

**CUCKFIELD PARISH COUNCIL**  
The Queen's Hall, High Street, Cuckfield, West Sussex, RH17 5EL



**Community Buildings Committee**

**Minutes of a Meeting held at 8.15pm on 29<sup>th</sup> November 2018**

**Present:** Mrs A King (Chairman), Mrs M Dormer, Mrs F Laing, Mr P Mantripp, Mr M Sambrook

**In Attendance:** Mr A Burton and Mrs Sam Heynes (Clerk)

**CB58 Apologies for Absence:** None

**CB59 Declarations of Interest:** None

**CB60 Public Question Time**  
None

**CB61 To approve the minutes of the meeting held on 16<sup>th</sup> August 2018 (previously circulated).**  
The minutes of the meeting held on the 16<sup>th</sup> August 2018 were taken as read, confirmed as a true record and signed by the Chairman.

**CB62 To note any matters arising from the minutes not included elsewhere on the agenda**  
None

**CB63 To note the Community Buildings Action List**  
Noted

**CB64 To receive an update from the Village Hall Working Party**  
The Working party report was reviewed item by item. It was noted that two of the items raised had already been resolved, with the installation of a new handwashing sink in the kitchen as well as installation of sanitary units in the ladies toilets.

Other items discussed were:

- The Clerk was instructed to arrange a quote to investigate why the disabled toilet gets blocked.
- The Clerk was instructed to arrange to have an automatic closer installed on the front entrance gate to the Village Hall.
- Council resolved not to make any changes to the inner fence at the Village Hall. The gate is locked when the children are in attendance, and when outside playing they are under full adult supervision. Changes to this gate would impact the view of the hall which is undesirable from a planning perspective.
- The Clerk was instructed to arrange for an inspection of the large tree in the grounds, with a separate assessment of the cracks in the pathways suffered over the hot summer.
- A decision regarding installation of CCTV was deferred pending a review of the

success of CCTV at the Queen's Hall.

**CB65 To consider the quotation to connect the Queen's Hall and Village Hall to Interserve's monitoring system which would automatically contact the fire brigade if the fire alarm was activated in either location**

Two options for raising an alert in the event of the fire alarm being triggered were presented. One was a solution whereby the alarm is raised at an alarm receiving centre, who would then notify the fire brigade and nominated key holders. The alternative solution was to set up a Speech Dialler system which would contact nominated key holders with a message to advise that the alarm had been activated.

As the Queen's Hall is a Grade 2 listed building, Council felt it was more appropriate to proceed with the fully monitored solution at an estimate of £881.21+VAT for installation plus £300+VAT annual monitoring fee. A BT line would also need to be installed next to the fire alarm system. It was not felt necessary to proceed with this installation for the Village Hall. The Clerk was instructed to initiate the installation process.

**CB66 To consider the following with regards to the Queen's Hall:**

**i) To consider the quote to install lighting in the garden**

The quote received was considered high and the lighting options suggested were not felt to be appropriate for the garden. Alternative quotes would be sought.

**ii) To consider the quote to purchase replacement curtains for the Council Chamber and main hall**

Council resolved to purchase the recommended curtains for the Council Chamber immediately. Once these were received the overall quality would be assessed before proceeding with curtains for the main hall.

**iii) To consider the quote to purchase outdoor chairs for use in the garden**

Council resolved to purchase 40 white chairs at an estimate of £750 for use in the garden for weddings and any other external events.

**iv) To consider the quote to purchase replacement and additional chairs for the Queen's Hall**

Council resolved to purchase additional chairs to take our capacity to 168 for use in the hall, as well as 2 new storage trolleys, at an estimated cost of £1,706.15 + VAT and delivery.

**v) To consider the request to install a smoke alarm for the main museum room, and quote received**

Council resolved to allow the installation of a smoke alarm in the museum, and instructed the Clerk to establish whether alarms were required elsewhere within the Queen's Hall e.g. the office, and to obtain a quote for all alarms before proceeding. It was noted it would be preferable to have the smoke alarm installed in the museum during its closed period in early 2019.

**CB67 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.**

Council requested a review of the wedding hire charges for the Queen's Hall.

Meeting closed at 9.05pm

Signed \_\_\_\_\_