



The Queen's Hall
High Street
Cuckfield
West Sussex
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Community Buildings Committee Minutes of a meeting held at 8.30pm on 10th March 2022

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

In Attendance: Mrs K Ely (Assistant Clerk)

CB036 To receive apologies for absence

Cllr Podmore offered his apologies which were accepted.

CB037 To receive declarations of interest from Members in respect of any matter on the agenda

None.

CB038 To approve the minutes of the meeting held on 16th December 2021.

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

CB039 To note the Community Buildings Action List

Items noted.

CB040 To consider quotes for events security at the Queen's Hall and resolve whether to pass these costs on to hirers (as required).

The Committee considered the quotes and resolved for Galaxy Entertainments to provide events security at the Queen's Hall as required. The Committee resolved to pass the costs on to hirers; the Bookings Administrator to update Hirers Terms and Conditions accordingly and to seek details of Galaxy's licence on an annual basis.

CB041 To receive an update from the Cuckfield Village Hall Redevelopment Working Group. To note the planning application approval for the car parking spaces at the Village Hall and to resolve next steps.

A meeting of the Cuckfield Village Hall Redevelopment Working Group would be convened to resolve next steps for the building works relating to the car parking spaces; Cllr Symonds agreed to prepare the specification for the tender proposals. In addition, the Committee recognised the need to urgently progress with the hedge planting at the neighbouring property.

CB042 To receive an update regarding the maintenance issues at both halls, and to consider redecoration of the Village Hall.

The Assistant Clerk provided an update on the issues at both halls, noting that the Village Hall's decoration appeared tired; the Committee resolved to postpone any redecoration until 2023 due to budgetary constraints. The Committee requested that the Clerk identify the details of the voluntary group who redecorated the hall previously.

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.

CB043 To consider quotes for the works relating to the installation of the externally accessed wc at the Queen's Hall.

The Committee considered the quotes and Quote A was preferred. The Clerk was instructed to request the expenditure at the forthcoming Full Council meeting and in addition, to explore funding opportunities for the build.

CB044 To receive an update on the Nature Garden development and note the licensing requirements for the use of the Garden.

Pleached trees have been planted to assist with noise reduction and the planting of herbaceous perennials and grasses is being progressed. Committee noted the conditions for the change of use, namely that outdoor events conclude by 9pm, apart from the annual outdoor performance, and no more than 22 weddings are permitted per year.

CB045 To consider feedback relating to both halls regarding hirers.

Cllr King spoke of the Parish Council's desire to support hirers whilst recognising the need for hirers to abide by Hirers Terms and Conditions. Cllr King reflected upon issues that had arisen whilst the named person in charge was not in attendance, recognising the requirement for the named person to be present.

CB046 To agree catering requirements for the Silver Sunday event.

The Committee resolved for the Clerk to purchase catering for the event based upon confirmed numbers.

CB047 To consider registering the Queen's Hall as a venue as part of the Safe Places Scheme.

The Committee considered registering the Queen's Hall as a venue as part of the Safe Places Scheme however, due to inadequate staffing, chose not to proceed with registration. The Clerk to respond to MSDC Safe Places Coordinator.

CB048 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 9.09pm

Signed _____

Next Meeting:
TBC.