



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 7<sup>th</sup> September 2023**

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

**In Attendance:** Mrs S Heynes (Clerk), Mr A Podmore and Mrs N Ripert (Communications & Admin Officer)

**Public Question Time:**  
None

**CB011 To receive apologies for absence.**

Cllr Sheldon offered his apologies which were accepted.

**CB012 To receive declarations of interest from Members in respect of any matter on the agenda.**

None.

**CB013 To approve the minutes of the meeting held on 5<sup>th</sup> July 2023.**

The minutes of the meeting held on 5<sup>th</sup> July 2023 were noted and approved.

**CB014 To note the Community Buildings Action List**

Items were noted.

**CB015 To receive an update regarding the maintenance issues at both halls.**

Damp at the Queen's Hall had been identified above the doorway to the corridor alongside the main hall and in the entrance lobby area, a quote for this work had been requested to see what repairs would be required. The skirting board needed to be reattached along the entrance corridor and a new toilet seat was required in the ladies.

At Cuckfield Village Hall the damp in the storage cupboard and around the front doors had been repaired and repainted during the summer. A new microwave had been purchased and installed.

**CB016 To consider the proposal and quote from the Preschool to replace the gate and fence closest to the entrance of the Village Hall.**

Committee considered the quote received but were unclear about what was being requested. The Clerk was instructed to revert to the Preschool to request clarification and advise that the committee would not consider the removal or replacement of the metal gates.

Cuckfield Parish Council adopted the General Power of Competence on 18<sup>th</sup> May 2023, all decisions made during this meeting are done so using this power.

**CB017 To ratify the proposal to proceed with the quote received from Company A to repair the damp issues at the Village Hall.**

Committee ratified the quote of £595+VAT for the repairs around the doors at the Village Hall.

**CB018 To receive an update on the Angela Fox Nature Garden development, and consider the following:**

**a. To consider the proposed fox sculpture designs and suggestions.**

Committee resolved to follow up with the fox designer from Etsy to see if alternative, larger designs could be produced. The Clerk would contact the artist who had provided the fox bench design to advise the committee were still considering design options and would be in touch once a decision had been made.

**b. To receive a progress update on the redevelopment of the upper level of the nature garden and consider the verbal recommendations received from the working group.**

The existing steps require a handrail to be installed, the Clerk was instructed to obtain a quote for this and arrange for it to be completed. The Clerk would confirm the finish for the new steps into the garden.

**CB019 To receive an update from the Village Hall Redevelopment Working Group.**

The working group met with the architect and key users of the Village Hall on 5<sup>th</sup> September and discussed the Ofsted requirements that would need to be considered as part of the design. The office space previously allocated would also be reduced. A further meeting would take place in October and updates would be discussed at the next meeting.

**CB020 To consider the proposal to host the revived Cuckfield Summer Show at the Queen's Hall in 2025.**

Committee resolved to support the proposal on the basis of looking at the financial model e.g. running a bar, in order to recoup some of the costs involved in donating use of the hall.

**CB021 To receive an update regarding the Silver Sunday planned for Sunday 24<sup>th</sup> September at the Queen's Hall.**

All preparations were in hand, with a new compere secured for the event.

**CB022 To receive an update regarding the proposal to run an Art Hub at the Queen's Hall and consider whether to proceed with this**

Committee resolved to proceed, and requested an update at the next meeting of progress including start dates

**CB023 To receive a progress update regarding the Carbon Footprint assessment.**

Committee reviewed the recommendations and instructed the Clerk to investigate the following items:

- Installation of solar panels on the Queen's Hall roof, after checking with the heritage officer at MSDC to understand whether this would be permissible.
- Look at installing light sensors in the corridors.
- Roof insulation at the Queen's Hall.
- HIVE-style controllers installed to control heating.
- Explore whether there was a cheaper option for provision of gas and electricity.
- Request hirers to close doors behind them during the winter to preserve energy.

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- Consider reflective sheeting be installed behind radiators.
- Obtain advice on the options available to insulate the windows throughout the Queen's Hall.

**CB024 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 10pm

Signed \_\_\_\_\_

**Next Meeting:** 9<sup>th</sup> November 2023