



The Queen's Hall
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Parish Clerk: Noemi Ripert
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Community Buildings Committee
Minutes of the meeting of the held at 8pm on Thursday 17th September 2026

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

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

Public Question Time: None

CB014 To receive apologies for absence.

Cllrs Burton, Oversby-Powell and White offered their apologies where were accepted.

CB015 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

CB016 To approve the minutes of the meetings held on 14th May 2026

The minutes of the meeting held on 14th May 2026 were noted and approved.

CB017 To consider holding regular update and review meetings with representatives of Holy Trinity Primary School, Robin Hood preschool and the Parish Council regarding matters to do with the Village Hall

Committee welcomed the Head of the Primary School and the Preschool Manager and invited them to share any updates, concerns, or matters arising. The purpose of the meeting was to discuss the introduction of regular liaison meetings between the Parish Council, Primary School, and Preschool. Following discussion, it was agreed that update and review meetings would be held on a termly basis at the Parish Council office. The first meeting was to be arranged for January 2027 at a date and time convenient to all parties. The Preschool Manager raised concerns regarding the standard of the weekly cleaning at the Village Hall. Committee noted these concerns and agreed to investigate the matter further and review the current cleaning arrangements.

CB018 To note the Community Buildings Action List

The actions were noted.

CB019 To review the budget for this committee

The budget for this committee was reviewed and noted. Committee congratulated the Bookings, Sales & Operations Coordinator on the significant increase in income achieved during the year so far. Committee recognised the important contribution made through the diligent and proactive follow-up of booking enquiries, which had helped maximise hall usage and generate additional revenue. Committee expressed its appreciation for this excellent work.

CB020 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 maintenance works recently completed at the Village Hall. These included a deep clean of the kitchen's white goods, comprising the fridge-freezer, oven and dishwasher; repairs to a section of the kitchen lino; and the replacement of the fire exit door. It was reported that the dishwasher was not functioning correctly and that options for a replacement were currently being explored.

Committee also noted that all external areas had been maintained to a high standard throughout the summer period, including regular weeding, grass cutting and hedge maintenance.

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

Committee noted the ongoing maintenance works at the Queen's Hall. Members were informed that a new sound system had been installed and that the cleaning cupboard had been cleared, reorganised and brought into a more orderly condition.

It was reported that the internal painting of the Council Chamber windows was due to be completed by the end of the week. Quotations had also been obtained for the external painting of the windows, including the provision of scaffolding, and a date for the works was to be scheduled.

Committee expressed concerns regarding the effectiveness and suitability of the current Dorgard system fitted to the main hall fire doors. Following discussion, Committee instructed the Clerk to investigate alternative fire door protection and retention systems and to report back with recommendations for consideration.

CB021 To note the changes and updates made to the Terms and Conditions for the hire of both halls

Committee reviewed and noted the proposed amendments and updates to the Terms and Conditions for the hire of both the Queen's Hall and Village Hall. Members considered the revisions and made further recommendations and amendments for inclusion in the final documents.

Committee agreed in principle to separate the Terms and Conditions into three distinct versions tailored to the different categories of hirers, namely regular hirers, ad hoc hirers and wedding hirers, to ensure greater clarity and relevance for each user group.

It was agreed that the Terms and Conditions should be amended to reflect the Committee's recommendations and then circulated to members for review and approval prior to implementation.

CB022 To remind both staff and councillors to note all events run by the Parish Council at the Queen's Hall and ensure enough hands are available to help at each event

Committee agreed that all members of the Parish Council should actively support and participate in Council events wherever possible. To assist with planning and ensure adequate attendance, Committee instructed the Clerk to circulate a reminder email to all Councillors setting out the dates of upcoming events and requesting their attendance and support. Members emphasised the importance of a collective approach to the successful delivery and promotion of Council events within the community.

CB023 To consider the proposed quotes for the inspection and potential repair of the Old Siren structure situated on the roof of the Queen's Hall

Committee agreed to defer the inspection and any potential repairs to the old siren until the next financial year and include the associated cost to next year's budget.

CB024 To receive an update on the Angela Fox Nature Garden development and to consider when to close the garden to the public

Committee noted that the gardener's scheduled garden maintenance visit had been postponed until the following week due to the weather conditions.

Following discussion, Committee agreed that the garden should be closed to the public at the end of October for the winter period.

Committee also requested an update on the proposed ramp installation. It was agreed that a stainless-steel handrail should be incorporated into the project to improve accessibility and

safety. The Clerk was instructed to contact the contractor to obtain a final quotation, including the handrail, and to proceed with the installation as soon as practicable.

CB025 To receive an update on the cleaning arrangements at the Queen's Hall

Committee noted that the performance reviews of the cleaners had been completed during the week, together with a refresher training to reinforce cleaning standards, procedures and expectations. It was further noted that a follow-up review would be scheduled in six months' time to assess progress against the objectives set.

Following discussion, Committee agreed to proceed with the TUPE transfer of the Village Hall cleaners and authorised the Clerk to take the necessary steps to implement the transfer in accordance with the relevant process and timescales.

CB026 To note the results of the last CCTV survey of the drains adjacent to the Queen's Hall and consider the recommendations and quote to complete the necessary recommended work

Committee noted the results of the CCTV survey and agreed to proceed with the quote and the recommended works to be carried out.

CB027 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

Committee noted that due to the availability of the Queen's Hall, the Rain or Shine summer production scheduled for August 2027 had been moved from its usual Friday evening to a Thursday evening and a provisional date of 12th August 2027 had been proposed.

Meeting closed at 9.14pm

Signed _____

Next Meeting: 19th November 2026