**Minutes of the HDCC Committee Meeting held on Wednesday 7th June 2023 at Waghorns, Waghorns Lane at 7.30 pm**

**PRESENT:** Bob Lake (BL) Rob Prall (RP) Sarah Prall (SP) Fiona Shafer (FS) Janet Tourell (JT) Glenys Lake (GL) co-opted to take minutes.

Bob Lake welcomed attendees to the meeting and thanked RP and SP for hosting.

**1.APOLOGIES:**

Apologies for absence were received from Mandy Chapman (MC) John Thompson(JTh) and Damon Wellman.

**2. MINUTES OF LAST MEETING:**

Copies of the meeting held on Friday April 23rd 2023 were distributed.

**3. MATTERS ARISING:**

Item 4 Correspondence: BL reported that he had not received a written reply from Sally Blyfield whom he had emailed.

Item 6: Activity Survey: SP had contacted Ross Fowler regarding the printing of the Newsletter and Activity Survey.

SP had forwarded a copy of the Activity Survey to Sally Blyfield and had not received a response. She requested contact details for Elizabeth Thomson so that she could convene a meeting.

**ACTION: BL to forward contact details for Elizabeth Thomson to SP.**

Item 8: Fundraising: JT and GL had met on April 27th to plan a meeting of potential members for the Fund Raising Sub Committee to be held on June 13th. This event was subsequently deferred until the outcomes of the Activity Survey were known.

The Minutes were agreed as a true and accurate record.

**4. CORRESPONDENCE AND CONTACT**

i ) Parish Council: BL had met with Michael Lunn who had agreed to meet with Mandy Chapman and Bob Lake on Thursday 8thJune.

SP expressed that view that the HDCC Committee had gained credibility through its integrity and professionalism.

As Nigel Helliwell had referred specifically to the views of some of the Standen Mews residents in his meeting with MC, BL thought it important to address the concerns of those living in proximity to the hall by making direct contact and RP stressed that it would be essential to make a balanced approach so that individuals didn’t appear to be targeted. FS suggested that Simon Fake could be approached to take part in this activity.

BL said it must be emphasised that the disposal of the current Village Hall has nothing to do with the HDCC Committee and is the responsibility of the Parish Council.

SP recommended reporting back to the Parish Council on some of the findings resulting from the direct approach to concerned individuals. It should be stressed that the new Village Hall should be a major element of the five year Community Plan, for which Michael Lunn is responsible

JT stated that Michael Lunn should be asked about the Community Plan at the meeting on June 8th.

**ACTION: BL to ask Michael Lunn about how the Community Plan supported the building of the New Village Hall at the meeting on 8th June.**

ii) Playing Field: FS stated that members of the Playing Field Committee were aware that the Survey had been put on hold and that they were very willing to help with the distribution of the Newsletter. Some were not comfortable with talking to recipients. FS suggested that a briefing meeting for the distributors should be held. SP supported this proposal.

FS said that Buxted Junior Football Team was meeting to discuss use of the Playing Field, but as yet, no response had been forthcoming.

iii)MJB Architects:

RP had received a Project Status Update Report from MJB only 15 minutes before the meeting. He outlined the contents stating that there are 21 conditions which need to be addressed promptly. Scrutiny is essential, to ascertain which conditions are in hand and which might cause delay. RP stressed the importance of pushing MJB, who had also sent a raft of new plans, which RP would forward to the committee.

**ACTION: RP to forward MJB plans to the committee.**

RP said that it was essential to confirm that the Parish Council had given approval for the installation of the footings, otherwise this could not proceed. He explained that the footings would be underground with a top dressing.

FS wanted assurance that the work would be completed in time for the annual Bonfire.

BL expressed concern about the time slippage as actions planned for May were now going to happen in September.

**ACTION: BL asked RP, who is now the main contact for liaison with MJB, to ascertain whether MJB were referring to the footings or the drainage outfall.**

BL said that the budget was tight with £15,000 available and stated the following:

MJB work would cost £9,000, with £5000 initial payment and the balance once extant planning had been costed.

Terry Sullivan quantity surveyor’s fee would be £2,500

**Correspondence and Contact contd./**

iv: Others:

It was unanimously agreed that given the lack of response from the parties mentioned in Item 3, the Activity Survey should proceed as planned.

The committee agreed that Nigel Helliwell should be thanked for his contribution.

**ACTION: BL to ask Mandy Chapman to produce a report stating that a decision had been made to meet with those who have concerns.**

**5. NEWSLETTER DISTRIBUTION AND ACTIVITY SURVEY:**

This is now on hold until the ‘trouble shooting’ meeting has taken place.

Re the meeting, the following was agreed:

* Mandy Chapman would facilitate and a Code of Conduct would be established
* Michael Lunn, Julian Michaelson Yeates, Mike Barber and Sandra Richards would be invited to form a panel
* Questions asked and ensuing discussions would be documented.

JT stated that as the HDCC committee has demonstrated transparency throughout its operations, the meeting should help to clarify its plans.

FS said that it would be important to encourage supporters of the New Village Hall to attend the meeting to create a balance between supporters and detractors. If not, the meeting would give opportunity for further criticism and negativity. She also said that the HDCC committee should adopt a considered approach to questioning the Village Hall Committee on its current stance regarding the existing hall.

RP stated that the full structural survey of the existing hall should have been conducted by a qualified Chartered Surveyor and the survey report should be available. SP said that this full structural survey should be published.

**ACTION: BL to discuss the plan to hold the meeting, when he meets with Michael Lunn on 8th June**

**ACTION: After the meeting with Michael Lunn, a date should be set, the hall should be booked and the meeting announced on the website and in the Village Magazine.**

Regarding the content of the newsletter and the comments received from the Parish Council, the Committee responded with the following amendments:

* Re ML’s feedback on the survey, we decided not to include the following: *The Council feels that that perhaps there should be a question 2a along the lines of ‘does the future of the existing Village Hall site influence your answer to Question. 2; if so, in what ways?’* He does concede that ‘it is acknowledged that might be quite difficult to process through the survey mechanism so we accept if this may not possible.
* Also it was suggested that we should not include reference to the new proposal that the new hall would be the "beating heart of the village" and there is no opportunity to express a contrary view. We have dismissed this by simply changing this to: ‘the beating heart of our local community’.
* Question 6 of the survey with reference to the pavilion has been changed and will make no mention of fund-raising events such as the Bonfire and Village Fayre’.

With these amendments now in place, the committee unanimously approved the final version of the Newsletter and a timescale was agreed as follows:

June 16th: SP will send the newsletter to print (BL asked about printing costs and SP will send)

June 26th Distribution will start

July 3rd to 24th Consultation period

August 25th Publication of Survey results

**6. FUND-RAISING EVENTS AND HDCC LOTTERY**

September 9th was the proposed date for a Michaelmas Parade.

The next Lottery draw to be held at the Italian Pop Up Supper on 7th July, BL asked GL to confirm with those booking to attend, that they would be willing to be photographed making the draw.

**7. A.O.B**

SP said that other people should be invited to join the HDCC Committee and she had already approached the school about this. BL suggested that reps from current hall user groups should be invited.

FS suggested that an email should be sent to Lottery supporters to invite them to join the Committee.

RP said that an appeal for skills sets such as PR, Business Planning, Fundraising, should be included in invitations and also mentioned that as part of CS responsibility, companies could lend out staff in certain sectors eg media and construction.

**ACTION: FS AND JT to put an email together to ask lottery contributors for their support.**

BL mentioned that a Corporation Tax fine had been received, in spite of John Thompson’s efforts to explain to the Inland Revenue that HDCC is not a corporation.

FS mentioned that she had recently observed a designated workspace and felt that provision of hybrid working space in the New Village Hall would be a great draw.

**8. DATE OF NEXT MEETING:** TUESDAY 20TH JUNE at the Pavilion at 7pm for a briefing for distributors, to be followed by a Committee Meeting.