



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 11th March 2021

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

In Attendance: Mrs S Heynes (Parish Clerk)

CB033 To receive apologies for absence

None.

CB034 To receive declarations of interest from Members in respect of any matter on the agenda

Cllr Symonds declared his interest in item CB039 due to living next door.

CB035 To approve the minutes of the meeting held on 23rd June and 17th December 2020 (remember the one prior to this still needs to be approved, add to next agenda)

The minutes of the meeting held on 23rd June and 17th December 2020 were approved and signed.

CB036 To note the Community Buildings Action List

Items noted. The Clerk would revisit the proposal to replace the flooring in the Council Chamber when the impact on the hirers was better understood regarding future usage of the room and maintaining COVID safety.

CB037 To consider the proposals and quotes received from potential new garden designers for the Angela Fox Nature Garden

The committee reviewed the four design proposals and were particularly impressed with the suggestions made by Designers 3 and 4. Committee emphasised the need to lay out clear plans for achievement by the end of 2021, with a project plan to track progress against. Committee resolved to commission Designer 4 and expressed their thanks and appreciation for the other submissions. The Clerk was instructed to follow up with Golden Crown to obtain a date to complete the garden levelling and seeding as a matter of urgency.

CB038 To consider the design for the area outside the Queen's Hall kitchen, integrating with the proposed outdoor toilet and Nature Garden, and resolve how to proceed

Committee resolved to proceed with the plans to build the external toilet and reconfigure the external space. The Clerk was instructed to advise the architect to extend the steps towards the kitchen wall and remove the bin store to the left of the kitchen door. The Clerk would then send the plans out to obtain quotes for the work.

CB039 To receive an update from the Cuckfield Village Hall Redevelopment Working Group, approve the Terms of Reference and the formal addition of Nicholas Rowe

Cuckfield Parish Council adopted the General Power of Competence on 14th May 2020, all decisions made during this meeting are done so using this power.

to the Working Group

The Committee resolved to accept the Terms of Reference and add Nick Rowe to the Working Group. The Working Group were awaiting confirmation of the sale of the triangle of land at the entrance of the Village Hall to widen the boundary access. Holy Trinity School had respectfully rejected the offer to purchase a section of their land but had made an offer to allow Cuckfield Preschool to use the land at set times. A proposal for this would need to be considered and then presented to the school if appropriate.

Further revision of the proposed hall design would be undertaken, and further feedback would be provided at the next committee meeting.

CB040 To consider the replacement of the stage curtains at the Queen's Hall

The Clerk was instructed to arrange for installation quotes from the 2 companies who had not provided them, and to clarify whether the curtains would need re-proofing if wet or damp. Once all quotes were received Council instructed the Clerk to proceed with the company with the lowest overall quote.

CB041 To receive an update regarding the re-opening schedule for both halls as per the government COVID guidelines

Noted. All hirers were keen to return as soon as guidance allowed.

CB042 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.

Committee were reminded to start work on the Chairman's Report for publication in Cuckfield Life.

Meeting closed at 9.35pm

Signed _____

Next Meeting:

24th June 2021