

## HADLOW DOWN COMMUNITY CENTRE

### **Minutes of Committee Meeting held on Thursday, 27<sup>th</sup> May 2021 at Chestnut Cottage, Wilderness Lane,**

**PRESENT:** Bob Lake (BL), Sarah Prall (SP), Fiona Shafe (FS), Janet Tourel (JT), Nigel Harrison (NH), Julian Michaelson-Yeates (JMYN-Parish Council Representative)

**1. APOLOGIES:** Rachel Lewis (RL), John Thompson(JThomp)

**2. MINUTES OF MEETING ON Friday 10<sup>th</sup> January 2020** – Due to Covid intervention, we weren't able to hold a meeting and therefore the 'draft' minutes could not be discussed and ratified. Minutes proposed by FS and seconded by NH.

**3. MATTERS ARISING:** BL reviewed the previous minutes.

*Cheese Festival* – FS hadn't managed to contact Richard Buckland, will continue to try

*Recruitment of new trustees etc.* SP confirmed that everyone mentioned was still interested. NH will chair the Building Sub-Committee

*Volunteers*, FS will pursue her contact with Sharon Loses

*Gift Aid* – Rachel had distributed information prior to the first lockdown but BL said that completion with Charity Commission was passed to him and this hadn't been completed as such was on hold for the moment.

*Just Giving on web site* – SP said that it was successfully running and she felt that if everyone committed to giving a small amount each month it would soon mount up. Crowd Funding was also discussed (see later).

*Fund-Raising (see later)* was briefly discussed and it was proposed that FS should go ahead and explore Cheese/Wine contacts with a view to holding an event in the summer.

**ACTION:** FS to contact people about a cheese and wine festival.

**ACTION:** NH to arrange and chair a Building sub-committee meeting.

**ACTION:** BL to continue to arrange a meeting with Mike Barber (MJB Architecture) with regard to agreeing outstanding tasks to be completed and commissioning of a QS to provide up-to-date construction costing.

**4. TREASURER'S REPORT:** BL on behalf of JThom reported that very little had happened because of the 'Covid year', although there had been an invoice for £6,000 from MJB which had reduced funds considerably. The total balance of funds on 31/12/20 was £5,723.24. Resumption of the HDCC Lottery and other fund-raising activity needs to happen in order to create income to pay for incidental costs such as publicity. Only when we have an accurate estimate for the construction costs and completion of the business plan will we be able to proceed with the preparation and submission of applications to the Big Lottery, Football Foundation, Sport England and several charitable trusts.

**5. CURRENT VILLAGE HALL ROOF:** The Committee discussed the possibility of the replacement of the current Village Hall roof. It was felt that if this went ahead it would not only cost a considerable amount of money but threaten and weaken the HDCC's case for a new community centre for the parish. NH felt that, having building experience and his past knowledge of the VH roof, it could be repaired again, at least sufficiently until a new

community centre was built. JMY said that there was a concern about the de-lamination of the existing asbestos roof and its disposal would increase costs.

There was some discussion as to whether the existing hall committee had considered the impact that the securing of major grant funding would have on the ability of HDCC to raise funds for the new building e.g. it would be extremely unlikely that any grant making body would fund a new hall in the light of a new roof for the existing hall. Members of the HDCC felt that there was not enough liaison between both committees. SP felt that a 'super group' should be formed and that they should talk to each other. BL also felt that a structural engineer to survey the roof should be involved. JMY agreed that a 'builder's eye' was needed. JT was concerned whether the village 'will' was still there to build a new hall and FS said that in a post-Covid climate the importance of community efforts after the horrible year that we've just experienced was vital. NH pointed out that because of Brexit and the pandemic year the supply of building materials was being disrupted and that costs had risen sharply. BL reminded the group that the planning authority had awarded a five year consent and we are nearly at the end of our second year. Clearly Covid had prevented HDCC for undertaking any fund-raising and he will talk to the Planning Authority to find out if an extension might be possible.

**ACTION:** SP to talk to Sally Blyfield about a meeting between both committees.

**ACTION:** BL to contact WDC Planning Department re. post-Covid arrangements

**6. NEWSLETTER AND WEBSITE:** BL said that we need to garner support for the new community centre amongst the parish population. SP said that the web site had recently had a flurry of hits so local people are showing an interest.

There was some concern that parishioners didn't know enough about the village hall and the development of the new hall project – there have been quite a few new people moving into the parish during the past year. FS suggested a 'history of the village hall' as a means of publicising the need for a new centre. It was suggested that each household in the parish should be leafleted and that this should be done before the Hadlow Down Community Association joint AGM's to be held on 16<sup>th</sup> July.

FS and SP were both in favour of producing a newspaper-like publication similar to the School's WW1 commemoration paper from a couple of years ago. It was felt that a print run of 500 (the parish has 314 households – 2011 census) would be required and the cost was estimated at approx £700. SP would contact a graphic designer and she offered to take this forward in partnership with FS. All agreed that corporate finance should be sought, possibly Coppards, Hunter Finance, MJ B Architecture.

**ACTION:** SP and FS to meet to decide format and content

**ACTION:** JT article about the Lottery to SP for the website

**7. HDCC LOTTERY UPDATE AND IDEAS:** JT reported that Lottery had approximately 40 members and that 117 numbers had been taken by these members; clearly this was not enough. Everything had been put on hold during 2020 because of the pandemic, but now we are planning to resume – the first draw being made in the summer. It was suggested that we hold the summer one at the HDCA AGM. As, in previous years, there will be a total of three draws held in the Spring, Summer and at the Christmas Market. BL reported that a new licence had been applied for and that JThom would be dealing with this.

**ACTION:** JT to contact/email current members whose membership needs renewing for this July.

**ACTION:** BL will contact all lapsed members. (JT to provide list) and circulate leaflets at Tinkers Park Rally (5<sup>th</sup>&6<sup>th</sup> June)

**ACTION:** BL to contact Graham Terry to secure approval for the next draw to take place at the AGM on 16<sup>th</sup> July.

FS wondered if we needed a one-off funding event to spark interest in the Lottery. BL said that Bonfire Night which was planned for November might be an event to stimulate interest.

**8. OTHER FUND-RAISING:** SP reported that the Just Giving page on the web site had had a good response - £204 in 2020. She suggested using it to encourage friends and relations to donate as an alternative to presents (Birthday fund raisers!)

Crowdfunding was also discussed – SP said that there is a 3% average fee with this.

A Just Giving ‘event’ was discussed – SP said that a couple of these a year would bring in considerable funds. Also she suggested encouraging people to give £5 a month, depending on how many participated it would soon mount up. An example she offered was supporters of our project asking family and friends not to buy birthday presents but make a gift to HDCC. JT said that the school should be alerted to this because Annette (head teacher) might want to publicise it amongst parents.

SP said that local charitable trusts such as the Chalk Cliff Trust were now providing grants of £2/3k so this could be looked into.

**ACTION:** BL to investigate and report back at next meeting.

BL said that Glenys Lake was planning a garden tea to raise money for the fund.

FS felt that a target of £10,000 should be set for September. After some uncertainty from the Committee, September target was agreed with a hard deadline of December. SP suggested that this target deadline should be the headline for the ‘newspaper’

**ACTION:** BL to organise and chair a Funding sub-committee.

**ANY OTHER BUSINESS:** JMY reported that the PC had no idea where we are with the Planning application re the old village hall but he wasn’t anticipating a problem. When asked he said that the Parish Council members were quite supportive of the new Community Centre.

NH suggested that maybe we should try Crowd-Funding to raise capital for footings or a car park – this would secure planning consent in perpetuity. At the appropriate time local companies such as Coppards, Thorne Construction could be approached.

JMY said that we should certainly look at what aspects of the project we could achieve.

**ACTION:** All Committee members to bring ideas to the next meeting.

**DATE OF NEXT MEETING:** 21<sup>st</sup> June 2021 at Gill Hope Farm (7.30 pm)