**HADLOW DOWN COMMUNITY CENTRE**

**Minutes of Committee Meeting held on Tuesday, 4th April 2023**

**at Chestnut Cottage, Wilderness Lane at 7.30 pm**

**PRESENT:** Bob Lake (BL), Sarah Prall (SP), Fiona Shafer (FS) Janet Tourell (JT),

**1. APOLOGIES:** John Thompson, Mandy Chapman

 **2. MINUTES OF MEETING ON 7.3.23:** These were agreed and signed as a true record.

**3. MATTERS ARISING:**

[Item 5] BL referred to the email sent recently from Mike Barber and to his reply. The Committee expressed their sympathy to Mike and his wife after the fire they had recently suffered.

In his reply to Mike, BL updated him on progress with the hall project. He asked for clarification re investigation of the proposed site by the County Archaeologist and asked if a set of detailed drawings could be provided for Peter Slender (Electrical and Mechanical Engineering consultant).

It was felt by the Committee that we weren’t progressing quickly enough and that we needed to be more ‘demanding’.

**ACTION:** BL to phone Kate at MJB to hurry things on.

FS and JT asked whether we should establish a back-up plan if MJB’s plans don’t materialise.

**ACTION**: BL to talk to MJB about back-up and get another contact name in the firm should MB not be available.

BL reported that he’d confirmed Rob Prall should be the HDCC’s contact with the architect because he understood what we needed to achieve and already had had dealings with MB. This was approved again by those present.

**4. CORRESPONDENCE:**

 See above – MJB’s correspondence with BL.

**5. TREASURER’S REPORT:**

In his absence John Thompson had emailed copies of the Financial Report. Very little had changed since the previous meeting.

Balance 4/4/23 £14,498.95 a gain of £153.41 over the previous period.

JT said that renewal ticket sales for the Lottery had been fewer for the Spring draw and prizes were yet to be distributed. One of the prize winners had generously decided to split her winnings, £141.75, between the PFA (£50), the HDCC (£50), the church (£17.75) and the purchase of two more tickets (£24). JT asked BL and FS if they could respond with an official letter of thanks from each of the committees concerned, she will deal with the rest.

JT said that we needed more Lottery Club members and therefore needed a new ‘push’. BL reiterated that it was important that we should heavily promote the Lottery as a means of raising funds when we do the new survey.

**ACTION:** BL to write a letter of thanks to the Lottery winner.

**6. ACTIVITY SURVEY:**

The proposed activity survey leaflet and the survey itself was read through and all the Committee members thanked SP for her hard work and they discussed a few amendments.

FS asked SP if she was comfortable with the survey? SP – ‘Yes’

After a good deal of discussion, it was agreed that the consultation period should be from May 6th until 31st May. The survey can be completed online if wished or villagers can request a paper copy, this would be delivered by a volunteer or a committee member. Households may also request a visit by committee members to explain questions. The Committee agreed that an impartial representative should be the point of contact for residents to request a paper copy of the survey, FS suggested Geoff Gregory, Chairman of Five Ashes Village Hall.

Analysis of results? SP explained that the Survey Monkey software will create a detailed digital report based on the responses to each question. Each question will have a graph so that we can quickly analyse responses. All responses data exports allow you to download your survey's raw data for further analysis. We can export an “All responses” data spreadsheet in many formats. Also we may download individual responses in PDF format for easy printing and sharing. This means that we can hand our data on to a third party for their analysis or for interested parties to read.

BL will enquire whether anyone at Sussex Uni, Wealden Council or ACReS (Action in Rural Sussex) would be prepared to review our data independently. SP suggested that she could be removed as survey administrator for the duration of the consultation in order that we can demonstrate to those concerned with the issue of anonymity that there was no interference by her to influence the outcome. A new impartial administrator would need to be appointed BL proposed that this could be done by Gwyn Carwardine, the committee agreed to this.

FS suggested a business client of hers who runs a Market Research company could look over the survey questions and give us feedback.

As per our commitment to the residents that commented at the AGM, a meeting will be arranged and held by MC to review the survey with them. We will also share the survey with the PC and Sally Blyfield, as Chair of the Village Hall, for their comments.

Re maintenance estimates for the current hall – BL suggested that we ask Sally Blyfield and Paul James for sight of these estimates for the hall roof as this might be used as a reason for not progressing with a new hall project and might come up when questioning the survey. It was agreed by the committee that this request should go through the Parish Council.

**ACTION**: SP to contact Geoff Gregory.

**ACTION**: BL to investigate the IT element with Sussex Community Association (for possible grant support), ACRes (Action in Rural Sussex) and the University of Sussex. SP will investigate obtaining a P.O. Box number as a way of maintaining confidentiality.

**ACTION**: BL to contact Elizabeth Thomson who has considerable marketing experience – email her and copy SP in.

**ACTION**: BL to revise the distribution map of the village area.

The survey leaflet was discussed - SP pointed out that the leaflet would alert people to the survey online. This would be distributed to every household, but a contact would be needed for the actual survey; more than one person in a household could complete the survey.

FS suggested that we promote it by asking for ‘five minutes of your time’ and ‘how can we meet your needs?’

**ACTION:** SP to refine leaflet and contact Peter (Village Magazine) and Buxted Messenger

BL suggested that the display of several posters around the village might be helpful to raise awareness of the survey.

SP said that all leaflets and the survey should go to all stakeholders including current user groups of the Village Hall and Playing Field.

**ACTION:** BL to get list of Hall users from Jane and the VH web site. FS to get a list of the users of the Playing Field.

**7. NEWSLETTER AND LOTTERY FORM:**

JT said that we need to revise the Lottery form as some of the information is misleading e.g. where to leave completed entry forms and money was unclear.

Also she said that it would help immensely if she could identify those who had arranged to pay for their numbers by standing order.

**ACTION**: BL and JT revise the form and include Gift Aid details.

**8. FUND-RAISING EVENTS:**

It was suggested that we get a group of interested parties together as soon as possible to discuss options and ways of raising funds.

**ACTION:** JT to organise.

*Some suggestions from those present:*

FS - a ‘paella’ party in the summer to raise money. A ‘Fawlty Towers dinner experience was also mentioned and a Village Brunch.

BL said that we hadn’t had a Quiz for a while and the date of Oct 21st was suggested.

SP suggested a Michaelmas procession and party in the village on 20th September. Also she suggested a ‘Christmas gift’ of £10 to the new Village Hall.

BL reminded the group we had a Just Giving page and that this should be promoted as indeed should be the production of a further newsletter in September – it is so important that we boost our profile within the parish.

BL said that because of the successful previous Newsletter another should be going out in May and then again in September to keep up the profile.

**9. A.O.B.**

JT mentioned that the Committee needs to settle on a definite letterheading as the one that went out to the Parish Council had a spelling mistake in it.

**ACTION:** To be discussed

JT mentioned that she had received an email from Eddie Westfield with reference to church plans and the committee might also like to see it.

**ACTION**: JT to send to those present.

FS questioned the timescale for the planning conditions. BL said that MB’s previous calculations were not realistic for May and were more likely to be in September.

SP had spoken to the Chair of Five Ashes Village Hall and he was happy to share with us a copy of its Big Lottery application. He suggested that we should ask for £1 million.

Meeting closed at 10.25 pm

**10. DATE OF NEXT MEETING: Friday 28th April 7.30 pm at Ailsa, Waghorns Lane**