



The Queen's Hall
High Street
Cuckfield
West Sussex
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Parish Clerk: Noemi Ripert
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**Community Buildings Committee
Minutes of the meeting held at 8pm on Thursday 14th May 2026**

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

In Attendance: Ms N Ripert (Clerk), Mrs J Simper, Mrs M Dormer & Mr A Podmore

Public Question Time: None

CB001 To receive apologies for absence.

Cllr Sheldon offered his apologies which were accepted.

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 19th February 2026

The minutes of the meeting held on 19th February 2026 were noted and approved.

CB004 To note the Community Buildings Action List

Actions were noted.

CB005 To review the budget for this committee

The budget for this committee was reviewed and noted.

CB006 To receive an update regarding the maintenance issues at both halls:

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

Committee noted the recent maintenance works carried out at the Village Hall. A leak in the disabled toilet had been reported and repaired, and the fire door in the South Hall was due to be replaced. Committee also noted that access to the Village Hall for maintenance purposes was restricted and that most maintenance work could only be carried out during half-term periods.

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

Committee noted the ongoing maintenance works at the Queen's Hall. The newly repaired council chamber windows were due to be painted.

CB007 To note the updated Village Hall risk assessment

Committee noted the updated Village Hall risk assessment.

CB008 To receive an update regarding the installation of secondary glazing in the Parish Office

The Planning Officer had discharged the conditions, and permission had subsequently been granted. The Clerk was due to formally instruct the company to proceed with the project and confirm the start date for the installation of the secondary glazing.

20:17 Cllr Symonds joined the meeting.

CB009 To receive an update on the Angela Fox Nature Garden development

Committee noted that the garden was looking well maintained. The Clerk confirmed that it had been agreed with the gardener that the monthly garden maintenance visits would take place on the first Tuesday of each month. A delivery of fresh soil had been received for distribution across some of the beds and to prepare the remaining north bed for planting.

Cllr Symonds suggested that the trees and overgrowth at the end of the garden could be cut back to allow for a slight extension of the garden area and to expose the cedar tree in all its grandeur.

CB010 To receive an update on the cleaning arrangements at the Queen's Hall

The TUPE process and onboarding of the cleaners had been completed, and monitoring of the cleaning requirements was ongoing.

CB011 To note the results of the CCTV survey of the drains adjacent to the Queen's Hall and consider the recommendations and quote to complete the necessary work to clear the roots blockage and complete another CCTV survey

Committee agreed to the quote and agreed to proceed with the proposed recommendations.

CB012 To receive an update on the out of office call outs arrangements

The office mobile phone had been set up, and out-of-office-hours calls had been redirected to it. The Clerk was due to implement the call-out procedure and establish a weekend rota for the office team.

CB013 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

Cllr Symonds raised a concern regarding the access required for the renovation of the village Almshouses located near the church. Cllr Symonds was due to have further discussions on this matter, and it was agreed that this item should be added to the agenda for the next Full Council meeting for further consideration.

Meeting closed at 8.40pm

Signed _____

Next Meeting: 17th September 2026