Minutes of the Hadlow Down Community Centre Committee Meeting held on Friday April 28th at Ailsa, Waghorns Lane, Hadlow Down at 7.30 pm

**PRESENT:** Mandy Chapman (MC), Bob Lake, Chair, (BL) Sarah Prall (SP), Fiona Shafer (FS), Janet Tourell (JT) Glenys Lake (co-opted to take Minutes) GL

**APOLOGIES:**

Apologies were received from John Thompson.

**MINUTES OF THE COMMITTEE MEETING HELD ON TUESDAY APRIL 4:**

Corrections:

Item 6: Activity Survey: JT: Correction should be made to the acronym for Action in Rural Sussex which should have read AIRS, not ACRES.

Item 8: Fundraising Events: FS: Correction to the proposed date for a Michaelmas Procession – date should be 9th, not 20th September.

It was agreed that the minutes were a true and accurate record of the meeting held on 04.04.23

**ACTION:** JT/BL to amend as above

**MATTERS ARISING:**

Item 5 Treasurer’s Report:

BL and FS confirmed that they had written letters of thanks to Lindsey Waddington for her HDCC Lottery win donations to the Community Centre and The Playing Field respectively.

SP reported that she had spoken with Geoff Gregory (Five Ashes) and BL who had also spoken with him, reported that Geoff had shared the Five Ashes Village Hall Big Lottery Reaching Communities Funding Application and that Geoff had suggested that HDCC should apply for £1million.

Item 6: Activity Survey:

BL said he had not contacted potential IT analysts, as the volume of response to the survey would determine whether their involvement would be necessary.

SP and MC stressed that the survey programme, with its filtering capabilities, would allow findings to be presented in multiple ways, for example: age profiling, identifying responders living outside the village.

BL had spoken with Jane Griffiths who had agreed to contact the current hall users and MC agreed to forward her list of hall user contacts.

**ACTION:** MC to forward her contact list of Hall users.

FS suggested that at present, regarding Playing Field users, surveys should be circulated to the Cricket Club only, as there was some uncertainty around Playing Field usage by other groups.

BL suggested that Buxted and Maresfield cricket clubs should also be contacted.

SP suggested putting a colour insert into the Village Magazine.

JT advised that if an insert were to be placed in the Buxted Messenger an early warning approach to the editor would be needed.

BL had contacted and met with Elizabeth Thomson who had considerable experience of Market Research and she had offered to look at the draft user survey and advise on any changes.

BL had revised and amended copies of the Village Map.

Item 8: Fund Raising Group

JT reported that she had not yet convened a meeting of the potential fund-raising group.

SP stressed that there should be two strands of fund-raising, one to seek major funding streams and another more local group for smaller fund-raising activities.

**4: CORRESPONDENCE:**

MC circulated a copy of the original email sent by the HDCC Committee to the Parish Council, who had responded by suggesting that copies should be sent to The Village Hall Committee and the new Parish Council once it had been established in May, after which all three groups should meet. Also she had received an email from the PC asking HDCC to invite Damon Wellman to our next meeting, as he was the newly appointed liaison officer.

FS felt that HDCC should convene the three party meeting in the spirit of leadership and relationship building. However, BL pointed out that the recent mtg between HDCC (SP & BL) and HDVH (Sally Blyfield and Paul James) was arranged by Michael Lunn (HDPC Chair) and it should be the role of the PC to arrange any further meeting. Also this meeting should take place once the survey results had been received and analysed.

**ACTION:** It was agreed that MC should send a copy of the email to the new PC secretary and suggest that the PC should convene the three party meeting.

**ACTION:** At SP’s suggestion, BL to invite Damon Wellman to a one to one meeting to brief him on matters to date. Once briefed, Damon Wellman should report to the Parish Council and ask them to organise the meeting.

**ACTION:** BL to write to Sally Blyfield, chair of The Village Hall Committee

**5. TREASURER’S REPORT:**

Copies of the report were circulated. There had been an increase of £170.

**6. ACTIVITY SURVEY:**

SP and MC had met to discuss and amend the survey and had embraced the question posed by Nigel Helliwell: ‘Do you want a new hall?’ by embedding this in Question 2: ‘Do you support the proposal to build a new Village Hall?’

SP said that the position on funding had been clearly stated in the newsletter/on the survey and that the issue of legacy, suggested for inclusion by FS, had been referred to in the last paragraph. She had asked for a print run of 400 copies of the newsletter.

The circulation commencement date for the newsletter of 2nd May was reconsidered given that each parish household would receive a copy.

It was agreed that distribution of the newsletter should be put back until 2nd June and the survey made available on 9th June with a completion date of 23rd June.

After further discussion on the issue of consultation with relevant parties, the following actions were agreed:

**ACTION:** SP and MC to meet with Elizabeth Thomson.

**ACTION:** MC to meet with Nigel Helliwell.

**ACTION:** BL in his meeting with Damon Wellman (mentioned in Item 4 above) to share the survey and emphasise the need for speedy action.

**ACTION:** BL to contact Michael Lunn outlining plans and explaining time frame.

FS mentioned that members of the Playing Field Committee would help with distribution and offered the loan of high viz jackets. BL mentioned he had acquired two new volunteers. FS said Buxted should be included in the distribution. SP had already contacted the Head at St. Mark’s regarding the survey.

**ACTION**: BL to organise a briefing meeting of volunteer distributors prior to circulation.

**7. NEWSLETTER AND LOTTERY FORM**

**ACTION:** SP and JT to meet to amend Lottery form and in the meantime JT to check what needs to be included e.g., details for payment by Standing Order, Gift Aid registration and current information to changed such as to whom/where completed ‘tear off’ slips should be sent. The Lottery information on the website will be updated.

**ACTION:** JT to publicise the fact that the next Lottery Draw is to be held on Friday July 7th at The Playing Field Pop Up Supper.

**8. Fund Raising Events**

September 9th Michaelmas Procession

**ACTION:** JT and GL (member of the original fund raising group) to meet to identify potential members of a fund-raising sub-group to organise local fund-raising events.

FS suggested the wearing of tee shirts to publicise the HDCC New Hall endeavours.

**ACTION:** SP said that she would investigate potential suppliers.

**9. AOB**

BL reported that current use of the current Village Hall was 26% i.e., amount of occupancy of time available and it is impossible to explain why this figure should be so low. However, it was recognised that usage would increase with improved facilities.

FS requested an update on feedback from MJB Architecture. BL had spoken to Nick, an employee with MJB and emphasised the urgency for the following to be addressed:- the planning conditions, particularly the issue of a possible archaeological survey, new drawings that divide the building into its two phases, a set of drawings to be provided to Peter Slender, Mechanical and Electrical Engineering consultant, possibly Nick acting as our point of contact. BL was advised that Nick and Mike (Barber) were to meet that afternoon and that he would raise these matters with Mike. BL pointed out that the resolution of the planning conditions was an urgent matter given that the deadline completion date had been moved from May to September. It is imperative that we can go ahead with the laying of some of the foundations in early September. Also BL had met with the Quantity Surveyor and requested new drawings for distribution to service providers.

SP suggested that a letter should go to Sally Blyfield explaining that slippage was entirely due to architect delay and not the HDCC committee.

**ACTION:** BL to write formally to Sally Blyfield and Michael Lunn explaining delays.

BL distributed amended copies of the village map for distribution of newsletter and delivery of hard-copy survey, when requested.

**10. DATE OF NEXT MEETING:**

Wednesday 7THJune at 7.30 pm at Waghorns, Waghorns Lane.

The meeting closed at 9.30pm