



**DRAFT**

**MINUTES OF THE MEETING of the Community Centre Advisory Committee**  
held in Hadlow Down Village Hall on Tuesday 10<sup>th</sup> February 2026 at 19:00

**Present:** Cllr Michael Lunn (ML) Chair, Cllr Peter Weston (PW), Cllr Stephen Lester (SL), 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) join the meeting this evening. This was seconded by FS. All Committee members agreed. Sarah Prall (SP) and Mandy Chapman (MC) joined the meeting.*

**1. Public Questions**

None.

**2. Apologies**

Apologies were received and accepted from Brian Mills.

**3. Declarations of interest**

ML declared a personal interest as he owns lands adjacent to the site. SR declared a possible upcoming personal interest as she is likely to become a trustee of the existing Village Hall at the AGM. This is to be discussed by members once confirmed if SR will continue to be a member of the committee. **Action 1.**

**4. Approve the minutes of meeting held on the 18<sup>th</sup> November 2025 and review action log**

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

**5. Receive an update on the leases**

The Clerk updated that the HDPF lease is with them for final review. A landlord's warning notice needs to be served prior to the deed of surrender and lease being signed so FS and Clerk are arranging this to be served to a trustee imminently. **Action 2.**

The HDCC lease has been subject to many delays due to amendments being required and awaiting responses from the solicitor. The final copy will be chased by the Clerk following the meeting and an expedited request to be done by end of the week as MC raised the risk this is having to the funds being applied for by WDC.

SR stated that she was unhappy there was any discussion about the lease as she has not received sight of it. The Clerk explained it was just an update. Any further discussions required on the lease, took place after the meeting. *\*\* Update following the meeting – the Clerk did liaise with the solicitor, and an expedited process was followed, and the final lease was sent to HDCC for review and signing, the morning of 11<sup>th</sup> February 2026.*

SR stated that the Village Hall are still waiting for a start/stop date from HDCC which is key but knows they are unable to give this until the lease has been signed and that is the start date, so the Village Hall are key for the lease to be progressed. It was confirmed that all parties have been frustrated at the delays and are keen and motivated to move this to completion ASAP.

**6. Receive an update on fundraising and applications submitted so far**

MC updated that the CLIF funding application was submitted just before Christmas 2025. As they are requesting £750k, this has gone through a first step which has passed but they have strict eligibility, and they need to be able to tick that they have a signed lease as they found out the letter of intent from the Parish Council is not sufficient. They also require a minuted resolution that the PC approve the project. This should

have been done when the project first started and whilst the Parish Council show constant support which is shown regularly in the minutes, they require an official resolution. Therefore, it was agreed, that the plan would be to get the lease ready for approval and signing at the March PC meeting and a resolution can also be included which will tick both boxes for the application. **Action 3. Rec 1.**

BL updated that he has liaised with the National Lottery and they are in stage 1, they just need to know what the outcome will be with the application grant to WDC as that will depend on how much is applied for to the National Lottery.

ML asked would a signed letter of support be well received for grant applications from the local MP. HDCC stated this would so PC to liaise to get this due to the MP's workload and the timelines involved. **Action 4.**

SP reported that the other strand is the work the professional fundraiser is doing, they are finalising a donor funding list, so he has a database to work on. HDCC have got the funds to pay him for his services, day to day.

## **7. Risk management update**

MC explained that HDCC have a very thorough risk assessment document which they regularly review but it was agreed that the top 15 risks would be brought to each Advisory Committee for sight and any over a score of 15 would be discussed. The top risks at present are:

- Lease delay and Programme delay are linked.

*Lease hopefully completed early March 2025.*

- Loss of volunteer capacity.

*HDCC rely on a small group of volunteers, they were motivated and a lot of progress was made but this has dropped recently so is a concern.*

- Funding gap / cost of inflation.

*National average on inflation at the moment is 4.4%.*

- Failure to secure remaining funds.

*Whilst this is on the risk assessment, the likelihood is low with the lease being secured and hopeful grant from WDC being awarded.*

The above risks were discussed, and it was agreed an excellent way to review the constantly changing risks for this project. SR stated again that the start/stop date is key and asked for it to be on the next agenda. **Action 5.**

## **8. Recommendations to Parish Council**

**Rec 1** - PC to approve final lease and get signed and do an official 'approval of project' resolution at March PC meeting.

**The meeting closed at 19:40**

**The next meeting is being held on Tuesday 10<sup>th</sup> March 2026 at 19:00**