



Minutes of meeting of

Mayfield and Five Ashes Parish Council

Mayfield Community Centre Advisory

Venue: Zoom.us

Date: Monday 17 May 2021

Time: 18:00

M17MAY21
2021/22 Meeting 01
Adopted

Chairman: Councillor Jerry Watkiss

Councillors in attendance:

Jerry Watkiss, Deveda Redman, Chris Lilly, Gill Weavers, Richard Tupper, David Miles and Jane Driscoll.

Also present:

1 member of the public and Janna Todd (Parish Clerk)

MINUTES

Public Question Time

- The complaint forwarded to Councillors from a resident concerning their disappointment on the proposed combined community and health centre has been responded to by the Clerk. Cllr Weavers will consider whether an additional reply is required. **Action GW**

1. Election of Chairman

- Cllr Redman thanked the Committee for their support over the last two years and stepped down as Chairman.
- Cllr Watkiss was proposed as Chairman by Cllr Redman and seconded by Cllr Lilly.
- Cllr Watkiss was elected as Chairman by unanimous vote.

2. Apologies for absence

- Apologies for absence were accepted from Cllr James Lench.

3. Declaration of Substitute members

- There were no Substitute Members.

4. Declaration of interests

- There were no declarations of interest.

5. Minutes of meeting 19 April 2021 (previously circulated)

- The minutes were adopted by Council on 04 May 2021.

Matters arising from the minutes

- Suggestions for fixtures and fittings can still be forwarded to Cllr Lilly. This information is required to ascertain the level of fundraising required.

6. Diagrams from architect

- The architect has taken on board feedback from Councillors and regular hall users and will provide three designs for the Community Centre. Due to the required approval by Wealden District Council (WDC) and the provision of building costs by the Quantity Surveyor it will not be possible to hold a public session for choice of preferred design on 22 May 2021.
- The designs have to be approved before any public sessions at the Pre-planning meeting scheduled for 02 June 2021.

7. Village feedback sessions

- 7.1. It was previously agreed by Council that holding a public session for preferred choice of design the week of half term should be avoided.
- 7.2. It was agreed to hold the public sessions from 1pm – 4pm on Friday 11 June 2021 and 10am – 1pm on Saturday 12 June 2021 and WDC has approved these dates. The architect and Woodhill Surgery have informed they can attend at least one of the sessions. The June Newsletter article will be updated to include the revised information. **Action JT**
- 7.3. All information will be made available for the public on the community website and in the shop window of 'Celebrating the Arts' by 04 June 2021. It will be promoted on social media, posters and noticeboards with the public being able to make their choice online or on a numbered form that can be submitted at a public session or at the Parish Council office.
- 7.4. The Public Sponsor Board has agreed to approve the designs via email and is confident that the Quantity Surveyor will be able to provide costings before the public sessions.
- 7.5. Cllr Tupper entered the meeting during this agenda item at 18:29.
- 7.6. There will be three aisles displaying the three designs in the Memorial Hall all appropriately spaced to abide by Covid restrictions. Numbers of public within the hall will be monitored at the entrance and exit and no socialising inside the hall will be allowed. Chairs will not be available for public use.
- 7.7. A suggestion was made to erect a gazebo outside the hall to drop off forms and talk to Councillors and perhaps the architect and representative from the surgery.
- 7.8. An email will be circulated to full council requesting assistance at each event. **Action JW**

8. Quantity Surveyor appointment

- 8.1. Due to delays in WDC contract's department the Quantity Surveyor and Employer's Agent has not yet been engaged.
- 8.2. The Quantity Surveyor for the Hailsham Aspires Project will provide the build cost information as is already engaged by WDC.

9. Project Sponsor Board activity

- 9.1. The next meeting is on 22 June 2021 and consists of two representatives from WDC and two from the Parish Council – The Chairman and MCC Committee Chairman. Their remit is to process decisions and move the project forward.
- 9.2. As the board only meets every three months the results of the public session must be collated and determined by 14 June 2021 to enable paperwork to be produced in time for their June meeting.

10. Project Management Team Meetings

- 10.1. There is a formal meeting on the third Thursday of each month but additional meetings are convened as and when required.
- 10.2. The Minutes of meetings will be uploaded to the Community Website. **Action JT**
- 10.3. It does not seem to be practicable to engage a Lay-member on the Committee as the expertise that is required changes constantly. Cllr Lilly already communicates with residents with relevant expertise knowledge and takes advice.

11. Legal matters

- 11.1. Legal advice will be required for the development agreement to decide the legal duties of what each party is responsible for and the payment schedule.
- 11.2. The Parish Council will be required to grant a lease for WDC to commit to the health centre and there be a lease agreement required for the GP Practice to lease the health centre.

12. Financial matters

- 12.1. There has been no advice as yet received on the aspects of VAT payable on the project.
- 12.2. Once the programme of work has been agreed it will be possible to update the business plan.

12.3. The Architect's fee is just below £50k and they will charge on a monthly basis. It is anticipated that the initial invoice to the Parish Council will be in the region of £5k.

12.4. WDC has performed due diligence on all contractors to mitigate financial risk.

13. Any other items of information and next agenda items

13.1. Negotiations are underhand with BT to determine whether an exit can be installed adjacent to the telephone exchange. If they are unsuccessful, it will be necessary to widen the existing entrance to enable two vehicles to pass. This information will be made available on the display diagrams.

13.2. It was agreed the gatepost plaques might be reinstalled if the entrance is widened however Fields in Trust may request new plaques when the sites are rededicated if so which case they can be relocated elsewhere but retained.

13.3. The appointment of Lay-members to take on communications and fundraising will be included on the next agenda. Their roles will be defined beforehand. **Action JW/GW**

13.4. The next will be on 21 June 2021 if required.

The meeting closed at 19:24hours.

The next meeting of the Mayfield Community Centre Advisory is scheduled for:

Venue: Tba
Date: 21 June 2021 (If convened)
Time: Tba

.....Chairman's Signature

.....Date

Annex 1 Actions in Progress

Actions from meeting 19 April 2021			
6.2	Update project business plan Additional information awaited	CL	On hold
9.3	Ascertain from PMT if Lay-members can be appointed Meeting awaited	CL	Closed
Actions from meeting 19 April 2021			
10.7	Inform Council of proposed open sessions once timeline established	JT	On hold
13.2	Provide feedback on fixtures and fittings requirements	All	Ongoing
14.2	Provide suggestions for volunteers to lead the fundraising group	All	Closed
16.3	Update Terms of Reference to allow certain decisions at committee level	JT/CL	Closed
Actions from meeting 17 May 2021			
PQT	Determine whether an additional complaint is required to resident	JT	Closed
7.2	Update Newsletter article and submit	JT	Closed
7.2	Book hall and forward covid risk assessment to MMH Bookings Secretary	JT	Closed
7.8	Circulate email to request assistance at sessions to Council	JW	Open
10.2	Ensure PMT minutes are uploaded to the website	JT	Closed
13.3	Define roles for Lay-members for communications and fundraising	JW/GW	Open