

## **MEETING OF THE HADLOW DOWN COMMUNITY CENTRE COMMITTEE**

**Committee Room, Village Hall , Thursday, 19<sup>th</sup> April 2018, 7.00 pm**

**PRESENT:** Bob Lake, Janet Tourell, John Thompson, Rachel Lewis, Fiona Shafer, Nigel Harrison, Sandra Richards (PC) Sarah Prall (joined later)

**1. APOLOGIES:** None

**2. MINUTES OF LAST MEETING 23.05.17:** BL reviewed the last minutes

**BL** said that since the Committee had previously met quite a lot had happened.

In March 2017 there had been a constructive meeting with MJB Architecture and the Build & Design Sub Group and as a consequence Mike Barber was appointed to design the new centre. Since then there had been meetings with the Parish Council and the Village Hall Committee to discuss the current site and there were also meetings to discuss a new design for the proposed community centre.

In addition during this period HDCC conducted two public meetings to share design details and to keep the community abreast of what was going on.

In November Bob Lake, Janet Tourell, Mike Barber (MJB Architecture), Michael Lunn (WDC Councillor and Parish Councillor), Grant Leslie (Monson Engineering Ltd), Dave Proudlove (Urban Vision CIC) and Clare Le Brecht (AECOM) met with Wealden planning officers. It was decided that the more traditional planning route should be pursued and as opposed to the Community Right to Build Order. The planners advised that the Parish Council, with the agreement of the Village Hall Committee, should submit an outline planning application at the earliest opportunity for demolition of the old hall and the possibility of three affordable homes being constructed. This has been done and approved; now our priority is the submission of a planning application for the new community centre (new hall) and the critical issue will be the increase in the footprint of the main hall, perceived increase in usage figures and whether or not, sufficient 'trip' credits can be secured to mitigate against any increase in user numbers.

**BL** said that the plans for the new centre would be submitted to Wealden by the end of April subject to the completion of the Traffic Plan and Natural Habitat Report.

**Minutes were approved and signed**

**3. ACCOUNTS:** The financial statement was presented to the Committee by **JThom** .

(See attached statement)

Balance in bank 19/04/18: £32,563.18

**SR** asked how expenditure was authorised because from now on the Committee would need exercise and demonstrate more rigorous financial control.

**RL** confirmed that as per the constitution, 2 signatures would be required for authorisation and decisions could be made by email. Also he referred to a meeting held in August 2017 to discuss the creation of a new HDCC website and approve expenditure (3 trustees present). **BL** thanked **SR** for a point well made and that in future all expenditure would be minuted.

**FS** asked **JThom** if 'expenditure' on the accounts could be itemised in greater detail i.e. sub-headings/categories such as publicity, entertaining etc to make things clearer.

**ACTION: JThom agreed to do this.**

**Accounts were signed off**

**4. [Communication – design, cost and planning application: this was deferred until later in the meeting]**

**5. Recruiting new trustees and committee members**

**BL** commented on the diminishing number of committee members and shared that until very recently the project progress had been very slow to the extent that both enthusiasm and commitment had been challenged. Now that clearly we are moving to a different and equally challenging phase, we need an injection of 'new blood' to carry forward the project – all agreed but the difficulty was how to go about it. Do we leaflet the village?

**SR** felt that personal contact would be more effective than the insertion of leaflets in the Parish Magazine and through doors, **FS** agreed

[7.15 pm – Sarah Prall joined the meeting]

**BL** said that already some people had expressed an interest in joining with the Committee and he thanked **SP** for all the work that had been done on the new web site.

The Committee agreed that once the planning application for the new hall is approved, people would realise the project was not a 'pipe dream' but something tangible and achievable; therefore new people may want to contribute.

**6. HDCC Lottery**

**BL** expressed disappointment with the way in which our Lottery had developed recently. Since **VR** had to stand down due to her St Mark's Chair of Governors' role, all of the work had fallen to Lisa Scott and himself. Despite their best efforts, currently we have only approximately 50 subscribers; he asked how many trustees and committee members personally had promoted the scheme to

fellow parishioners, friends, family members and work colleagues (where applicable)? It is clear that we have to generate more interest.

**SP** said that in addition to the revenue the Lottery should create, it should provide a valuable promotional and marketing opportunity. **SR** felt that one person should be able to cope with the administration if they were organised. **BL**: But who would that person be as at the moment, in the absence of anyone willing to take on this role, he has had to take on this additional responsibility?

**BL** said he would be asking for support from other organisations in the village and would like to see greater promotion of the scheme by them to their membership.

**FS** pointed out that there was an ideal opportunity for marketing at the moment. GDPR is implemented on the 25<sup>th</sup> May and everyone with an email contact or phone number on record should be contacted; the HDCC could use it as a reminder to re-new subscriptions while asking for permission the keep email addresses on record. **BL** agreed but said that this was a good idea but not appropriate for Lisa to do.

**Action: SP undertook to produce a letter/form to be sent out asking for approval of use of personal data.**

FS suggested having a box to sign for confirmation of details and renewal of subscription.

**ACTION: JT to email Lisa Scott for the list of Lottery participants and their details for SP to work on.**

**RL** suggested that a 'carrot' for renewal of subscription would be 'Get three friends to subscribe and you get one ticket free!'

**BL** asked the Committee to approve that there should be no more 'paying back' into the lottery and gaining extra numbers when a prize is won; however the winners can 'donate' their prize money to the HDCC if they so wish to do.

**ACTION: BL to contact Paul Presler.**

#### **4. Communication – design, cost and planning application (See above)**

**BL** said that it was important to get the information across to the village when the planning application goes in. There will be a 'window' of three weeks in which parishioners will have the opportunity to register their support of or objections to the application. The one thing that we must try to eliminate is the all too familiar cry of 'we didn't know anything about it'. To this end, **SP** is working on producing an information leaflet and the intention is to deliver 'door to door'.

**JT** asked if it was thought there would be a lot of objections given that the outline planning for demolition of the current hall had stirred up quite a few people. **BL** pointed out that Wealden Planning Authority had received over 50 responses and of this number, less than ten had objected and this was more to do with the nature of proposed housing rather than the demolition of the hall and housing on the site. **SR** thought that there wouldn't be a great deal of opposition to the application but that it will be important to keep those living closer to the playing field well informed.

**ACTION: BL to write an explanatory letter and deliver to residents in the lower end of School Lane, Five Chimneys Lane and Curtains Hill.**

NH said he thought one of the first questions from the public would be – ‘How much will it cost?’

FS suggested that possibly there could be images of the new centre on the Playing Field notice-board to raise awareness. JT agreed and said that there should also be one in the current hall.

BL said that laminated boards need to be costed and also Dan and Emily Morrish should be approached for the erection of one in Wilderness Wood as well as ones at the New Inn, St Mark’s CE and the Village Hall.

**ACTION: JThom – To measure display space on the Playing Field notice-board and investigate cost of producing 5 laminated displays**

FS suggested placing the board in the new picnic area

SP – suggested A2 posters being made and distributed around the village. FS said there should be no excuse that people don’t know what’s going on

## **7. Fund-raising(post planning application submission)**

BL said that lots of help would be needed to raise funds locally – Glenys had already offered!!!! RL reported that she had had conversations with her next door neighbours, Tony and Sally Blyfield to get them involved. BL spoken to them both and Sally stated that she could find the time to support a one-off event but that work commitments prevented her from doing any more.

SP said that we should draw on the positive experience generated by last year’s Celebrate festival and that like last year all chairs of the village committees should be involved in fund-raising; it was pointed out that this meant virtually everyone sitting round the table!

**ACTION: BL to contact all committee of all Hadlow Down voluntary organisations requesting support.**

SP advocated contacting all local businesses and business men and women locally.

FS suggested ear-marking areas of the new centre’s accommodation for sponsorship e.g. main hall space, meeting room, sports pavilion etc. The committee agreed that this was a good idea. (FS suggested taking names from the village and using them to label different areas in the new centre e.g. Waghorns toilet block, Lake’s Bar!!!!!!)

RL agreed that pledges from small donors helped when demonstrating support to large grant-giving bodies.

SP suggested ‘shares’ in the hall possibly via the Crowd Funding platform. BL suggested that the HDCC local fund-raising sub-group should be resurrected but advisable to wait until the outcome of the planning application is known. However, we will need to think about staging some events that

will draw in a wider audience and suggested that an Auction of Promises at the East Sussex National Golf Centre would be organised.

## **8. New Web site**

The new site is [www.newvillagehall.co.uk](http://www.newvillagehall.co.uk)

**BL** thanked **SP** for designing it with the invaluable input of Nick Allen. **SP** proceeded to describe the site and the amount of work that had gone into it and current information already uploaded on to the site. One important feature is the inclusion of new Facebook page; the recent water debacle had illustrated how valuable a tool Facebook can be.

**SP** also provided information on progress with regard to the Village website and how the HDCC website and those of other local organisations would link to it. Nick had invested a great deal of his time in producing the website and it would fantastic if several Village voluntary organisations would be willing to contribute financially. **BL** proposed a contribution of £200 to the web site fund and this was unanimously agreed by the Committee.

As past village photos had been mentioned **SR** asked if it was true that Peter Gillies had donated his archive collection to Bridge Cottage in Uckfield? **JT** said that she thought Colin Cracknell might know because he'd been using them for research. (SR is contacting Not sure if Colin???)

[**RL** left the meeting at 8.20]

**9. Any other business** - **JThom** asked when the planning application for the new centre was being submitted to Wealden? **BL** said he thought it would be the end of April but the Traffic Plan had still to materialise and the Habitat Regulations Assessment report couldn't be completed until after that had been received.

**10. Date of next meeting:** **BL** said that he couldn't be sure when this would be because so much depended on the outcome of the planning application; he would let the Committee know in due course but he hoped that it would be in July. **Meeting ended at 8.32 pm**