, and any additional actions and necessary timelines for discharge to Wealden District Council.

Action 4.

8. UNDERSTANDING OF SITE LOCATIONS, LEASES, DEED OF VARIATION AND PURCHASE CONDITIONS

ML stated that although we will not have all the answers for this meeting, discussions need to take place. ML's understanding is that the site location is straddling both the Upper and Lower Playing Field so therefore there are two land registry sites with individual numbers and existing leases. This was agreed by all members. SR explained that the upper playing field had a deed of variation placed onto it due to a charge by Sports England for a small square area in the middle of the land. It was agreed that a recommendation would be for the PC to agree that the new Clerk should do new registry searches on each both areas of land. **Rec 2.** Both ML and the Clerk are concerned that on the existing playing field committee lease, there is no mention of a new Community Centre so this needs looking into. FS is going to liaise with her members about this and will look through her paperwork and copies of lease.

Action 5. Clerk to send latest playing field committee lease to FS. **Action 6.**

9. SCOPE OF ISSUES TO BE DISCUSSED FOR FUTURE AGENDAS AND RECOMMENDATIONS TO PARISH COUNCIL

- It was agreed that the draft business plan by HDCC needs to come to this committee once finalised in December. It was agreed that this needs to be in place before permission is granted by the PC for any works to receive extant permission.
- ML raised the issues of building control application and detailed designs and who was being proposed for building control inspector. Building Control applications need to be approved before any works can be started. This would also include structural engineering report submitted alongside the building control application.
- ML raised some interesting questions raised by a resident that need to be considered and will form agenda items for the next meeting.
- SR asked BL if there is a strategy plan in place on where the funding is coming from and how it is going to be achieved. BL stated they have a list and they are looking into appointing a fundraising consultant. It was made clear that funding can't be progressed until all permissions are obtained from the Parish Council as they are the landowner and there are currently leaseholders on the land.
- A meeting is being held this week to better understand the drainage proposals for the works in order to receive extant permission.
- PW asked if all committee members could receive a copy of the lease, this was agreed, **linked to Action 6.**
- FS raised the large hole for the outlet pipe on the playing field boundary. ML confirmed that there is a meeting with a drainage engineer on Friday where it is hope proposals can be agreed but it unlikely to resolve matter prior to village bonfire night. BL indicated that the matter was discussed as part of the bonfire meeting and a marshall is being proposed to prevent people entering area.

10. AGREE NEXT MEETING DATE

Tuesday 21st November 2023 at 19:00.

The meeting closed at 20:00.

[Recommendations to Parish Council](#)

Rec 1 – HDPC to approve the TOR for the Community Centre Advisory Committee.

Rec 2 – HDPC to approve the Clerk requesting new registry searches on both the upper and lower playing fields.

Action Log

1	BL to liaise with interest potential member and introduce him to ML and Clerk	BL
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2	BL to get it in writing that the proposed works will be enough to obtain extant permission.	BL
3	BL to send info to Clerk so she can also get confirmation from WDC that extant permission, can be achieved with the proposed works.	BL / Clerk
4	BL and HDCC to report to the advisory committee on an update on each planning condition.	BL
5	FS to liaise with her committee members about the lease not mentioning a new community centre.	FS
6	Clerk to send out the latest lease to all committee members.	Clerk