



The Queen's Hall
High Street
Cuckfield
West Sussex
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Community Buildings Committee Minutes of a meeting held at 8.15pm on 24th September 2020

Present: Mrs A King (Chairman), Mr A Burton, Mrs J Butler, Mrs F Laing, Mr S Oversby-Powell, Mr A Podmore, Mr M Sheldon and Mr A Symonds

In Attendance: Mrs S Heynes (Parish Clerk)

CB011 **To receive apologies for absence**
None.

CB012 **To receive declarations of interest from Members in respect of any matter on the agenda**
None

CB013 **To approve the minutes of the meeting held on 23rd June 2020**
The minutes of the meeting held on 23rd June 2020 were approved and signed.

CB014 **To note the Community Buildings Action List**
Items noted. The Clerk advised that updated quotes to provide fire training had been received and were being reviewed, and the Queen's Hall maintenance plan had been updated.

8.32pm Mr A Symonds joined the meeting.

CB015 **To receive an update on the Angela Fox Nature Garden.**
The quote of £3,940 (ex VAT) to remove the trees and hedge, level the site and apply grass seed to the lower section was accepted. An updated design plan for the garden would be prepared.

CB016 **To consider the suggestion for the provision of additional public toilet facilities within the village utilising available S106 funds.**
Council considered the suggestion to install an external toilet beneath the decking at the rear of the Queen's Hall. The Clerk was instructed to contact an architect to establish feasibility and potential costs.

CB017 **To consider a proposal to build an extension to the rear of the Queen's Hall**
The proposal would be to build a 2 storey extension to include additional office space, toilet facilities and a room for hire. Cllr Symonds would prepare more details for Council to consider, together with potential budget requirements, to be presented at the next committee meeting on 17th December 2020.

9pm Mr A Symonds left the meeting.

CB018 **To consider the report to install the Proscenium Arch**
Council thanked Cllr Sheldon for the proposal. Further refining of the estimate was

requested, together with a cost comparison between a proscenium arch and a like for like replacement of the curtains.

CB019 To consider feedback received from Cuckfield Dramatic Society in relation to their hire of the Queens Hall

The sound system at the hall was still used by hirers on a regular basis. Any changes made would need to be compatible with the hearing loop facility. The ability for hirers to connect with Bluetooth would be welcome. The Clerk was asked to clarify with CDS whether they were offering to purchase and install the additional equipment, or whether they would require the Parish Council to make the purchase. The sound equipment would be moved to an alternative position on the stage which would make it easier to access in future.

CB020 To consider the report from Denma Cleaning outlining costs for additional cleaning at both Cuckfield Village Hall and the Queen's Hall due to COVID-19

Council resolved to leave the cleaning levels as they were at this time, but wanted to keep this item open for ongoing review depending on the COVID infection rates in the area.

The Clerk was instructed to request feedback from the hirers who had returned to use the hall in September regarding how they were coping with the additional cleaning requirements and one way system and whether they had any comments to make or additional needs for consideration.

CB021 To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. Such matters will be for noting only or deferral to a future meeting only.

An awareness of the Council's COVID response in support of the community was raised; how had the Council supported the local community to date, and what may be needed in future. Councillors were asked to consider this and share any thoughts or suggestions, outside of being a Foodbank donation site. It was felt a review of the business plan should be undertaken to assess future commitments in light of the change in circumstances due to COVID, the Clerk would add this to the next Full Council meeting.

Meeting closed at 9.20pm

Signed _____