

**Minutes of the HDCC Committee Meeting held on Wednesday September 20<sup>th</sup> 2023 at 'Waghorns', Waghorns Lane Hadlow Down at 7.30 pm**

**PRESENT:** Bob Lake (BL, Chair) Rob Prall (RP) Sarah Prall (SP) Fiona Shafer(FS) Pete Strevens (PS), John Thompson (JTh) Janet Tourell (JT) Damon Wellman (DW- Parish Council) Glenys Lake (GL - Minutes)

BL welcomed all to the meeting, extending a special welcome to DW, Parish Council representative for liaison between the Village Hall and HDCC Committees.

**1.APOLOGIES:**

Apologies were received from Mandy Chapman (MC)

**2. MINUTES FROM LAST MEETING:**

These were approved and signed, proposed by Rob Prall, seconded by Sarah Prall.

**3. MATTERS ARISING:**

JT had obtained names of the chairs of other halls.

SP had forwarded to BL, a list of potential volunteers identified by the recent survey.

**ACTION:**

BL to contact the helpers from the list identified by the survey to invite them to the fundraising tea event on 28<sup>th</sup>October.

**4. TREASURER'S REPORT:** (copy attached)

JTh reported that current funds stood at £15,363. There had been an increase of £708. JTh was awaiting a response from Bob Spencer regarding his chosen method of payment for his lottery winnings of £205. SP reported that she had tested the Just Giving payment procedure with an £11 donation and that it was in order. Avril Verhaagen had made a donation of £50.

JTh confirmed that he would be able to continue as treasurer during his enforced absence.

**ACTIONS:**

- JTh to send Gift Aid form to Bob Spencer.
- JT and SP to meet to identify problem that JT was experiencing with Just Giving page.
- JTh to send JT a list of Lottery Winning payments to cross reference.
- BL to write letter of thanks to Avril Verhaagen

## **5. FEEDBACK FROM PARISH COUNCIL MEETING HELD 5<sup>th</sup> SEPTEMBER 2023**

DW commented that the data from the survey was interesting. He informed the committee that an advisory group was to be set up to support the HDCC committee. This would be discussed at the next Parish Council meeting, when more would be known about this plan and the composition of the advisory group.

FS arrived for the meeting and was briefed by BL.

SP reminded the meeting that the majority of survey respondents were in favour of the new hall, with only 22 against. She added that there was much detail to be unpicked from the survey, which would provide useful evidence for fundraising applications. She stated that cost savings could be explored with findings to be shared. A motion was to be tabled at the next PC meeting, which should result in the extant planning works being able to proceed, after which the advisory group would be formed.

RP advised that the extant works would take approximately a week to ten days to complete.

BL said that caution would be needed if there were to be a paring down of costs. In response to a change of plan, guidance would need to be sought from Wealden planners, officers and elected members.

### **ACTION:**

SP to forward to all committee members a list of potential volunteers who could help with planning and building, identified in the survey.

## **6. MJB ARCHITECTURE:**

RP reported that it had been extremely frustrating trying to get responses to emails re extant planning, building regulations and planning conditions. However, an email from MJB had been received twenty minutes before the meeting. This email confirmed that Mike Barber was dealing with matters and that there was some agreement to the setting up of a meeting. This meeting would result in the provision of details for the PC, which would enable members to consider the issue of extant planning and to provide consent.

RP questioned the somewhat sketchy payment arrangement made with MJB and thought this should be re-visited in order to increase leverage on performance. In response, BL explained that there would be an initial payment of £5,000 for the building regs and planning application work, with follow on payments as further work was needed.

### **ACTION:**

BL to set up meeting with Mike Barber and RP to attend.

## **7. BUSINESS PLAN:**

BL stated that at the public Meeting on 20<sup>th</sup> July, it was agreed that the HDCC Business Plan would be ready by December and that time was pressing. He suggested that there should be a Business Plan, supported by a Strategic Funding Plan.

SP has three business plan templates and has already contacted three similar projects to ascertain costs. MC is formatting documents and working on a template for HDCC, including elements of the 2017 HDCC Business Plan. She will send this to SP and BL.

BL said that governance procedures and also the issue of the eventual merger of the Playing Field and HDCC should feature in the Business Plan.

### **ACTION:**

BL, MC, SP and FS to meet together before next Committee meeting to identify gaps in the Business Plan

## **8. FUNDRAISING:**

GL reported that all was in place for the 28<sup>th</sup> October event and that the Christmas Quiz, planned for 9<sup>th</sup> December, would be discussed at the sub-group meeting on 13<sup>th</sup> October.

SP has started work on a Hadlow Down Calendar to be sold as a fundraiser.

## **9. FUNDING APPLICATIONS:**

BL said that he was currently working on an Expressions of Interest Application for funding from the National Lottery Community Fund, with an anticipated sum in the region of £350,000 max and also the Garfield Weston Foundation with a possible combined funding sum of £700,000 max. He explained that by starting to fund the building of the hall before the pavilion, as Phase 1, 20% VAT could be reclaimed and thus provide significant funds for Phase 2 and the construction of the sports facilities.

## **10. AOB**

Prior to the meeting, BL had circulated a draft letter to committee members for comment. This letter aimed to ask for clarification on some of the inaccurate and misleading statements made at the Public Meeting held on 20<sup>th</sup> July and at the HDCA AGM held in February.

Considerable discussion took place on this issue and how best to proceed. It was agreed to defer any action and discuss the matter as an agenda item at the next meeting.

**ACTION:**

BL to forward to all committee members, copies of VH Major Defects Survey and Asbestos Survey reports together with the transcript of the 20<sup>th</sup> July Public Meeting,

It was agreed with Damon Wellman that he would be invited to attend those HDCC Committee meetings which would be mutually beneficial.

**DATE OF NEXT MEETING:** Wednesday 18<sup>th</sup> October, 7.30 pm. Gill Hope Farm TN22 4HU