



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 29th September 2022

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

In Attendance: Mrs S Heynes (Parish Clerk), Mrs N Ripert-Forrest (Communications & Admin Officer)

CB013 To receive apologies for absence.

Cllr Symonds offered his 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 26th May 2022.

The minutes of the meeting held on 26th May 2022 were noted and approved.

CB016 To note the Community Buildings Action List

Items noted.

CB017 To consider the replacement of the loudspeakers at the Queen's Hall.

Cllr Sheldon would explore more practical recommendations for the replacement of the loudspeakers and to know how to factor in the sound limiter system.

CB018 To receive a progress update regarding the works to develop the three car parking spaces at the Village Hall.

The works at the Village Hall were now completed with three new car parking spaces and a dropped kerb. Storage of the wheelie bins was raised, the Clerk was instructed to clarify if they were in the best location.

CB019 To receive an update regarding the works to install an externally accessible toilet at the Queen's Hall.

The installation of the new external accessible toilet was progressing well. The issue of the toilet connection to a foul drain had been resolved.

CB020 To consider the increased utility costs to run both the Queen's Hall and Cuckfield Village Hall and any mitigating actions that may be adopted.

The Clerk's proposed projected figures for this increase were discussed and actions to mitigate this increase were agreed. The Clerk was instructed to turn the radiators down when rooms are not being used at both halls and to keep the lights off where possible.

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.

CB021 To consider an increase in the hire rates charged for both regular and one-off hirers at the Queen's Hall and Cuckfield Village Hall (attached).

Council reviewed the recommendations and resolved to round up the proposed hire costs to the nearest whole pound. The proposed rates for CDS were approved.

Council resolved that the current 3-day rate for Cuckfield Book Festival should be increased as they were now a well-established organisation. The hire rate for 3 full days at the Queen's Hall would be increased to £1,000 for 2023 with a view to charging full hire rates for 2024. Council recommended the Book Festival organisers considered applying for a grant in future should they wish to receive a reducing in the hire costs.

CB022 To receive an update regarding the recent flooding of the basement at the Queen's Hall.

A commercial dehumidifier had been hired for one week to help dry out the basement after the recent flooding. This had been due to the failure of the pump in the basement. A new pump had now been installed, and the recent drain blockage may have contributed to the flooding or failure of the pump.

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

Redecoration of some areas of the Village Hall had been completed over the summer and more will be done during October half term. A deep clean of the floors at the Village Hall had also been completed.

CB024 To receive an update on the Nature Garden development.

Progress was continuing with the garden and it was looking much tidier. The wildflowers planted in the spring had now been removed and replaced with perennial plants.

CB025 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 9.30pm

Signed _____

Next Meeting:

15th December 2022