



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

01444 451610
01444 454276

Community Buildings Committee Minutes of a meeting held at 8.30pm on 16th September 2021

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

In Attendance: Mrs S Heynes (Parish Clerk)

CB013 To receive apologies for absence

Cllr Laing submitted apologies which were accepted.

CB014 To receive declarations of interest from Members in respect of any matter on the agenda

None.

CB015 To approve the minutes of the meeting held on 23rd June 2020, 24th September 2020, 17th December 2020, 11th March 2021 and 24th June 2021.

The minutes of the meetings held on 23rd June 2020, 24th September 2020, 17th December 2020, 11th March 2021 and 24th June 2021 were noted and approved.

CB016 To note the Community Buildings Action List

Items noted.

CB017 To receive an update on the progress for the Angela Fox Nature Garden and consider the ongoing maintenance requirements including staffing levels/use of contractors

The Clerk was instructed to investigate obtaining a gardener to take over the maintenance of the Queen's Hall garden. The Clerk was also instructed to arrange the removal of the thistles in the far rear border. The replacement of the decking and steps would be instructed to proceed, however a further comparison quote would be requested to use composite decking instead of wooden decking, to improve the durability and safety of the area.

CB018 To note the complaint received regarding the volume of music being played at a recent event at the Queen's Hall.

The Committee noted the complaint received. It was also noted that this was the first time music had been played in the garden to the Council's knowledge, and it had been played from the gazebo not from the Angela Fox Nature Garden.

CB019 To consider the proposal for the future use of the Queen's Hall Garden and Angela Fox Nature Garden by hirers, as well as additional licence requirements

The Committee discussed licence matters that had been raised and resolved to proceed with the variations to existing licences to enable the gardens to be used by hirers for their events.

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.

The temporary COVID legislation covered the use of the garden for events until 31st December 2021.

Until the licence matters had been resolved, Committee resolved that the following temporary measures would be put in place:

- All hirers would be advised that music must not be played outside unless it was to accompany a wedding ceremony.
- Alcohol consumption would not be permitted within the nature garden section.
- Hirers would be advised that the nature garden section was still not available for use, and the access points into the nature garden would have temporary barriers erected.

Once the licence and planning matters had been resolved, the nature garden section would be opened to allow hirers access to this area, although the restrictions on music would remain.

Major garden events including music would be restricted to 2 per year and neighbours would be notified in advance. This would not include normal events such as the regular weddings held throughout the year.

CB020 To receive an update regarding the proposed installation of an external toilet at the Queen's Hall

No progress had been made, as it was proving difficult to find builders who wished to quote for the works. The planning application had been instructed to proceed.

CB021 To receive an update regarding the Silver Sunday event planned for 3rd October 2021

A local a cappella group would be performing at the event, posters and leaflets would be produced and distributed. Cake donations would be requested from local businesses, and wine and cheese would be purchased. Help would be provided from 12pm to set up the event. The event was aimed at the over 50s, all welcome.

CB022 To receive an update from the Cuckfield Village Hall Redevelopment Working Group

The transfer of the small piece of land had been completed to square off the access to the Village Hall site. A quote to remove the hedge and install a new fence along the revised boundary had been requested. The plans for the parking area were close to being completed. Completion of a levels survey may be necessary for the entire site.

CB023 To receive an update regarding the maintenance issues experienced recently at both halls

It was noted that the damage to the BT phone line at the Village Hall was repaired within 48 hours.

CB024 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 9.25pm

Signed _____

Next Meeting:

16th December 2021