



The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL

01444 451610
01444 454276

Community Buildings Committee Minutes of an informal meeting held at 8.30pm on 24th June 2021

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

In Attendance: Mrs S Heynes (Parish Clerk) and Mr S Oversby-Powell

- CB001 **To receive apologies for absence**
Cllr White submitted 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 11th March 2021**
The minutes of the meeting held on 11th March 2021 were noted and would be signed at the next formal committee meeting.
- CB004 **To note the Community Buildings Action List**
Items noted.
- CB005 **To receive an update on the progress for the Angela Fox Nature Garden**
Progress had been slower than was ideal due to ongoing issues with obtaining materials, it was anticipated that a fence would have to be erected between the gardens before the first wedding on 17th July 2021.
- CB006 **To resolve whether to proceed with submitting the planning application for the external toilet at the Queen's Hall in advance of receiving any builders quotes**
Committee instructed the Clerk to proceed with the planning application.
- CB007 **To receive an update regarding the replacement stage curtains at the Queen's Hall**
The replacement fully fire-retardant stage curtains have been ordered in a dark teal colour, the company has been to the hall to take accurate measurements and will advise once they are available for installation.
- CB008 **To consider the proposal from CDS to share the (as yet unknown) costs to purchase and install a larger container to replace that already installed at the rear of the Queen's Hall, to provide a shared storage space for the Parish Council and CDS**
The existing container at the rear of the Queen's Hall was fully utilised by the Parish Council with no spare space available, and this had been incorporated into the design for the Angela Fox Nature garden to enable access to be available for delivery of marquees. Installing a larger container in this location would reduce the space available making this much harder, if not impossible. The Parish Council had no

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.

budget available for the costs involved in preparing the ground and purchasing a replacement container. There were also concerns that due to the restricted access to the rear of the garden it would be impossible to deliver a larger container to the site. Restrictions in the lease for the land adjacent to the nature garden prohibited the installation of any buildings within its curtilage. The committee resolved not to proceed with the installation of a larger container and the Clerk was instructed to notify CDS of this decision.

CB009 To receive an update regarding the continued reopening of the halls in line with COVID guidelines, including the impact on weddings

All regular hirers who were able to return had done so, and the hall diaries were filling up again. Current hall availability would be advertised via social media to try and secure additional hirers to use these slots. A risk assessment for weddings had been completed and shared with imminent weddings, however these were proceeding with additional risk mitigation in place.

CB010 To receive an update from the Cuckfield Village Hall Redevelopment Working Group

The contract for the additional piece of land was ready to be signed. The architect was working on the outline planning application, MSDC were due to make a site visit to review the proposals. The design proposed was flexible to accommodate all hirers. The crown of the ash tree to the rear of the hall would need to be lifted, which the Clerk had already discussed with local contractors.

CB011 To receive an update regarding the maintenance issues experienced recently at both halls

Various maintenance issues were being addressed at both halls, including kitchen ventilation requirements, replacement water heaters required at the Queen's Hall and the Public Toilets, repainting the decking at the rear of the Queen's Hall as well as making repairs to the steps, replacing dead bulbs around the building and repainting the Council Chamber. The gas meter at the Village Hall was due to be replaced in the summer.

CB012 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 9.15pm

Signed _____

Next Meeting:

16th September 2021