



**DRAFT MINUTES OF THE MEETING of the Community Centre Advisory Committee**  
**Held in Hadlow Down Village Hall, Hadlow Down**  
at 7pm on 21<sup>st</sup> November 2023

**Present:** Cllr Michael Lunn (ML) Chair, Bob Lake (BL), Fiona Shafer (FS), Sandra Richards (SR) and Brian Mills [BM].

**In attendance:** Vicki Rutt (Clerk) and 1 member of the public.

**11. PUBLIC QUESTIONS**

A resident raised the point that the planning application is in the name of the Parish Council so they must lead by example and ensure the conditions are discharged. He explained that classes have changed so condition 20 now may fall to F2 which needs looking into. He asked that when the Parish Council looks at giving permission to do the works to obtain extant permission, bear in mind the possible implications that could be faced for the village i.e. the village hall will not be able to obtain grants if a new Community Centre is being built.

**12. APOLOGIES**

Apologies were received and accepted from Cllr Damon Wellman and Cllr Peter Weston.

**13. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**14. APPROVE MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> OCTOBER 2023 AND REVIEW ACTION LOG**

The minutes were approved as a true and accurate record. The action log was reviewed and updated.

**15. DISCUSS AND UPDATE COMMITTEE MEMBERSHIP**

ML introduced Mr Brian Mills to the meeting who had expressed an interest in joining the Advisory Committee as a lay person. BM gave a brief introduction. The Committee accepted BM to the Committee and he joined the Committee Table. The Chair said that the appointment would be formally recommended for the PC to ratify at the next PC meeting. [Rec 1.](#)

**16. RECEIVE A WRITTEN AND VERBAL UPDATE FROM HDCC CHAIRMAN REF THE PLAN FOR SIGN OFF OF PLANNING CONDITIONS AND STATUS UPDATE ON EACH CONDITION AND WHETHER THE PARISH COUNCIL CAN MOVE TO DISCHARGE ALL OR ANY OF THEM.**

BL explained that he had a recent conversation with Mike Barber [the architect for this project] and the status of each condition was updated. Mike Barber has suggested that he will submit them all as one block. ML stated that due to the timescales, it may be an idea to get 2/3 conditions started in the process so they get signed off and therefore things are moving forward. ML had put all the conditions into a project management tracker and they were discussed individually. It was agreed that a lot of further information is needed and BL did not have the answers. The Committee agreed to recommend to the PC that Mike Barber attends the next Committee meeting. [Rec 2.](#)

ML reminded the Committee members that the Governance of this project has to be followed and the planning application is in the name of the PC, so the PC need to approve everything prior to any submission of planning discharges. In effect that the Advisory Committee should see and review submission for recommendations to the Parish Council.

**17. DISCUSSION AND RECOMMENDATION ON RESOLVING DITCH/HOLE (CHAMBER/ DISCUSSIONS - REFER TO ATTACHED PAPER PLEASE NOTE THAT THE PARISH COUNCIL AGREED TO OPTION 2 AND REFERRAL TO ADVISORY COMMITTEE)**

BL explained that he had received paperwork today from Mike Barber regarding the way forwards with the works needed to obtain extant permission but due to the delay in receiving, they have not been given to the Committee in time for this meeting. It was agreed the Committee could not recommend a way forward without knowing the proposal. BL proposed that a recommendation goes to the PC that a meeting is arranged ASAP with BL, ML, Grant Leslie [Monson], Mike Barber [Architect], Nigel Powers [ESCC] and Graham Kean [WDC]. [Rec 3.](#)

**18. LEGAL MATTERS, GOVERNANCE AND LEASE OF LOWER PLAYING FIELD AND ASSOCIATED PERMISSIONS NECESSARY TO BE GRANTED TO GAIN EXTANT PERMISSION. OPEN DISCUSSION.**

Clerk gave an update to the committee on the timeline on the playing field lease and the details and understanding of the current lease information. From 2019, the Playing Field Committee [PFC] are responsible for both the upper and lower playing field. The PC are responsible for the play area and zip line under a separate agreement. FS confirmed that the Playing Field Committee are happy with what has been found regarding the leases and thanked the Clerk for her work drawing a timeline together. FS reported that they have appointed a solicitor, on a pro-bono basis, and are happy as the lease holder to give permission to Hadlow Down Community Centre [HDCC] for the extant permission. A discussion was held that although it is great the PFC are content, the PC must be consulted with as the landowners. ML updated that he has also spoken to a solicitor via ESALC, and they have recommended that the 3 parties: PC, PFC and HDCC should sign up to a legal permit of permission to protect all parties. SR pointed out that BL can't apply for any grants without a letter from the landowner [the PC], giving permission, so this is paramount. BM states that it is key that the foundation is to have a legal agreement in place. It was agreed that BL will send a new letter on behalf of HDCC to FS who will then liaise with the PC.

**Action 1.**

**RECOMMENDATIONS TO PARISH COUNCIL**

**Rec 1** – To approve BM onto the committee membership.

**Rec 2** – PC to agree that Mike Barber attends the next Advisory Committee meeting.

**Rec 3** – PC to agree for a meeting to be held with all parties to discuss the way forward with the drainage.

**20. AGREE NEXT MEETING DATE**

The next date was agreed as Tuesday 16<sup>th</sup> January 2024 at 19:00

**The meeting closed at 20:08.**

**Action Log**

<b>1</b>	<b>BL to send new letter to FS who will then forward to the PC for their next PC meeting.</b>	<b>BL / FS</b>
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