



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 26th May 2022

Present: Mrs A King (Chairman), Mr A Burton, Mr A Podmore, Mrs C Potts and Mr M Sheldon

In Attendance: Mrs S Heynes (Parish Clerk)

CB001 To receive apologies for absence

Cllrs Symonds and White offered their 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 10th March 2022.

The minutes of the meeting held on 10th March 2022 were noted and approved.

CB004 To note the Community Buildings Action List

Items noted.

CB005 To receive a progress update regarding the works to develop car parking spaces at the Village Hall.

An invitation to tender to quote for this work had been issued to three contractors for return in June 2022. A topographic survey of the site was recommended as part of the plans to consider rebuilding the Village Hall, however this was not a priority at this time. The replacement hedge had been planted in the past week.

CB006 To receive an update regarding interventions by neighbouring residents at recent events at the Queen's Hall.

Recent weddings had caused neighbours to enter the Queen's Hall to make complaints directly to hirers. As a result, a letter had been drafted and would be delivered to immediate neighbours to explain the new license conditions and advise that complaints must be addressed to the Parish Office and not taken up directly with hirers.

CB007 To consider an increase to the cost of booking a weekend wedding at the Queen's Hall from £900 to £950 + VAT, to cover the additional security charge required for evening functions.

Committee considered the increase to the hall fees for wedding hirers and resolved to increase the hire fee to £1,000+VAT effective immediately for all new bookings. Furthermore, the Clerk was instructed to prepare a proposal to review the rates for all other hirers for consideration at the next Community Building's committee meeting.

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.

CB008 To consider the proposal to install a 'recycling station' at the Queen's Hall, and whether to purchase the materials requested or to accept a loan on the basis that any damage would be considered the responsibility of the Parish Council.

Committee discussed the proposal and resolved to proceed with the purchase of the recommended items. The Clerk would inform Greener Cuckfield to proceed with the new setup.

CB009 To consider training for staff on the use of the Evac Chair.

Committee considered the need for training in how to use the chair and resolved that the you tube video explaining how to use it was sufficient. It was also flagged that staff were not necessarily going to be on site in the event of a fire, and that the reason for the instructions being on the evac chair was so anyone in the hall could use the chair in the event of an emergency.

CB010 To receive an update regarding the maintenance issues at both halls.

The new external toilet build would commence in September this year. An unsightly old fence had been exposed at the Village Hall, this would be removed and the need for a new fence would be assessed once the old debris had been removed. As a matter of policy, all lightbulbs would be replaced with LED bulbs.

Future consideration would be given to how to run the halls in a more sustainable manner as part of the drive to reduce our carbon output. Gaining an understanding of our carbon footprint would be an essential start point.

CB011 To receive an update on the Nature Garden development.

Progress was continuing with the garden and the wildflowers were growing well. The next phase of work would be completed. A site meeting with the garden designers would be arranged to plan the next steps.

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.

A film crew had requested to hire the lobby of the Queen's Hall to film some scenes for a film.

Meeting closed at 9.40pm

Signed _____

Next Meeting:
22nd September 2022