



# Steering Committee Community Build Project

Minutes of the Steering Committee meeting for the Community Build Project led by Burwash Parish Council held on Tuesday 20<sup>th</sup> January 2026 at 19.00. The meeting was held in the Parish Rooms, Burwash.

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**Members Present:** Cllr. R. Franklin (Chair), Cllr. K. Lloyd, Cllr. A. Newson, Cllr. J. Kenny, Cllr. S. Franklin, Cllr. T. Johns and Cllr. J. Lynn.

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**Also Present:** J. Bird, BC&WRA and H. Keep, Wild About Burwash

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**Apologies:** None Received.

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## **Members of the Public:**

There were 0 members of the public present.

**Meeting opened:** 18.59.

The Chair confirmed that the meeting was being recorded by the Parish Council. A member of the public also confirmed that they were recording the meeting.

## **1. Public Time.**

There were no members of the public in attendance.

Ms. Bird noted that there had been some questions raised at the recent BCWRA meeting. Most would be answered as the meeting progressed. Cllr. Franklin agreed to take any that weren't answered at the end of the meeting.

Before the meeting started Cllr. Kenny requested the following be noted:

- A site meeting was arranged with Modulek without inviting committee members. It went ahead and used plans that had not been agreed by the committee or by full council.
  - The site meeting was held only a few hours before the parish council meeting, yet when I asked about communications with Modulek I was told that there were no communications with Modulek about the plans.
  - The following morning I emailed requesting details about plans with Modulek an email was sent to the committee giving details about an onsite meeting that had happened just before the full council meeting the previous evening.
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## **2. Apologies for Absence.**

As above.

## **3. Disclosures of Interest.**

None declared.

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## 4. Stakeholders.

4.1 Councillors **RESOLVED** to agree to the Full Council membership criteria for Stakeholders based on (i) professional expertise, (ii) demonstrable democratic representation, or (iii) representing groups who directly shape the nature of the building.

## 5. Terms of Reference.

Councillors **RESOLVED** to agree the proposed changes to the Terms of Reference regarding guidelines on commercial sensitivity for non-Council members of the committee and inclusion of the membership criteria as above. [Appendix A.](#)

## 6. Update on Outline Design & Cost.

6.1 Councillors and members had already discussed the meeting with Modulek at the beginning of the meeting

6.2 Councillors and members discussed the floorplan design and room allocation for potential alterations.

6.3 Councillors **RESOLVED** to agree Cllrs. Kenny & Newson approach external agencies to identify interest in using room(s) in the building. Members of the Steering Committee to feedback their ideas on external agencies to Cllrs. Kenny & Newson.

Councillors **RESOLVED** to request Cllr. Johns produce up to 3 alternative plans based on the discussion of the floorplan. All members to provide Cllr. Johns with their ideas. Cllr. Johns committed to the turnaround of one week.

## 7. Update on Proposed Funding Streams.

7.1 The Clerk confirmed that there had been no update from Rother regarding the CiL panel decision. The Clerk reminded members of the next stages. If Rother indicates the CiL panel are considering the project, a full business plan would need to be submitted.

## 8. Next Stages.

8.1 Councillors **RESOLVED** to defer this resolution until more detail was known.

8.2 Councillors **RESOLVED** to defer this resolution until the floorplan had been progressed. Councillors **RESOLVED** to request a meeting be arranged to walk the car park and visually assess the floorplan. *Clerk to action a doodle poll.*

## 9. Agreed Resolutions to Full Council.

As above.

## 10. Items for noting or including on a future agenda.

## 11. Date of Next Meeting.

Clerk is requested to send a doodle poll to all members to determine the date of the next meeting.



# Steering Committee Community Build Project

Meeting Ends 20.59

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Robert Franklin  
Chair, Steering Committee Community Build Proj...

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