



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 9th November 2023

Present: Mrs A King (Chairman), Mr A Burton, Mr A Symonds and Mrs J White

In Attendance: Mrs M Dormer, Mrs S Heynes (Clerk) and Mr A Podmore

Public Question Time: None

CB025 To receive apologies for absence.

Cllrs Oversby-Powell and Sheldon offered their apologies which were noted.

CB026 To receive declarations of interest from Members in respect of any matter on the agenda.

None.

CB027 To approve the minutes of the meeting held on 7th September 2023.

The minutes of the meeting held on 7th September 2023 were noted and approved.

CB028 To note the Community Buildings Action List

Items were noted.

CB029 To receive an update regarding the maintenance issues at both halls:

- a. To consider the quote received to repair the damp problems at the Queen's Hall
Committee reviewed the quote and resolved to proceed with the quote and the repairs.
The Clerk would instruct the works to take place, identifying a date where the impact would be minimal for hirers.
- b. To note the recent boiler failure and consider whether to proceed with quotes to replace the boiler system at the Queen's Hall.
Committee resolved not to investigate a replacement boiler system at this time.
- c. To consider the current condition of the ladies and gents toilets at the Queen's Hall and whether to investigate costs to improve and modernise them to be more in line with a wedding venue.
The Clerk was instructed to investigate options and obtain quotes to replace the sink units and floor, as well as the toilet cubicles.

CB030 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

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

Committee reviewed the recommended increased hire rates and resolved to adopt them. The Clerk would instruct communications to be issued to all regular hirers.

CB031 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 reviewed the designs and resolved to instruct the 1500mm fox (or bigger) in rusted and sealed mild steel.
- b. To receive a progress update on the redevelopment of the upper level of the nature garden.
The steps had been completed and the retaining wall had been constructed. The pathways would be measured out and the raised beds planned. A water fountain needed to be chosen and included in the Art S106 submission; an electrical connection would be required for this, the Clerk was instructed to obtain a quote.

CB032 To receive an update from the Village Hall Redevelopment Working Group and review and approve recommendations for instructing required consultants

The committee reviewed the current design for the new hall and discussed the requirements that had been incorporated based on OFSTED needs for the preschool and breakfast/after school club. The next step would be to show the design at the Annual Parish Meeting for feedback, before proceeding to obtain full planning permission. Committee debated the merits of pursuing the build of a new hall as the costs would be high, although it was recognised that the existing hall was not a long-term option due to its poor condition.

The quotes for the consultants were reviewed, however the extent of the quotes was too high as the Parish Council didn't have the budget for this. The working party would discuss with the architect how these costs could be reduced and still reach full planning permission.

CB033 To receive a progress update regarding the Art Hub at the Queen's Hall, including booking form details and terms & conditions

Committee accepted the booking form and terms and conditions, Cllr Dormer and the Admin Assistant would proceed with the first exhibition.

CB034 To receive a progress update regarding the Carbon Footprint assessment.

Committee reviewed the report and supported the target carbon reductions. Work would continue to improve our carbon footprint. The Committee thanked the Comms & Admin Assistant for their hard work on this.

CB035 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 9.55pm

Signed _____

Next Meeting: 1st February 2024