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CUCKFIELD VILLAGE HALL REDEVELOPMENT WORKING GROUP

TERMS OF REFERENCE

1) Purpose

The purpose of the Cuckfield Village Hall Redevelopment Working Group (CVHR WG) is to make proposals for the redevelopment of Cuckfield Village Hall for consideration by the Community Buildings committee.

2) Membership

Membership of the Working Group will be established as follows:

Councillors: Andrea King, Adrian Podmore, Andrew Symonds, Martin Sheldon

Office Staff: Jane Forester, Sam Heynes

Other: Jo Kells, Sarah Moss, Nicholas Rowe

3) Chairman

The Working Group nominated Adrian Podmore as Chairman at their first meeting and will notify the Community Buildings Committee thereafter.

4) Quorum

A quorum for any meeting of the Working Group will be three members, to include at least one Councillor.

5) Declarations of Interest

Members of the Working Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the

Working Group.

Andrew Symonds advised that he lives next door to the Village Hall.

6) Objectives, Scope and Outcomes

The objectives, scope and outcomes of the Working Group shall be approved by the Community Buildings Committee. These shall include but not be limited to the following initiatives:

- Create a proposal to rebuild the Village Hall, incorporating feedback from Preschool and based on the needs of both regular and ad hoc hirers.
- Purchase of additional land surrounding the site.
- Considering parking at the site and any WSCC Highways requirements.
- Consider the impact on Preschool of the hall closure during the redevelopment, and how to mitigate this.
- Create a multi-user, fully accessible hall maximising eco opportunities and ensuring full multi-media infrastructure is available.
- Ensure the hall is able to sustain itself financially.
- Consider the outside space including the water/stream to the right of the plot, maintaining space for children to play with a shaded area, room for a bouncy castle, etc.
- Consider incorporation of Parish Council staff office and storage space.
- Consider how to ensure the hall will meet the needs of the community for the next 50 years.
- Prepare proposals for public consultation of the plans and consider how to fund the build via precept increase, crowdfunding, grants and donations.

7) Responsibility of the Working Group

The Working Group will be accountable to the Community Buildings Committee and will provide recommendations with as much information as possible to allow the Committee to make informed decisions. The Working Group will not have a budget.

8) Responsibility of the Community Buildings Committee

The Committee will consider, feedback to and ratify the recommendations submitted by the Working Group, and will refer all recommendations to Full Council for consideration and approval.

9) Signatures (*signed and dated by each member of the Working Group*):