



The Queen's Hall
High Street
Cuckfield
West Sussex
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Community Buildings Committee Minutes of a meeting held at 8.45pm on 16th December 2021

Present: Mrs A King (Chairman), Mr A Burton, Mr A Podmore and Mr A Symonds

In Attendance: Mr P Ceccherini, Mr J Dickie, Mrs S Heynes (Parish Clerk), Mrs F Laing (via zoom)

CB025 To receive apologies for absence

Cllrs Oversby-Powell, Sheldon and White submitted apologies which were accepted.

CB026 To receive declarations of interest from Members in respect of any matter on the agenda

None.

CB027 To approve the minutes of the meeting held on 16th September 2021.

The minutes of the meeting held on 16th September 2021 were noted and approved.

CB028 To note the Community Buildings Action List

Items noted.

CB029 To receive an update on the licence application for the Angela Fox Nature Garden.

The licence hearing was scheduled for 17th December 2021, the Clerk would attend to represent the Parish Council. A decision was expected within a week of the hearing.

CB030 To consider the procedure for notifying Cuckfield Museum in the event of a fire.

The Clerk was instructed to establish the backup process for notifying staff that the fire alarm had been activated in the event she was unavailable to accept a call, this process would be added to the procedures. The Clerk was instructed to amend the hall hire T&Cs to state a charge would be levied against a hirer in the event the fire alarm was activated to cover staff time in the event attendance at the hall was required. The Committee resolved to accept the proposed procedure which would be shared with Cuckfield Museum.

CB031 To receive an update from the Cuckfield Village Hall Redevelopment Working Group

The planning application to implement parking spaces to the front of the hall was outstanding due to a requirement to re-consult with Southern Water. Once the outcome of the planning application was determined a meeting would be arranged to plan the next steps.

CB032 To receive an update regarding the maintenance issues experienced recently at both halls, including the works relating to the installation of the externally accessed WC.

Two builders had been out to quote in recent weeks, these were outstanding and once received would be reviewed.

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.

CB033 To agree the date of the next Silver Sunday event for Spring 2022.

A date would be identified after Easter for the next Silver Sunday event, and advertising would take place in the new year.

CB034 To discuss a preferential hire charge for Cuckfield Town FC's 150th Anniversary Event in the Queen's Hall in June 2022.

The committee did not feel it would be appropriate to offer the hire of the hall at a discounted rate, however they resolved to offer up to 3 hours free set up time for this event.

CB035 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 9.20pm

Signed _____

Next Meeting:

10th March 2022