

CUCKFIELD PARISH COUNCIL

The Queen's Hall, High Street, Cuckfield, West Sussex, RH17 5EL



Community Buildings Committee

Minutes of a Meeting held at 8.30pm on 19th April 2018

Present: Mrs A King (Chairman), Mrs F Laing, Mr M Sambrook.

In Attendance: Mr A Burton, Mrs M Dormer, Mrs S Heynes (Clerk)

CB38 Apologies for Absence: Mr P Mantripp

CB39 Declarations of Interest: Mrs King expressed an interest in item CB44i).

CB40 Public Question Time
None present.

CB41 Approval of Minutes of Previous Meetings
The minutes of the meeting held on the 14th December 2017 were taken as read, confirmed as a true record and signed by the Chairman.

CB42 Matters Arising from the Minutes (Action List)
All items were noted.

CB43 To consider the following with regards to Cuckfield Village Hall:

- i) The installation of a permanent canopy alongside the Village Hall to provide all year shelter to enable outdoor play.
This item had been withdrawn by Cuckfield Preschool.
- ii) To consider the request to install broadband access at the Village Hall.
Council resolved to offer Cuckfield Preschool the option of installing their own broadband and phone line contract, to replace the existing phone line current installed and paid for by the Council.
- iii) To consider the letter received from Cuckfield Preschool in response to rent increase and contract (previously circulated).
Council noted the letter received, and resolved to change the Contract terms to reflect that 3 calendar months' notice would be required by either party to vacate the Village Hall. All other requests would be incorporated and the Clerk was instructed to share the updated Contract with Preschool.
Council expressed their ongoing desire to strengthen relations with the Preschool,

ideally via regular meetings. The Clerk was instructed to suggest to the Preschool Committee that one of their members was co-opted onto the Community Buildings Committee in future.

- iv) To consider the suggestion to install CCTV at the Village Hall.

Mrs King was tasked to complete research into whether CCTV would be suitable for the Village Hall whilst Preschool are in session, and to complete a report outlining the requirements in relation to all hirers.

CB44 To consider the following with regards to the Queen's Hall:

- i) To consider the request to install CCTV within the Research Room.

Council felt that as the Research Room allowed the only disabled access to the Council Chamber it would not be appropriate to have a CCTV camera within the room.

- ii) To consider the suggestion to install CCTV in other areas of the Queen's Hall.

Due to the public nature of the building, Council resolved to proceed with obtaining quotes for CCTV through the Queen's Hall. The Clerk was instructed to report back to Council with costs to install CCTV in the front entrance, rear entrance, outside the Council Chamber, in the garden and the office.

- iii) To review the quotations received to prepare and concrete base and complete installation of the gazebo in the garden:

- i) Quote A - £1,350 (attached)

- ii) Quote B - £1,300 plus any fixing required (attached)

Council resolved to proceed with Quote B.

CB45 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.

The Clerk was instructed to purchase a Book of Condolence for use in the event of a Royal death.

Meeting closed at 9.00pm.

Signed _____