



The Queen's Hall
High Street
Cuckfield
West Sussex
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Community Buildings Committee Minutes of a meeting held at 8.30pm on 5th July 2023

Present: Mrs A King (Chairman), Mr A Burton, Mr S Oversby-Powell and Mrs J White

In Attendance: Mrs N Ripert (Communications & Admin Officer), Mrs M Dormer, Mr R Gill & Mr A Podmore

Public Question Time:

None

CB001 To receive apologies for absence.

Cllrs Sheldon and Symonds offered their apologies which were accepted.

CB002 To receive declarations of interest from Members in respect of any matter on the agenda.

None.

CB003 To approve the minutes of the meeting held on 9th March 2023.

The minutes of the meeting held on 9th March 2023 were noted and approved.

CB004 To note the Community Buildings Action List

Items were noted.

CB005 To receive an update regarding the maintenance issues at both halls.

The updates were noted and no further comments were added.

CB006 To receive an update on the Angela Fox Nature Garden development, and consider the following:

- a. **To ratify the garden maintenance quote of £250/day for 2-3 days to bring the garden back to the required state, with a quote of £23/hour to complete 2-3 hours maintenance every 2 weeks on an ongoing basis. The work is to commence on Thursday 13th July 2023.**

The committee ratified the quote and agreed for the gardener to start working on Thursday 13th July 2023.

- b. **To receive a progress update on the redevelopment of the upper level of the nature garden and consider the verbal recommendations received from the working group.**

The committee walked around the upper level of the nature garden prior to the commencement of the meeting to discuss the proposed design of this part of the garden and agreed on the current drawings and design proposal.

Cuckfield Parish Council adopted the General Power of Competence on 18th May 2023, all decisions made during this meeting are done so using this power.

c. To consider how to proceed with regards to the fox sculpture within the garden.

The committee agreed to seek a few quotes for the design of the fox sculpture and to make enquiries of various design sources to be brought to the next Community Building meeting on 7th September 2023. The committee also agreed that the Fox should be positioned in a central position and of a striking design that would catch the eye.

CB007 To receive an update from the Village Hall Redevelopment Working Group.

The topographical survey had been submitted and the following actions were agreed with the working group and the architect:

- To organise a meeting with the main users of the village hall to gain their feedback and input to the proposals,
- To receive the plans from the Architect and then consider consultation with the neighbours and wider community,
- To consider the installation of solar panels which could be used to store electricity to supply the Village Hall,
- The architect agreed to create a concept design alongside a 3D design.

The next meeting with the Architect was agreed to be arranged for August, date to be confirmed.

CB008 To receive an update regarding the Silver Sunday planned for Sunday 24th September at the Queen's Hall.

The committee noted that the members of staff should complete the food safety preparation course prior to the Silver Sunday. Cllr Podmore and Cllr King offered their help for the afternoon.

No further updates were shared and it was agreed to discuss any further updates at the next Assets, Community & Environment meeting on 17 August 2023.

CB009 To receive a progress update regarding the Carbon Footprint assessment.

The first stage of the Carbon Footprint assessment was completed and 5D Net Zero will advise on the next steps and recommendations once the calculations were completed.

CB010 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.

None

Meeting closed at 9:13pm

Signed _____

Next Meeting: 7th September 2023