



**DRAFT MINUTES OF THE MEETING of the Community Centre Advisory Committee  
Held in Hadlow Down Village Hall, Hadlow Down  
at 7pm on 20<sup>th</sup> February 2024**

**Present:** Cllr Michael Lunn (ML) Chair, Cllr Peter Weston (PW), Cllr Damon Wellman (DW), Bob Lake (BL), Fiona Shafer (FS), Brian Mills (BM) and Sandra Richards (SR).

**In attendance:** Vicki Rutt (Clerk) and 3 members of the public.

**31. PUBLIC QUESTIONS**

No public questions.

**32. APOLOGIES**

No apologies received.

**33. DECLARATIONS OF INTEREST**

SR declared an interested in agenda item 39 as she has reviewed the income and expenditure part of the business plan.

**34. APPROVE MINUTES OF MEETING HELD ON 16<sup>TH</sup> JANUARY AND REVIEW ACTION LOG**

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

**35. Update from Chair regarding legal licence for Hadlow Down Playing Field**

ML updated that the Chair of Playing Field Committee, FS, wrote to the Parish Council seeking permission to give Hadlow Down Community Centre permission for the extant works. As the landowners and the Playing Field being landowners, the Parish Council have had to consult a solicitor and due diligence is taking place. It is hoped that the draft licence may be received this week. Once received this will need to go to the Parish Council meeting, next one being the 5<sup>th</sup> March, and then will be sent to FS. During recent legal discussions with the solicitor, a document was found from July 2015 referring to the Sports England Charge on the playing field. This was circulated previously to Committee members. It had been raised that this document was signed by the leaseholders of the land i.e. Hadlow Down Playing Field Committee and not the land owners, the Parish Council. It has been explained by our solicitor that that is a breach of the lease. Section 3.10 in the lease notes that that the tenants are prohibited from charging the whole or part of the Premises. This does not mean that the charge is invalid, merely that the tenants are in breach of the lease. HDPC are not planning on looking into this any further as there was a Deed of Variation, however learning will need to come from this matter that this does not happen again. The Parish Council, as the landowners, need to be involved in all aspects and sign the appropriate paperwork. Parish Councillors will be informed at the next meeting so it has been officially noted. **Rec 1.**

SR asked how the charge is legal. The Clerk will liaise further with the solicitor and come back in due course. **Action 1.**

**36. Update on Parish Council progress regarding drainage ditch and discharge point at Playing field**

ML updated that the Parish Council have agreed to proceed with the drainage ditch at the playing field, the drawings have been commissioned and received. An indication from the Flood Risk Management Officer is that the documentation is enough, so the Clerk will be submitting the application with permission being obtained within 4-6 weeks.

**37. To determine that the following matters on the agenda are to be discussed in a confidential session**

DW proposed that the following agenda item should be held in a confidential session, this was seconded by PW.

*Standing Orders were dropped.*

BL proposed that Mandy Chapman and Sarah Prall remain in the room for the confidential session as they are part of HDCC and are the authors of the Business Plan. This was seconded by DW.

**38. Receive presentation from Mr Mike Barber, Project Architect for the new Community Centre, on the discharge pre-commencement planning for condition 6 – surface water drainage.**

ML updated that the paperwork had not been received and therefore could not be discussed today. BL gave an update and timescales were discussed.

**39. To review and discuss the Community Centre Business Plan**

A detailed and lengthy presentation on the finance section of the draft Business Plan was received.

It was agreed that the Committee support the draft finance section of the business plan. **Rec 2.**

*Standing Orders reinstated. Confidential session ends.*

**40. Recommendations to Parish Council**

**Rec 1** – The Parish Council to note the recent comments from the Solicitor about the Sport England charge in 2015.

**Rec 2** – The Parish Council to note the Advisory Committee support the draft finance section of the Business Plan.

**41. Agree next meeting date and items to placed on next agenda.**

Next meeting date will be set in due course when outstanding paperwork has been received.

**The meeting closed at 20.37.**

**Action Log**

<b>1</b>	<b>Clerk to liaise with the solicitor about the Sport England charge.</b>	<b>Clerk</b>
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