



**CONFIDENTIAL**

**MINUTES OF THE MEETING of the Community Centre Advisory Committee  
Held in Hadlow Down Village Hall, Hadlow Down  
at 7pm on 16<sup>th</sup> January 2024**

The following was discussed in a closed confidential session of the Advisory Committee.

**20. RECEIVE PRESENTATION FROM MR MIKE BARBER, PROJECT ARCHITECT FOR THE NEW COMMUNITY CENTRE, ON THE DISCHARGE PRE-COMMENCEMENT PLANNING CONDITIONS AND SUPPORTING DOCUMENTATION TO ENABLE ADVISORY COMMITTEE TO MAKE RECOMMENDATIONS TO PARISH COUNCIL**

SR asked MB that if money was no issue, how long would this project likely take. MB professional opinion would be 6 months lead time and then build from start to finish would be 15 months.

MB gave a short explanation on the planning process. WDC have provided planning permission for the new Community Centre however in order to have some control they allocate planning conditions. For this project there is a mix of pre-commencement, during the construction process and prior to occupation.

The building control application is about the building, the design and the quality. This paperwork today is for the planning conditions to be signed off. Once agreed, the paperwork will be submitted to WDC and it is usually a 5 week turnaround until they determine a response.

MB stated that once the paperwork has been submitted, work can commence but constant inspections will be required. In terms of progress, MJ is around 80% complete on the building control application but they have paused in order to get the planning conditions submission complete. The full building control application is likely to be ready for the end of February where it will then come to the Advisory Committee and then the Parish Council.

ML went through each planning condition. MB explained which document needed to be referred to.

Condition 3 – Ashdown Forest Mitigation scheme. Refer to the condition 3 report and the drawing P26 Vehicle Route restrictions. SR stated that vehicles should be turning left out the site and then left again down Five Chimneys Lane. This is an easier junction to get onto the A272 but also encourages less vehicles up School Lane and past the school. MB confirmed he would amend the traffic route. should turn left and left again, not coming down past the school. MB can amend this. **Recommendation for Parish Council to approve, subject to one minor amendment to traffic diversion.**

Condition 4 – Landscape Scheme. Refer to drawing P7 site landscaping, P16 bin and cycle store, P22 Play Area 1, P23 Play Area 2 and P24 construction details. **Recommendation for Parish Council to approve.** Discussion was held around the play area and SR stated it is likely the play area would be closed for 2 years

Condition 5 – External materials. Refer to condition 5 document External Material schedule and drawings P12, P13, P14 and P15. MB stated this has been approved previously but is being submitted again with up to date information. ML asked the question about using timber from the frame as it moves and using oak is so expensive. MB stated that costs would be a concern but the materials be changed at a later date. It was agreed this would be down to the Committee to discuss and consider. **Recommendation for Parish Council to approve.**

Condition 6 – Surface water drainage. MB updated that most of the work is ready, he is just awaiting some additional documentation. MB will aim to get the paperwork to the Clerk for the 6<sup>th</sup> February meeting with the paperwork being received by the 31<sup>st</sup> January.

Condition 7 – Noise mitigation scheme. Refer to document titled Noise Mitigation Measures. This condition sets in stone how the site will abide by the environmental plan i.e. glazing specification on the doors and windows. **Recommendation for Parish Council to approve.**

Condition 9 – Code of Construction practice. Refer to doc titled Construction Environment Management Plan and refer to drawing P25 Site Layout. MB explained that you submit this document at the start of the process but you leave it open as usually the contractor would prepare this document as it states construction and delivery timings, security fencing, wheel washing, staff parking etc. This information will not be known until a contractor is appointed. MB stated that WDC are likely to have sufficient information in order to discharge the condition, but information will be added once work commences.

**Recommendation for Parish Council to approve.**

Condition 15 – Approved lighting. Refer to drawing P21 site layout and P7 Site Landscaping. Lighting plan will ensure the dark skies are abided with minimal lighting. **Recommendation for Parish Council to approve.**

Condition 16 – Biodiversity scheme. Refer to document titled Biodiversity Enhancement Measures and drawing P7 site landscaping. MB stated that the initial document was approved under planning permission. DW asked who will be responsible for the bat and bird boxes etc? MB stated the Community Centre committee will decide this and will be duty bound after 3 years from planning to replace anything damaged including the plantings. **Recommendation for Parish Council to approve.**

**The final recommendation is for the Parish Council to approve planning conditions 3, 4, 5, 7, 9, 15 and 16 for submission.**