



The Queen's Hall  
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Cuckfield  
West Sussex  
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## Community Buildings Committee Minutes of a meeting held at 8.30pm on 15<sup>th</sup> December 2022

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

**In Attendance:** Mrs S Heynes (Parish Clerk)

**CB026 To receive apologies for absence.**

Cllr Burton offered his apologies.

**CB027 To receive declarations of interest from Members in respect of any matter on the agenda.**

None.

**CB028 To approve the minutes of the meeting held on 29<sup>th</sup> September 2022.**

The minutes of the meeting held on 29<sup>th</sup> September 2022 were noted and approved.

**CB029 To note the Community Buildings Action List**

Items were noted. The Clerk was instructed to proceed with quotes to obtain a carbon footprint for both halls, which would be added to the next agenda for consideration.

**CB030 To consider the replacement of the loudspeakers at the Queen's Hall.**

The hall speakers had been reviewed and rather than replacing them it was felt they needed to be adjusted so the direction of sound was facing into the room rather than towards the ceiling. The Clerk was instructed to arrange this to be done.

**CB031 To consider the approach for replacement of bulbs with LEDs at the Queen's Hall and Cuckfield Village Hall.**

The Committee resolved to continue to replace the bulbs on an as needed basis, however this would be incorporated into the carbon footprint review of the halls to see if a different approach was recommended.

**CB032 To consider using the Council Chamber as a warm hub for people in need over the winter**

Committee discussed this item and resolved to proceed with the warm hub with opening times based on volunteer availability, starting with one day per week and progressing to more days should it be well attended. An appeal for volunteers would be included in January's newsletter. Opening days would be restricted to Tuesdays, Wednesdays and/or Thursdays.

**CB033 To receive an update regarding the DPS license change to make the Community Buildings Committee responsible for the sales of alcohol at the Queen's Hall**

Cuckfield Parish Council adopted the General Power of Competence on 14<sup>th</sup> May 2020, all decisions made during this meeting are done so using this power.

The draft application to make the changes to the DPS process had been completed and submitted to MSDC for feedback. The final application would be submitted as soon as possible, together with supporting documentation. Hirers had been informed that changes would be in effect from the new year to the process for selling alcohol at events. A checklist would be completed to review with regular hirers to ensure they had a full understanding of the requirements to sell alcohol.

**CB034 To receive an update regarding the legal rights of users of the Queen's Hall to access the building across the rear entrances**

The legal review of this was in progress and a further update would be provided once available.

**CB035 To receive an update regarding the maintenance issues at both halls.**

Nothing major to report, although improvements to our storage capacity had been improved by building new shelves in cupboards.

**CB036 To receive an update on the Nature Garden development.**

The working party had reviewed the next stage plans and felt they were too focused on hard landscaping rather than planting. The focus was to be more cottage garden/sensory garden in style. Feedback had been provided to the garden designers, together with a request for stage 2 of the planting to be completed before progressing into stage 3.

**CB037 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 9pm

Signed \_\_\_\_\_

**Next Meeting:**

9<sup>th</sup> March 2023