



**DRAFT MINUTES OF THE MEETING of the Community Centre Advisory Committee  
held in Hadlow Down Village Hall, Hadlow Down  
Tuesday 8<sup>th</sup> April 2025 at 19:00**

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

**In attendance:** Vicki Rutt (Clerk).

*BL proposed that a member of the Hadlow Down Community Centre Committee (HDCC) to join the meeting this evening to present information. This was seconded by FS. All Committee members agreed. Sarah Prall (SP) joined the meeting.*

**1. Public Questions**

None.

**2. Apologies**

Apologies were received and accepted from Cllr Peter Weston.

**3. Declarations of interest**

There were no declarations of interest.

**4. Approve the minutes of meeting held on the 11<sup>th</sup> March 2025 and review action log**

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

**5. Lease – Update on heads of terms and roles/responsibilities**

FS updated that the Playing Field Committee (PFC) have been looking at their current constitution and there is a meeting arranged on Friday evening to agree proposed changes to it. Once agreed, this will be shared with the PC in case the solicitor requires sight. It was discussed that the PFC have not had a custodian trustee previously, but if they are required to have one, they would not be against. It was agreed that the PFC are different to HDCC who will own the new building on PC land, whereas the PFC do not own the Pavilion on PC land, this is leased to them. The PC also hold the deeds, licences and insurance. The solicitor will confirm but it was agreed that the PFC could remain as they are currently with no custodian trustee and the solicitor will advise on what the best course of process will be for HDCC. **Action 1.**

SR asked about the drainage ditch, who owns this? ML explained that if SR is referring to the new drainage ditch which leads to the drainage chamber. As this is a new ditch it does not necessarily follow the agreed boundary but responsibility needs to be agreed with the neighbouring property owner, which is why the Parish Council have commissioned a professional map to be done which will show the areas clearly and can be agreed by all parties involved. ML asked BL and SP if they could get the electronic CAD drawing of the proposed new HDCC building which would help our contractor with the map. BL/SP will get this and send to ML and Clerk.

**Action 2.**

SR asked a few other questions;

- Is there going to be a review timeline for the annual rent?
- When construction works commence, how often is the PC going to be informed of works?
- Are there several risk assessment documents i.e. current, construction and operational.
- Which lease is the Parish Council's play area going into?

ML confirmed that the rent is going to be agreed in due course at a PC meeting. The PC will be updated when construction commences but exact details will be agreed nearer the time by the Advisory Committee and

there will be risk assessment documents, but these do not need to be included in the lease, but it was agreed a line to be put in the lease that stated there needs to be risk assessment documents. **Action 3.**  
It was discussed whether the two land titles [upper and lower field] could be merged into one land title and the map will show the boundary for the upper field, lower field and PC play area. The solicitor will advise on this. **Action 4.**

SR also pointed out that the PC did look at the byelaws process about 6 years ago so Clerk to find the notes as to why this was not progressed previously. The Chair noted that he was aware of the previous investigation but given the increased usage of the site, having byelaws protecting the area is probably necessary but should not impact on the lease process. **Action 5.**

#### **6. Fundraising update**

BL updated that SP and Mandy Chapman have written a fundraising strategy which is currently out for consultation. They have also held a meeting with the professional fundraiser who has agreed to work for one day a week for 6 weeks. He has generated a table of potential funding sources which was circulated.

*Upon receipt of this document, BM declared an interest as he sits on the Committee for the Sussex Community Foundation.*

Having seen the lengthy list of grants that can be access, SR asked who is going to be administrator the grants. SP explained that there are a few of them who will be leading on this, and the professional fundraiser will look at the big grants i.e. lottery. There is someone joining the Committee who will be lead as the administrator who will be able to create a chart with all the grant information as a lot of detail will be required to cover deadlines and what the company expect throughout the process. ML stated that when the committee are doing the grant research, if there is ever a mention that the company require a charge on the land, please inform the PC immediately so this can be discussed and agreed to prevent any issues that resulted in the Sports England charge. This was noted by BL.

#### **7. Recommendations to Parish Council**

None.

**The meeting closed at 19:50**

**The next meeting dates is Tuesday 13<sup>th</sup> May 2025 at 19:00**