



**COMMUNITY CENTRE ADVISORY COMMITTEE
ACTION LOG**

No	ACTION	Responsible ...	Update	Status
10TH October 2023 meeting				
1	BL to liaise with interest potential member and introduce him to ML and Clerk	BL	The interested member was invited to November meeting.	COMPLETED
2	BL to get it in writing that the proposed works will be enough to obtain extant permission.	BL	Awaiting information. Extant permission obtained.	COMPLETED
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	Awaiting information. Extant permission obtained.	COMPLETED
4	BL and HDCC to report to the advisory committee on an update on each planning condition.	BL	This was rec'd at 21/11 meeting	COMPLETED
5	FS to liaise with her committee members about the lease not mentioning a new community centre.	FS	FS has held a meeting.	COMPLETED
6	Clerk to send out the latest lease to all committee members.	Clerk	This was circulated on the 30 th Oct.	COMPLETED
21st November 2023 meeting				
1	BL to send new letter to FS who will then forward to the PC for their next PC meeting.	BL	Letter was sent.	COMPLETED
16th January 2024 meeting				
1	Carry over building control application and business plan to the next meeting.	Clerk	This is on the agenda for 20/02 meeting.	COMPLETED
20th February 2024 meeting				
1	Clerk to liaise with the solicitor about the Sport England charge.	Clerk	Update received. Will update at next meeting.	COMPLETED
5th March 2024 meeting				
No actions recorded				

24 th September 2024 meeting				
1	ML and Clerk to respond to residents' concerns sent via email	Clerk / ML	Most were covered in meeting, others are still pending but have been noted by the Clerk to update when more is known	COMPLETED
2	The final internal design and building control to be shared with the Parish Council.	FS / HDCC	BL updated at 26/11 mtg. Not ready to be shared.	CANCELLED
26 th November 2024 meeting				
1	The 5 year plan will be shared with members for each meeting.	HDCC / Clerk	Clerk will put this as a standing agenda item	COMPLETED
2	Sarah Prall asked to meet with the Clerk to speak about the leases.	Clerk / Sarah Prall	This has been arranged for 9 th Dec	COMPLETED
3	HDCC will look at analysing critical paths for the project.	HDCC	This is still ongoing	COMPLETED
4	If any members have any comments on the risk assessment document, please send to Clerk who can forward to HDCC.	ALL	ML still to send his comments.	COMPLETED
28 th January 2025 meeting				
1	Mandy Chapman to send 5 year plan electronically to the Clerk.	Mandy C	This was sent.	COMPLETED
2	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.	BL	BL has met with Mike Barber who will produce the costings for the next meeting. BL is introducing MC and SP to the fundraiser professional in the next few weeks.	ONGOING
11 th March 2025 meeting				
1	HDCC and HDPF to send over Heads of Term to the Clerk by the 26 th March so they can be included in the 1st April PC meeting.	HDCC / HDPF	This was sent over and sent to Cllrs for 01/04 PC meeting.	COMPLETED
2	FS to discuss with HDPF committee on who should be the custodian trustee	FS	FS will update at 08/04 meeting	COMPLETED
3	Clerk to send letters to gate owners that access the recreation ground.	Clerk	On the Clerk's April TO DO list	ONGOING
8 th April 2025 meeting				
1	Solicitor to confirm that PFC remain as requiring no custodian trustee and the solicitor will advise on what the best course of process will be for HDCC.	Clerk / ML / Solicitor	Has been included in the solicitor letter, awaiting advice.	ONGOING
2	BL will get CAD drawing of the playing field and send to ML	BL	This was sent to ML.	COMPLETED
3	Line to be included in lease that covers requirement for risk assessments.	Clerk / ML	Has been included in the solicitor letter	COMPLETED

4	Solicitor to advise whether to merge the current 2 separate land parcels into one land title.	Solicitor	Has been included in the solicitor letter, awaiting advice.	ONGOING
5	Clerk to continue looking into the byelaw process	Clerk	This is ongoing and is on the main PC action log.	COMPLETED
13th May 2025 meeting				
No actions recorded				
17th June 2025 meeting				
No actions recorded				
14th Oct 2025 meeting				
1	Clerk to chase solicitor re lease	Clerk	Chased and draft leases will be rec'd this week [10/11]	COMPLETED
2	Clerk and Chair to discuss communications to residents	Clerk		ONGOING
3	Governance to be on the agenda for next meeting	Clerk	Governance on agenda for 18/11 mtg	COMPLETED
4	SP to speak to Chris Bending to see if a letter from the Parish Council stating that the lease is in hand, would suffice, pending receipt of the lease, as to not delay time.	SP		
5	A date will be set with frequent milestones in place to discuss progress with stakeholders.	BL		