Court Bushes Advisory Group
Minutes of Meeting 2.00pm Wednesday 29th January 2020 at the Court Bushes Community Hub, Hurstpierpoint BN6 9TH

Present:

Claire Majsai (HP&SC PC)	Malcolm Llewellyn (HP&SC PC)	Will Kemp (The Melting Pot)
Pauline Malloy (Know Dementia)	Naomi McBain (Hope)	Kate Jackman (Hurst Festival)
Regina Choudhury (MSDC)	Jane Haskins (Clarion Futures)	Ian MacDonald (SCYP)

In attendance:
Allan Brown – (HP&SC PC)
Nick Sinclair – Facilities Manager (Clerk) (HP&SC PC)

MINUTES

CBA19.1 Election of Chairman: Cllr Llewellyn opened the meeting welcoming attendees, before brief introductions went around the table. Cllr Llewellyn then explained the terms of reference and invited all members to vote on who will chair the group. Cllr Majsai proposed that Cllr Llewellyn be elected as chair, with this proposal being seconded by Will Kemp and agreed by the rest of the group.

> **RESOLVED: Cllr Malcolm Llewellyn is appointed as Chairman for the Court Bushes Advisory Group.**

CBA19.2 Apologies for absence and declarations of interest: There were no apologies for absence from members of the Advisory Group and no declarations of interest.

CBA19.3 Minutes of the meeting of the E & FM: The Advisory Group noted the minutes.
(REF: MINUTES Estate & Facilities Management 29th October 2019 ATTACHED)

CBA19.4 Ad-Hoc informal Advisory Group Meeting 11th September 2019
The Chairman briefed the group on the background of the informal meeting held 11th September 2019, for anyone who was not present.

CBA19.4.1 Acoustics: The Chairman explained that curtains and blinds had been installed, along with 4 acoustic panels on the wall in the Function Room. A further 13 panels are due to be installed imminently. Members of the group commented that there has been an improvement to the echo in the room and that the building now feels much more homely. A member raised that the building feels clinical at the moment and recommended that the Parish Council speak with some of the local artists who run open house sessions, with a view to displaying art for defined periods in locations around the building. Some thought would be given to installing a rail/batten system for hanging artwork. The Chairman also agreed that the Parish Council would consider installing a higher level batten around both the Function Room and the Club Lounge to be painted the same colour as the walls. Hooks and other fixings could be installed in the batten to allow hirers to hang their own decorations without damaging walls.

CBA19.4.2 Storage: Regina Choudhury entered at 2:15pm. The Chairman updated on the position regarding lack of storage and indicated that the Parish Council's intentions of installing heated and lit storage containers at the site were around 18 months away. Jane Haskins updated that she was trying to access a free container from United Living as part of their Corporate Responsibility. This container could be sited at the Hub and shared between hirers. Kate Jackman also explained that Hurst Festival would like to purchase a container to be sited within the carpark, to house equipment for the monthly music club and also equipment that supports both the Hurst Festival and the St Lawrence Fair. The Chairman explained that the Council would be supportive of such initiatives in the short term, but that there would need to be some form of licence arrangement put in place and associated ground rental similar to that agreed with the Football Club. When ready the detail should be followed up with the Facilities' Manager.
It was also explained that there are now 3 roll cages located in the Function Room store, that are available to hire at £8 per month if any users are interested.

CBA19.4.3 Taps: The Chairman gave some background on the need for external taps at Court Bushes Community Hub. The group then noted that a recommendation to install the same will be taken to Estates & Facilities Management Committee 30th January 2020. One tap will be located at the front of the building, one to the rear of the Club Suite and one in the Nursery garden. All 3 taps will be isolated internally – so can only be available for hirers or with prior agreement.

CBA19.4.4 Signage: The Chairman informed the committee about the signage that has been installed to date, and explained that there has been no progress with brown signs in the highway. It was suggested that a sign is also put up at the fork junction on Willow Way, as well as at both Junctions with Cuckfield Road. A member noted that when approaching from the north, the Community Hub sign at the junction between the access track and Willow Way is obscured. The Chairman agreed to investigate options as part of the ongoing brown sign work.

CBA19.4.5 Lighting: The Group discussed the 15 illuminated bollards that have been installed along the entrance track to the Court Bushes Community Hub and were all in agreement that they have made a positive impact to people using the building at night. A member raised that the Function Room felt dingy at night due to the configuration of the spotlights. The Chairman agreed that the Parish Council would investigate adding additional lighting subject to identifying funds. It was also noted that the light in the office was permanently on due to interference with the sensor, It was agreed that this would be moved to a switch operation.

CBA19.4.6 Planters: The Group discussed the success of the planters and a member updated that gardening equipment and watering cans had been provided for the Nursery and Memory Moments Café to use in caring for the plants. Hurst Festival are also looking at their program to include another workshop activity at the Community Hub for 2020.

CBA19.5 User Groups/Schedule: The Advisory Group noted the schedule of activities that were currently taking place on a regular basis at Court Bushes. Cllr Majsai updated that Community Development Worker, Dawn Rennie was working to produce a leaflet containing this information, that would be distributed to residents in the area.
(Ref: Court Bushes Schedule of Activities January 2020 ATTACHED)

CBA19.6 Facebook and Social Media: The Advisory Group discussed the media and marketing of Court Bushes Community Hub and the events that take place there. It was unanimously agreed that a more joined up approach was required between all groups so that they are all linking together the same information. Cllr Majsai informed the group that she is working to hold the Annual Parish Meeting at Court Bushes Community Hub on 19th May 2020 and that she would like to have stalls set up by local groups and users of the building to promote what is going on in the village.
A member raised that the Parish Council should be actively targeting more commercial groups such as a slimming club, that can pay higher rental fees and attract users down to the building.
It was also noted by the group, that the Parish Council were launching their new website in early summer that would give greater control over what they put out and how they engage with residents.
A noticeboard at the entrance to Court Bushes was discussed and it was agreed that Regina Choudhury would investigate what MSDC Estates had in stock and send details of this to the Parish Council.

CBA19.7 Questions: The Advisory Group were invited to raise any concerns in an open forum, with the following being discussed:

- The Chairman briefed on the on the clearance works that are scheduled for the north of the building, to remove debris and level the ground to create a larger grassed area. Money was identified in next years budget to install a terrace to the Club Lounge bifold doors.
- It was raised that at the current time, hire rates were not covering costs and that there had been a large amount of cross subsidy of the Community Hub from the Parish Council precept. After this, 2 members of the group explained that they have submit grant applications to the Parish Council to address their own funding gaps.
- The group unanimously agreed that they did not favour the 5 hour booking sessions being offered by the Parish Council. The Facilities Manager explained the reasoning for this and that both of the Parish Council facilities charge significantly less than comparable buildings, in some cases less than a 3rd of the price. Due to the number of people that have raised this issue the Chairman agreed that the Parish Council would review this, but staff time and resources would need to be assessed. It was agreed by all that the per hour rate would need to work out more expensive, but that booking numbers may increase due to the greater flexibility.
- A member raised that the photos of the Community Hub on the Community Buildings website were out of date, some new photos should be taken to include the new additions such as lighting, curtains and the decking access to show off the facility, to be displayed on the new website. A floorplan showing measurements should also be available and could be sent out to wedding organizers in the area to better promote the venue.
- Members raised that a second opening event should be held now that the building is up and running with improved facilities. Some members felt that this should be in the school holidays when more families will be around, looking for activities.
- The Melting Pot Café will be applying for a £250 grant from MSDC to hold a 'street party' type event for VE Day over the bank holiday weekend 8th May 2020.
- Hurst festival will also be applying to MSDC to help with grant funding to run free activities at Court Bushes during the festival in September 2020.

There being no other business, the Chairman Closed the Meeting at 3.44pm.

Parish Council representatives	Special groups representatives	Members of the public
Malcolm Llewellyn Claire Majsai Nick Sinclair (Facilities Manager)	Naomi Brennan (Kiddie Capers) Regina Choudhury (MSDC) Will Kemp (The Point/Melting Pot Café) Kate Jackman (Hurst Festival/Music Club) Jane Haskins (Clarion Futures) Ian MacDonald (Sussex Clubs for Young People) Pauline Malloy (Know Dementia)	Naomi McBain