



The Queen's Hall
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Parish Clerk: Sam Heynes
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Community Buildings Committee
Minutes of the meeting held at 8.30pm on Thursday 1st February 2024

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

In Attendance: Mrs S Heynes (Clerk) and Mr A Podmore

Public Question Time: One member of the public attended the meeting to provide an explanation of the International War Animal Day and request to fly the flag above the Queen's Hall on their inaugural day on 24th February 2024.

CB036 To receive apologies for absence.
None.

CB037 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.
Cllrs King & Symonds declared a non-pecuniary interest in item CB040a due to their association with the Museum based within the Queen's Hall.

CB038 To approve the minutes of the meetings held on 9th November 2023
The minutes of the meeting held on 9th November 2023 were noted and approved.

CB039 To note the Community Buildings Action List
Action items were reviewed and noted.

CB040 To receive an update regarding the maintenance issues at both halls:

a. to receive an update regarding the fire safety requirements of both halls, and consider the next steps

An official fire risk assessment had been completed on behalf of the museum which had identified items requiring addressing by the Parish Council. The items to be addressed were to instruct an updated EICR review of the Queen's Hall, instruct new fire risk assessments of both halls, ensure all paperwork was stored online, review procedures for fire safety and ensure a weekly fire alarm test was completed and 6-monthly test fire evacuations occurred. PAT testing would be completed as per requirements and a spreadsheet created to show when each item was due a test.

b. to consider the proposed changes to the Terms & Conditions for hiring each hall

Committee reviewed the updated terms and conditions and resolved to adopt them all with some slight changes, including clarification that the stage at the Queen's Hall was not accessible for wheelchair users; that regular hirers who paid late more than twice in a rolling 12 month period would lose their discount; that all items brought to either hall for

use by a hirer had to demonstrate a recent, valid PAT test certification and if not, would be charged a £10 admin fee for this service to be provided.

c. to consider whether to obtain quotes for refreshing the decoration of the Queen's Hall

The general décor of the hall was still of a high standard although some areas would benefit from freshening, for example the beams across the ceiling in the main hall, the front of the stage and the pelmets (in gloss paint for longevity).

CB041 To receive an update on the Angela Fox Nature Garden development, and consider the following:

a. to consider the preliminary planting scheme design

Committee reviewed the planting schemes and were on the whole pleased with the suggested plants although questioned the robustness of tree ferns – would they survive a cold spell? No hostas were to be included as they got eaten too easily and quickly.

b. to consider the proposal for a water feature to be installed in the Angela Fox Nature Garden

Committee reviewed the proposal and suggested a plinth be created to install the fountain onto, with lighting of the tree fountain installed. The entire quote would be submitted to MSDC for S106 funding.

CB042 To consider the request to raise a flag at the Queen's Hall for International War Animal Day

Committee resolved to allow the flag to be raised at the Queen's Hall, Cllr Sheldon would raise the flag on Friday 23rd February and remove it on Monday 26th February.

CB043 To receive an update from the Village Hall Redevelopment Working Group

A quote had been received to complete a full structural conditional survey of the Village Hall, committee resolved to proceed with the quote of £1,650 from McConvilles. The Clerk would instruct this to take place.

CB044 To receive a progress update regarding the Art Hub at the Queen's Hall

The first art hub had been installed for January with a theme of urban/outsider; the next theme would be winter and the changeover date was 14th February 2024 and following that the theme was spring and this would be installed on 10th March 2024.

CB045 To receive an update regarding the improvement of insulation at the Queen's Hall.

Two companies had been booked to obtain quotes to fully insulate the roof of the Queen's Hall.

CB046 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 9.40pm

Signed _____

Next Meeting: 4th April 2024