



The Queen's Hall
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Cuckfield
West Sussex
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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 19th February 2026**

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

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

Public Question Time: None

CB043 To receive apologies for absence.

Cllr Oversby-Powell offered his apologies which were accepted.

CB044 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.

Cllr Sheldon declared his interest regarding item CB052.

CB045 To approve the minutes of the meetings held on 20th November 2025

The minutes of the meeting held on 20th November 2025 were noted and approved.

CB046 To note the Community Buildings Action List

Actions were noted.

CB047 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 recent maintenance works undertaken at the Village Hall. A new gate had been installed by the preschool, in line with the previous agreement. The fire door in the South Hall was due to be replaced, with the works scheduled for the forthcoming half-term. Committee further noted that the annual fire alarm service and fire extinguisher inspection had been completed. The update of the Village Hall risk assessment remained ongoing.

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

Committee noted the ongoing maintenance works at the Queen's Hall and congratulated the Facility Officer for effectively managing the various tasks... The annual fire alarm service and fire extinguishers inspection had been completed. It was reported that the kitchen taps were due to be replaced in due course, as they were leaking or difficult to operate. The dehumidifier had been installed in the basement and was functioning well. The Facility Officer continued to monitor the boiler on a daily basis.

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

Committee considered the proposed quotes and agreed to proceed with the Sash Window Experts.

d. to note the ongoing functioning issue with the boiler

Committee noted the ongoing issues with the boiler, and the Clerk was pleased to report that the Facility Officer had been able to resolve the fault that had caused the boiler to stop working. The thermostat had been boxed in to prevent any tampering with the settings, and the boiler had been operating reliably since.

CB048 To note the updated Queen's Hall risk assessment

Committee noted the updated Queen's Hall risk assessment. It was suggested that a fire drill be organised in the near future, ideally on a Wednesday when the hall was occupied.

CB049 To receive an update regarding the installation of secondary glazing in the Parish Office

The application for the discharge of the conditions relating to the installation of the secondary glazing had been submitted before the Christmas holidays to the planning authority. The conservation officer required further details regarding the finish of the secondary glazing that had already been submitted. The Clerk was waiting for further feedback.

CB050 To receive an update on the Angela Fox Nature Garden development

The Clerk had been in contact with the gardener to receive an update on the next visit due soon. The gardener was due to order some more wood chip to be laid along the hedge row near the raised bed area and organise the next garden care visit within the next couple of weeks.

CB051 To consider including the AFNG to the Hospice Open Gardens event run from May to July by St Peter & St James' Hospice with the proposed date of Sunday 7th June 2026

Committee welcomed the invitation for the Queen's Hall and the AFNG to be included in the St Peter & St James Hospice Open Garden event and were keen for the Parish Council to be involved.

CB052 To review the CDS concession rate for block bookings of the Queen's Hall from April 2026

Committee agreed to a 5% increase for the CDS concession rate. It was also agreed that the 2027 Bookfest concession rate would be increased by £250.

CB053 To review the cleaning arrangements at the Queen's Hall and consider a new option

Committee agreed that notice should be given to the cleaning company for the Queen's Hall. It was further agreed that the cleaning of the Queen's Hall would be brought in-house and added to the duties of the Facility Officer, who would oversee and manage the cleaning of the hall.

CB054 To consider the quote for the installation of a sump pump pit alarm in the basement following the recent flooding

Committee considered the quote and agreed that it was not necessary at this time to install a sump pump pit alarm. The Facility Officer was continuing to monitor the pump regularly, and Committee agreed that the installation of an alarm could be reconsidered in the future if required.

CB055 To receive feedback on the Rain or Shine production that took place in the Queen's Hall on 30th January 2026

Committee noted that the Rain or Shine production had been a success. A total of 102 tickets were sold for the event, and the play was very well received. The next production was scheduled for August, with the exact date to be confirmed.

CB056 To consider carrying out a CCTV survey of the drains adjacent to the Queen's Hall that were recently blocked and caused the flooding of the basement

Committee considered the quote and agreed to carry out the CCTV survey of the drains adjacent to the Queen's Hall.

CB057 To review the current out of office call outs arrangements and consider a new system

Committee agreed that the current out-of-office call-out arrangements needed to be reviewed. It was resolved that a new procedure should be established, incorporating the use of a dedicated mobile phone and a rota system. The Clerk was instructed to put the new procedure in place.

CB058 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 8.51pm

Signed _____

Next Meeting: 14th May 2026