



DRAFT MINUTES OF THE MEETING of the Community Centre Advisory Committee  
**held in Hadlow Down Village Hall, Hadlow Down**  
Tuesday 28<sup>th</sup> January 2025 at 19:00

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

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

*The Chair asked BL to propose members of the Hadlow Down Community Centre Committee (HDCC) to join the meeting this evening to present information. This was seconded by DW. All Committee members agreed. Mandy Chapman (MC) joined the meeting.*

**66. Public Questions**

None.

**67. Apologies**

Apologies were received and accepted from Fiona Shafer.

**68. Declarations of interest**

There were no declarations of interest.

**69. Approve the minutes of meeting held on the 26<sup>th</sup> November 2024 and review action log**

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

**70. Receive an update on the business plan, risk assessment document and agreed milestones**

MC shared a document with the group which was the updated HDCC 5 year Gantt Chart plan. The light colour shows what needs to be done, the darker colour shows when a task has been completed and the black sections mark key milestones when discussions will be held to see if the project is meeting their planned targets. MC went through the document in full allowing members to take in the detail. All members thanked MC and team for the incredibly detailed and helpful document. ML had a comment regarding the timeline of the actual build, he feels it should be more around the 18 months / 2 year timeline. MC noted this and stated it is a working document so will be amended and members noted that a critical path will shortly be included in the plan. MC confirmed that the 5 year plan is for phase 1 only at this time. MC agreed to send the document to the Clerk electronically so it can be shared with all Parish Councillors. **Action 1.** A discussion was held around HDCC sharing it with residents and it was noted that they are being very transparent and will have it on display at their AGM on 21<sup>st</sup> February for example, as it is a live working document it will constantly be updated and don't want to create an expectation within the Parish. HDCC will review this further as it is their document and not the PC's. MC updated that the business plan remains on the HDCC website and will be receiving an update in the next few weeks. ML stated he will send his comments on the risk assessment document to BL and MC.

**71. Feedback on HDCC volunteer evening held on 24<sup>th</sup> January 2025**

BL thanked ML for attending the event. He reported that numbers were modest, and the aim was to gel the team together and give an update on what is happening. An informative brochure was produced and shared at the meeting with information. ML stated it was excellent to see all the information in large print and on display for everyone to see, there were a lot of positive comments. BL explained that HDCC members are now liaising with those who attended the evening and shared specific skill sets. It was raised that the wider Parish and its community is still dis-connected as to what HDCC are doing. It was agreed that this does need to be investigated whether this is setting up an Instagram page or a podcast. SR raised that the PC used to publish a 'Welcome to the Village' booklet which could be resurrected and information on HDCC included. It was agreed that the Parish Council will be asked how they can support with social media and the booklet. **Rec 1.**

**72. Update on lease progress and timeline of legal agreement**

HDCC are meeting with the Playing Field Committee on Friday to discuss the lease options. Once it is known what both parties want on the lease, this will come to the Parish Council. ML discussed timings and suggested that the Heads of Terms is brought to the March 2025 PC meeting so it can then be submitted to

the solicitor. ML stated that all leases need to have very clear mapping to show their responsibilities.

### **73. Five-year fundraising plan**

BL reported that they are continuing to maintain the JustGiving pages. As soon as the lease is finalised and signed, there will be a big push on grants. BL shared a document covering the fundraising plan. The estimated build cost was around £2 million however with inflation, he is awaiting an updated figure from Mike Barber. BL will produce updated figures for the next meeting which itemises the cost of finalising the building Control application, discharge of outstanding planning conditions and also the cost and likely return of a professional fundraiser. **Action 2.**

*Standing Orders dropped.*

A resident who is in the trade profession stated that building inflation has increased by 15/20% so build price is likely to increase significantly.

*Standing Orders reinstated.*

BL reported that he has met with an experienced gentleman who could be employed to assist with fundraising, he has given a reduced day rate to his usual fee. BL is working with him now to get a contract signed. It is believed that HDCC need to raise £30k for the initial fundraising to start and for Mike Barber to finalise the drawings and building regs but BL is going to check this figure to see if still accurate. ML asked does HDCC feel comfortable that everything is in place to employ a fundraiser professional. PW stated that the gentleman will need a product to take to the large companies. BL stated he is confident that they are ready, and they have a meeting next week with Mike Barber to finalise any other details. It was agreed that could the fundraising gentleman be asked what he thinks he could possibly raise and within what timescale so members are aware. ML asked that fundraising update to be a standing agenda for future meetings.

### **74. Communications**

HDCC are continuing to look at how they can increase communications as discussed earlier in meeting.

### **75. Recommendations to Parish Council**

[Rec 1 – How can the Parish Council assist with promotion of the project and on social media and the possibility of re-introducing a ‘welcome to village’ booklet.](#)

**The meeting closed at 20:06**

The next meeting date is Tuesday 11<sup>th</sup> March 2025.