



The Queen's Hall  
High Street  
Cuckfield  
West Sussex  
RH17 5EL

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Parish Clerk: Noemi Ripert  
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**Community Buildings Committee**  
**Minutes of the meeting held at 8pm on Thursday 15<sup>th</sup> May 2025**

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

**In Attendance:** Mrs N Ripert (Clerk) & Mrs M Dormer

**Public Question Time:** None

CB001 **To receive apologies for absence.**

Cllrs Sheldon, Symonds and White offered their apologies which were noted.

CB002 **To receive declarations of interest from Members in respect of any matter on the agenda. *The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it.***

None

CB003 **To approve the minutes of the meetings held on 20<sup>th</sup> February 2025**

The minutes of the meeting held on 20<sup>th</sup> February 2025 were noted and approved.

CB004 **To note the Community Buildings Action List**

Item were noted

CB005 **To receive an update regarding the maintenance issues at both halls:**

**a. to note the repairs to the main hall fire doors**

Committee noted the repairs required for the main hall fire doors.

**b. to note the repairs to the kitchen fire door**

Committee noted the repairs required for the kitchen fire door.

**c. to consider the quotes for the repairs to the council chamber windows at the Queen's Hall**

Committee agreed that both windows in the council chamber should be replaced like for like with double glazing and resolved to add this to the current QH planning application for permission and requested the Clerk should get quotes for the replacement of these windows.

**d. to note the wall cracks in the disabled toilet at the Village Hall due to be repaired during the next half term**

Committee noted the repairs to be completed during half term week.

CB006 **To consider installing a new hatch by the Council Chamber to give the museum access for storage**

Committee agreed to installing a new hatch.

Cuckfield Parish Council adopted the general power of competence on 1<sup>st</sup> May 2025, all decisions made during this meeting are done so under this power.

- CB007 **To receive an update on the Angela Fox Nature Garden development and to consider a date for the official opening of the garden to the public**  
The last set of plants were due to be delivered and planted Friday. Committee agreed that the garden should be open to the public as soon as possible and to invite members of the Fox family to the opening early to mid-September, once the garden was fully completed.
- CB008 **To receive an update regarding the installation of secondary glazing in the Parish Office and installation of solar panels at the Queen's Hall**  
The planning application had been submitted but needed further supportive information.
- CB009 **To consider the quotes to carry out the EICR at both halls**  
Committee agreed to the quotes and for the EICR to be carried out at both halls.
- CB010 **To consider the loss of earnings from the hire of the Village Hall if the Nest Childcare cease to operate from September 2025**  
Committee noted the loss of earnings and resolved that CPC would need to think about new ideas how to make up for this loss.
- CB011 **To consider the marketing plan to advertise and raise the profile of both halls**  
Committee agreed to the quote from Kipper Life Magazines to advertise both halls in a full page add in all four magazines and considered attending wedding fayres. Committee resolved to gain more information and all the costings involved for CPC to exhibit at wedding fayres.
- CB012 **To receive an update from the Village Hall Redevelopment Working Group**  
No further updates were available.
- CB013 **To consider the response to the claim made by UK Bride**  
CPC response to the claim had been submitted online and a telephone mediation appointment had been booked in June. Committee agreed that CPC should employ the services of a solicitor who was familiar with this kind of case and had knowledge of UK Bride practices.
- CB014 **To note the update due on the CCTV system reformat to manually reset the CCTV system at the Queen's Hall and Village Hall for logging information and obtaining access**  
The committee noted that an engineer was due to come visit the site on 27<sup>th</sup> May to manually reset the system.
- CB015 **To consider upgrading the Parish Office ring doorbell subscription to include video recording**  
Committee agreed to sign up to the basic subscription.
- CB016 **To receive an update on the installation of the stage side panels at the Queen's Hall**  
Committee noted the quotes proposed and required further information before ordering the stage side panels.
- CB017 **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 9.05 pm

Signed \_\_\_\_\_

**Next Meeting:** 18<sup>th</sup> September