



The Queen's Hall
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Parish Clerk: Noemi Ripert
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Community Buildings Committee

Minutes of the meeting held at 8pm on Thursday 20th February 2025

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 N Ripert (Clerk), Mrs K West (Communications & Admin Officer) and Mr A Podmore

Public Question Time: None

CB034 **To receive apologies for absence.**
None

CB035 **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

CB036 **To approve the minutes of the meetings held on 21st November 2024**
The minutes of the meeting held on 21st November 2024 were noted and approved.

CB037 **To note the Community Buildings Action List**
Items were noted.

CB038 **To receive an update regarding the maintenance issues at both halls:**

- a. **to note the repairs to the external concrete pillars at the Village Hall to be carried out during half-term week 17th February**
The concrete pillars had been prepped for the work to be completed.
- b. **to receive an update on the electrical repairs required at the Village Hall**
Committee noted the new quote and agreed to the electrical works to be completed at the Village Hall. Committee instructed the Clerk to confirm with the electrician and book the work to be completed during the Easter Holidays.
- c. **to consider the quotes for the repairs to the council chamber windows at the Queen's Hall**
Committee agreed with the quote and resolved to go ahead with the repairs.
- d. **to consider the quotes for the replacement of the Queen's Hall front door lock**
Committee agreed that further investigation was required and other options should be considered before agreeing to replacing the front door lock.

e. to note the guttering on the external wall of the side entrance to the Queen's Hall needs replacing

Cllr Symonds offered to inspect the area and suggest a solution.

CB039 To receive an update on the Angela Fox Nature Garden development

No further updates were available at this time.

CB040 To receive an update regarding the installation of secondary glazing in the Parish Office and installation of solar panels at the Queen's Hall

The Clerk was due to complete the Design and Access Statement before submitting the planning application.

CB041 To consider the quotes to carry out the Fire Risk Assessment at both the Queen's Hall and the Village Hall

Committee noted the quotes and resolved to instruct B9-Fire to complete the Fire Risk Assessment for both the Queen's Hall and Village Hall.

CB042 To consider purchasing side panels/tabs for the stage in the main hall

Cllr Sheldon explained why CPC should consider purchasing side tabs for the stage and committee agreed to get some quotes.

CB043 To consider CDS replacing the drinks fridge in the bar and installing curtain rails in the lobby/bar area near the stairs to provide temporary screening when required

Committee agreed to the replacement of the drink's fridge gifted by CDS. Cllr Sheldon explained the suggestion for installing a curtain rail and committee agreed to get quotes and explore this option further.

CB044 To receive an update from the Village Hall Redevelopment Working Group

No further updates were available at this time.

CB045 To consider the new preschool grant for 2025-26 and the renewal of the occupational licence from 1st April 2025

Committee agreed to the new preschool grant for 2025-26 and the renewal of the occupational licence from 1st April 2025.

CB046 To receive an update regarding the water course that runs between the land belonging to Cuckfield Village Hall and Tregarth on London Lane and to confirm a maintenance plan to minimise the risk of flooding into the Tregarth property

Committee agreed that the Scrace Tributary running along the Tregarth property should be maintained regularly to avoid further flooding issues. The maintenance works had already started and committee agreed to offer a nominal contribution towards the repairs to the Tregarth property.

CB047 To consider breaking the contract with Onecom (broadband and telephone provider) and moving to Wessex IT following issues with loss of connectivity and phonelines

Committee noted the report and resolved not to consider breaking the contract with Onecom at this time. The Clerk was instructed to contact Onecom to get more information about the breakout clause and notice of termination.

CB048 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

Cllr Symonds shared an update regarding the TLAP (Think local act Personal) project and confirmed that the first newsletter was ready to be published in the next Cuckfield Life edition.

A maintenance issue had been raised regarding footpath 12b, that needed retarmacking and the Clerk was instructed to report this to WSCC.

Cllr Symonds informed the Committee that Holy Trinity Church intended to install lighting on the footpath from the Church Street Lichgate to the church entrance and hoped that CPC

would contribute to the cost of this installation. Cllr Symonds advised that this would be discussed further once quotes had been received. It was also noted that the footpaths at the cemetery needed to be power washed and the Clerk would instruct the maintenance contractor.

Meeting closed at 9.13pm

Signed _____

Next Meeting: 26th June