



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 8:30pm on Thursday 18<sup>th</sup> September 2025**

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

**In Attendance:** Mrs N Ripert (Clerk) & Mrs A Kyle

**Public Question Time:** None

**CB018 To receive apologies for absence.**

Cllr White offered her apologies which were accepted.

**CB019 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

**CB020 To approve the minutes of the meetings held on 15<sup>th</sup> May 2025**

The minutes of the meeting held on 15<sup>th</sup> May 2025 were noted and approved.

**CB021 To note the Community Buildings Action List**

Actions were noted.

**CB022 To receive an update regarding the maintenance issues at both halls:**

**a. to note the replacement of two toilets seats in the ladies at the Village Hall**

Committee noted the replacement of the toilets seats in the ladies at the Village Hall.

**b. to note the repairs to the fire door at the Village Hall**

Committee noted the repairs completed to the fire door at the Village Hall.

**c. to consider when to carry out maintenance work and weekly fire alarm checks at the Village Hall since the change of the preschool operating hours**

Committee agreed that the weekly fire alarm checks should be scheduled on a mutually agreed day with the preschool and conducted before their opening time. It was also suggested that the Facility Officer should obtain a DBS check to access the village hall during the preschool's operating hours.

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

Unfortunately, the quotes were not available in time for the meeting and committee resolved to review the quotes at the next committee meeting in November.

**CB023 To receive an update on the installation of a new hatch by the Council Chamber to access the loft space and to consider the loft storage proposals for the museum**

Cuckfield Parish Council adopted the general power of competence on 18th May 2023, all decisions made during this meeting are done so under this power.

Committee noted the complexity of this installation and resolved not to proceed.

**CB024 To receive an update regarding the installation of secondary glazing in the Parish Office and installation of solar panels at the Queen's Hall**

No further updates were available at this time. Committee was waiting for planning approval that had been delayed due to an extension requested by the Conservation Officer till the 26<sup>th</sup> September 2025 to allow more time for a site visit and formulate a consultation response.

**CB025 To consider the quotes to upgrade the existing lights to LED throughout the Queen's Hall including Lobby/Bar Area, toilets, kitchen, corridor, landing and main hall to help reduce maintenance, renewable energy cost and running costs**

Committee noted the quotes and resolved not to proceed.

**CB026 To receive an update on the Angela Fox Nature Garden development**

The garden was looking good and further planting was scheduled to take place in the Fox section. Committee suggested investigating the possibility of erecting a fence along the hedge of the southern boundary of the AFNG. The Clerk was instructed to obtain quotes for timber fence panels with concrete posts, as well as for an acoustic fence.

**CB027 To consider the following improvements to the Queen's Hall garden's accessibility:**

**a. to consider reorganising the access from the side door of the main hall into the nature garden whilst maintaining disabled access**

Committee considered this suggestion and agreed to reorganising the access from the side door of the main hall into the nature garden.

**b. to consider adding an access ramp from the back door decking ramp directly into the nature garden through the hedge**

Committee considered this proposed improvement and agreed to installing the access ramp.

**c. to consider relaying the paving behind the pavilion using the paving bricks left over to form a slope providing better accessibility**

Committee considered and agreed to relaying the paving to improve accessibility in the area behind the pavilion.

**d. to consider re-using the St Francis hospital water purifier as a planted feature**

Committee agreed to re-using the St Francis hospital water purifier as a planted feature.

**e. to consider tidying up the rear access to the garden from the recreation ground**

Committee agreed to tidying up the rear access to the garden from the recreation ground.

**CB028 To receive an update on the Wedding Fayre that CPC attended on 14<sup>th</sup> September 2025**

The CPC attendance at the Wedding Fayre was a success and a great eye opener to what other venues were offering. The Flyers and folders prepared were great materials to be handed out. Fifteen hot leads were received during the day that were followed up on and two viewings were booked.

**CB029 To receive an update from the Village Hall Redevelopment Working Group**

No further updates were available. Committee agreed to close the Village Hall Redevelopment Working Group for the time being.

**CB030 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 9:02pm

Signed \_\_\_\_\_

**Next Meeting:** 20<sup>th</sup> November