



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 4th April 2024

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

In Attendance: Mrs M Dormer and Mrs S Heynes (Clerk)

Public Question Time: None

CB047 To receive apologies for absence.

Cllr Sheldon offered his apologies which were noted.

CB048 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.

CB049 To approve the minutes of the meetings held on 1st February 2024

The minutes of the meeting held on 1st February 2024 were noted and approved.

CB050 To note the Community Buildings Action List

Action items were reviewed and noted.

CB051 To receive an update regarding the maintenance issues at both halls:

a. to receive an update regarding the recent fire risk assessments completed at each hall

Fire risk assessments had been undertaken by a 3rd party for both halls. Several items requiring remedial action had been identified and were being addressed, including updating our emergency lighting, additional emergency signage and more frequent testing required alongside online record keeping.

b. to receive an update regarding the recent EICRs and note the quotation for remedial works required at the Queen's Hall

The EICR had been completed and all remedial works required had been completed.

c. to receive an update regarding the recently completed EICR and note the quotations for remedial works required at Cuckfield Village Hall including purchase and installation of replacement oven

The EICR had been completed and all remedial works had been completed aside from the complete rewire. A new oven had been purchased and installed as the existing oven was failing.

- d. **to note the Food Inspection Safety Report for Cuckfield Village Hall and associated purchase of replacement fridge and freezer, as well as maintenance work required in the kitchen**

The food inspection completed by MSDC on behalf of the Preschool identified several items of maintenance required. A new fridge and freezer would be installed on 5th April 2024, and the general maintenance items had been completed during the Easter holidays.

- e. **to consider the quote to reinstall fencing along the Queen's Hall boundary to secure the access**

Committee resolved to install the fence subject to agreement with the neighbours, on the basis that concrete posts with slot in panels are installed.

- f. **to consider the quote to cut back the evergreen trees and ivy along the Queen's Hall boundary**

Committee resolved to instruct the work to cut back the evergreen trees along the boundary of the Queen's Hall.

- g. **to note the quote to replace faulty external garden lighting and installation of a PIR switch**

The faulty lights had been replaced and a PIR switch installed to enable the garden lights to be left on during the evenings providing light to occasional garden users.

- h. **to consider the quote to refurbish the toilets at the Queen's Hall**

Committee reviewed the quote and requested a breakdown by each room for consideration.

- CB052 To receive an update on the Angela Fox Nature Garden development, and consider the prioritisation of the planting scheme**

The garden planting scheme had not been provided in time to review during this meeting due to illness, so no decision could be made. All details relating to the request for S106 funding of the art within the garden had been submitted to MSDC for consideration.

- CB053 To consider the proposed loft insulation quotes at the Queen's Hall**

Committee resolved to proceed with Thermal Construct to install loft insulation at the Queen's Hall.

- CB054 To consider the proposed Solar Panels installation quotes at the Queen's Hall**

Committee resolved to recommend the Solar Dynamics quote be considered at the next Full Council meeting for approval.

- CB055 To receive an update from the Village Hall Redevelopment Working Group and to agree to the additional of Cllr Jill White to the working group**

Committee resolved to add Cllr White to the working group. The next meeting was planned for Tuesday 16th April at 1pm.

- CB056 To receive a progress update regarding the Art Hub at the Queen's Hall**

More people were becoming interested in displaying their art, and themes for the rest of the year had been agreed.

- CB057 To consider the request from Greener Cuckfield to install a noticeboard in the Queen's Hall entrance providing details of their current initiatives**

Committee considered the request for a noticeboard and resolved to allow it to be installed.

- CB058 To consider the invoice of £1,999+VAT received from UK Bride for one year's advertising of the Queen's Hall as a wedding venue after a free 3 month trial, noting efforts and requests to cancel the contract had failed**

Committee noted the invoice and final demands received from UK Bride but resolved not to pay the invoice. The Clerk was instructed to write to request removal from their website. Legal advice had been sought in this matter.

- CB059 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 9.13pm

Signed _____

Next Meeting: 27th June 2024