



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 20th November 2025

Present: Mrs A King (Chair), Mr A Burton, Mr M Sheldon and Mrs J White

In Attendance: Ms N Ripert (Clerk) & Mr A Podmore

Public Question Time: None

CB031 To receive apologies for absence.

Cllrs Oversby-Powell and Symonds offered their apologies which were accepted.

CB032 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

CB033 To approve the minutes of the meetings held on 18th September 2025

The minutes of the meeting held on 18th September 2025 were noted and approved.

CB034 To note the Community Buildings Action List

Actions were noted.

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

a. to note the maintenance works carried out at the Village Hall during half term

Committee noted the maintenance works completed at the Village Hall, including the repair of the child gate, replacement of a kitchen tap, repainting of several areas, replacement of locks and installation of new hooks in the entrance. Concerns were raised by a hirer regarding the outdoor lights not functioning properly and committee agreed that these should be checked. It was also noted that the roof would be cleaned (free of charge) during the Christmas Holidays.

b. to note the ongoing maintenance works carried out at the Queen's Hall

Committee noted that all radiators in the main hall had been cleaned, the Chairman's board had been moved from the office to the lobby next to the Mayors' boards, and the water leaks in the basement had been repaired. It was also noted that all gutters were cleaned this week and that several main hall windows near the kitchen required new seals. Committee further noted that the decking at the back entrance of the hall was sinking and required urgent repair. A quote had already been obtained, and committee agreed to proceed with the necessary works. Cllr King reported that the storage heater in the museum was not functioning and indicated that a replacement may be necessary.

- c. to ratify the quote for the replacement of the main hall lights at the Queen's Hall to be carried out in the New Year from 5th-8th January 2026**

Committee ratified the quote for the replacement of the main hall lights in the New Year.

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

Committee reviewed the quotes received for the Council Chamber window repairs and concluded that they lacked sufficient detail to allow a decision to be made. Further information was requested.

- CB036 To consider taking down the old siren sitting on the roof top of the Queen's Hall above the museum**

Committee agreed that the old siren was an important historical feature of the Hall and resolved to instruct a structural engineer to assess it and ensure it could be made safe.

- CB037 To receive an update regarding the installation of secondary glazing in the Parish Office**

The Clerk confirmed receipt of the secondary glazing finish details due to be submitted to the planning authority. The Planning Officer advised that an application for the discharge of the planning obligations would need to be completed to proceed with the installation.

- CB038 To receive an update on the Angela Fox Nature Garden development**

The gardener was working in the AFNG on Monday to complete part of the winter garden care and was due to come back for the next 2-3 consecutive Mondays.

- CB039 To consider the quotes for the installation of a (acoustic) fence on the southern boundary of the AFNG**

Committee agreed to delay the potential installation of a fence for one year to allow time for the hedge to regrow.

- CB040 To consider the quotes for the accessibility improvements to the Queen's Hall garden**

Committee considered the quotes and decided to review these quotes at the next Full Council meeting.

- CB041 To consider increasing the hall hire fees at both the Queen's Hall and the Village Hall from January 2026 in line with the inflation**

Committee agreed to consider a review of the hall fees with a view to increasing them in the New Year and requested that a comparison proposal be prepared for consideration at the next Full Council meeting.

- CB042 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 8:54pm

Signed _____

Next Meeting: 19th February 2025