



The Queen's Hall  
High Street  
Cuckfield  
West Sussex  
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Parish Clerk: Sam Heynes  
clerk@cuckfield.gov.uk

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To the members of the **Community Buildings Committee**

You are hereby invited to attend the meeting of the **Community Buildings Committee** in the **Queen's Hall** at **8.30pm** on **Thursday 4<sup>th</sup> April 2024** to transact the following business:

Members of the public are invited to put questions or to draw relevant matters regarding items on the agenda to the Council's attention for ten minutes prior to the commencement of business.

**AGENDA**

- CB047 To receive apologies for absence.
- CB048 To receive declarations of interest from Members in respect of any matter on the agenda. *The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it.*
- CB049 To approve the minutes of the meetings held on 1<sup>st</sup> February 2024
- CB050 To note the Community Buildings Action List
- CB051 To receive an update regarding the maintenance issues at both halls:
- a. to receive an update regarding the recent fire risk assessments completed at each hall
  - b. to receive an update regarding the recent EICRs and note the quotation for remedial works required at the Queen's Hall
  - c. to receive an update regarding the recently completed EICR and note the quotations for remedial works required at Cuckfield Village Hall including purchase and installation of replacement oven
  - d. to note the Food Inspection Safety Report for Cuckfield Village Hall and associated purchase of replacement fridge and freezer, as well as maintenance work required in the kitchen
  - e. to consider the quote to reinstall fencing along the Queen's Hall boundary to secure the access (attached)
  - f. to consider the quote to cut back the evergreen trees and ivy along the Queen's Hall boundary (attached)
  - g. to note the quote to replace faulty external garden lighting and installation of a PIR switch (attached)
  - h. to consider the quote to refurbish the toilets at the Queen's Hall (attached)
- CB052 To receive an update on the Angela Fox Nature Garden development and consider the prioritisation of the planting scheme (attached)
- CB053 To consider the proposed loft insulation quotes at the Queen's Hall (attached)
- CB054 To consider the proposed Solar Panels installation quotes at the Queen's Hall (attached)

Cuckfield Parish Council adopted the general power of competence on 18th May 2023, all decisions made during this meeting are done so under this power.

Cuckfield Parish Council - Community Buildings Agenda

- CB055 To receive an update from the Village Hall Redevelopment Working Group and to agree to the addition of Cllr White to the working group
- CB056 To receive a progress update regarding the Art Hub at the Queen's Hall
- CB057 To consider the request from Greener Cuckfield to install a noticeboard in the Queen's hall entrance providing details of their current initiatives (attached)
- CB058 To consider the invoice of £1,999+VAT received from UK Bride for a year's advertising of the Queen's Hall as a wedding venue after a free 3 month trial, noting efforts and requests to cancel the contract had failed.
- CB059 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**

*S Heynes*

Parish Clerk, 25 March 2024