



Minutes of meeting of

Mayfield and Five Ashes Parish Council

Mayfield Community Centre Advisory

Venue: Old Manor House, High Street, Mayfield, TN20 6AL

Date: Monday 20 November 2023

Time: 19:30

M20NOV23
2023/24 Meeting 05
Chairman Approved

Chairman: Councillor Chris Lilly

Councillors in attendance:

Chris Lilly, Howard Blakebrough, Andrew Burnett, Paul Jarvis, Ian Parker and Andrew Ratcliffe.

Lay members in attendance

Sarah Johnson and James Lench

Also present:

Two members of the public, Cllr Lawson and Janna Todd (Parish Clerk)

MINUTES

Public Questions

- There were no public questions.

1. Apologies for absence

1.1. Apologies for absence were accepted from Cllr Joel Marlow.

2. Declaration of Substitute members

2.1. There were no Substitute Members.

3. Declaration of interests on agenda items

3.1. There were no declarations of interest.

4. Minutes of meeting 16 October 2023 (previously circulated)

4.1. The Actions in Progress list was reviewed and updated.

4.2. The investigation into the financial advantage of selling the PC office leasehold is on hold as any decision is dependent on the final build costs of the Community Centre (MCC). Whether having a Council office in the MCC would impact the Council's VAT status will need to be considered.

4.3. A meeting of the MCC CIO has been arranged and Gift Aid will be a required agenda item.

5. Financial matters (information previously circulated)

5.1. The MCC Budget 2024-25 v1.2 was previously circulated. Sufficient budgeted funds have been allocated to 2024/25 for all anticipated development costs in that financial year. The document will be considered for approval at the December 2023 Council meeting.

5.2. The interest rate for Public Working Board Loans has decreased by 5.45%, which is encouraging. It is possible to take the loan out on a variable interest rate and fix later in the term.

5.3. The outcome of the application for a grant of £250k from the Community Ownership Fund should be known by the end of December 2023.

6. Legal Matters

6.1. The Parish Council approved the Heads of Terms at the November 2023 meeting and it has been agreed in principle by the Project Board. Wealden District Council (WDC) will consider it

for approval at their meeting on 28 November 2023 and again at their December Cabinet meeting.

6.2. The following documents will require approval as the project progresses:

- Pre-Construction Services Agreement (PCSA)
- Development Agreement (DA)
- Leases
- Joint Contracts Tribunal (JCT) to deliver the build element of the project

6.3. Ideally, the appointment of a framework agreement supplier will be in place in early 2024.

6.4. The DA defining responsibilities and finances has been based on that prepared for Plan A. It will be updated for consideration by the Project Board.

6.5. The JCT is anticipated to be placed in the second half of 2024.

7. Project Board

7.1. The next meeting is scheduled for 28 November 2023 when it is anticipated that the basic design will be approved providing all the diagrams are available.

7.2. No approved minutes are as yet available from previous Project Board meetings.

7.3. It is hoped that the PCSA and DA will be formally ratified by WDC at their Cabinet meeting on 08 February 2024.

8. MCC Plan B

8.1. The procurement Framework Agreement provider has quoted a fee of just under 1%, which is competitive and attractive. It is hoped the provider can be appointed in January 2024 whereupon the PCSA will be placed. This requires approval by WDC and the Parish Council.

8.2. Architects have been engaged to produce elevations for the MCC and will also update the site and floor plans as necessary. These will need approval by the Project Board to take to a Planning pre-application meeting.

8.3. Depending on the outcome of the pre-application meeting, the plans can be released as soon as possible to residents. This will be achieved primarily via social media however public viewing and questions sessions can be arranged in Mayfield and Five Ashes.

8.4. Discussions by the MCC consultant with UK Power Networks as to the requirement for a sub-station are on-going and existing and future energy consumptions are being determined to assess the need for a new sub-station. The design will be such that any excess energy produced by the community centre solar panels will be fed back into the electricity network.

8.5. The MCC will be heated using air source heat pumps.

8.6. The timeline for planning approval depends on whether WDC Planning Department will accept a Section 73 submission rather than requiring a second full planning application. If a Section 73 is allowed at the pre-application meeting, planning approval might take in the region of eight weeks.

9. Grants and donations

9.1. Capital grants towards the project build are required and smaller grants for fixtures and fittings.

9.2. The directory of grant making trusts has been received and can be loaned to the fundraising committee. Their next meeting has been scheduled for 17:30 on 05 December 2023. An updated list of fixtures and fittings will be provided.

Action CL/AR

9.3. A generic grant application has been produced and appropriate grant making trusts identified for capital grants. It is anticipated that 10 specific applications will be submitted before Christmas 2023.

9.4. The Community Ownership Fund was discussed in item 5.

10. Communications programme

- 10.1. Residents are being informed of the project progress via the Newsletter and on Facebook.
- 10.2. External news publications, as agreed, have always had prior approval by WDC, however, it is now apparent that the monthly updates have been published in the Sussex Express without the council's knowledge or agreement.
- 10.3. Once approved by WDC, key documents will be uploaded to the Community Website and residents will be informed of public feedback sessions.
- 10.4. A sharing file on Dropbox for Members to access draft documents is required. **Action JT**

11. Mayfield Memorial Hall

- 11.1. Following a request for feedback on whether the Memorial Hall should be reopened, a total of 27 emails were received (from an electorate of over 3,000), three of which thought it should remain closed.
- 11.2. Seven residents said they might hire it for a function and 17 said it should open but did not indicate they would hire the hall.
- 11.3. The Committee agreed that it would be preferable to consider the financial viability again after the pre-application meeting and once a more defined programme of work has been agreed.
- 11.4. Any agreed dates to re-open the hall will need to take into consideration the length of time to remove its contents then removal of the asbestos and existing utility connections. This could take some three months in total.
- 11.5. It was agreed that the premises licence would not be renewed. If the hall is re-opened, hirers will need to obtain a temporary licence if they wish to sell or provide alcohol.

12. Any other items of information and next agenda items

- 12.1. No other matters were discussed.

The meeting closed at 20:17 hours

If required, the next meeting of the Mayfield Community Centre Advisory is scheduled for:

Date: Monday 18 December 2023
Venue: Parish Council Office
Time: 19:30

.....Chairman's Signature

.....Date

Annex 1 Actions in Progress

Actions from meeting M19JUN23			
10.5	Investigate financial advantage of selling the PC leasehold	AB	On hold
Actions from meeting M18SEP23			
11.2	Convene meeting with MCC CIO after PC Trustee has been confirmed	JT	Closed
Actions from meeting M16OCT23			
PQT	Request Woodhill Surgery remove old plans from waiting room	HB	Closed
PQT	Continue investigation into costs of local halls built 5-10 years previously	IP	Closed
Actions from meeting M20NOV23			
9.2	Lend grant making trusts directory to fundraising Committee	AR	Open
9.2	Update FFE list and provide to Fundraising Committee	CL	Closed
10.4	Open a Dropbox sharing folder for Council Members	JT	Open