

# CUCKFIELD PARISH COUNCIL



## Environment and Wellbeing Committee

### Minutes of a Meeting held at 8.15pm on 10th May 2018

**Present:** Mrs F Laing (Vice-Chairman), Mrs A King, Mr M Sambrook

**In Attendance:** Ms Caroline Hansen (Assistant Clerk), Mr S Oversby-Powell

**Absent:** Mr P Mantripp.  
In the absence of Cllr Dormer, the meeting was chaired by Cllr Laing.

- EW69 Apologies for absence:**  
Apologies received from Mrs M Dormer and Mr W Faas.
- EW70 To receive declarations of interest from members in respect of any matter on the agenda**  
None
- EW71 Public Question Time**  
No members of the public were present.
- EW72 To approve the minutes of the meeting held on 1<sup>st</sup> February 2018**  
The minutes of the meeting held on 1<sup>st</sup> February 2018 were taken as read, confirmed as a true record and signed by the Chairman.
- EW73 To note the Environment and Wellbeing Action List**  
Members considered the Action List noting the items that had been completed and the current position with those items outstanding. In respect of EW64 on the Action List committee members agreed the purchase of one Ariens Razor 21SP combi lawnmower for £458.00 and one Mountfield BK45Ed brush cutter for £350.00 for use at the Cemetery.
- EW74 To agree and commit to this year's Christmas Street Festival on Friday 7<sup>th</sup> December, including Councillor volunteers.**  
Cllr Faas had offered to volunteer at the Festival this year. As Cllr Dormer will be away on the date of the Festival Cllr Laing offered to oversee the planning of the Festival which committee members endorsed.

To discuss the following Cemetery matters:

- i) **Commission of the commemorative installation**  
The Assistant Clerk was requested to obtain the Design details and Plan of Works from the sculptor.
- ii) **To receive a tree update from Cllr Laing**  
Cllr Laing had met with two tree companies who had submitted quotations for work to the large trees. Both companies recommended the importance of cutting away a 30cm band of any ivy growing on tree trunks and to remove any wire. The

Assistant Clerk was instructed to request the grounds person to undertake this work. Cllr Laing agreed to contact Trevor Symes for a third quotation. As any work to trees would take place after the nesting season, it was agreed to include this item on the next meeting agenda.

- iii) **To discuss the recent complaint regarding the alleged injury caused by the gate between the Churchyard and Allotments**  
Correspondence from the resident and response from CPC was noted.
- iv) **To receive update regarding pot holes repairs throughout the Churchyard**  
This item is on the Action List and will be followed up at the time of a survey.
- v) **To receive update regarding Part Time Grounds Person role**  
Final paperwork was being processed regarding the offer of employment made.
- vi) **To receive update regarding topple testing**  
The Assistant Clerk was requested to obtain an update from the Parish Clerk on whether training had been arranged for the grounds person.

**EW75 To discuss the following Allotment matters**

- i) **To discuss response to recent behaviour from an allotment tenant towards officers and letter sent from Assistant Clerk**  
Committee members discussed the recent behaviour from a tenant and supported the letter sent from the Assistant Clerk.
- ii) **To note correspondence received regarding the recently implemented deposit and proposed changes to fee structure from 2019**  
Committee members noted recent correspondence received from tenant.

**EW76 To receive an update regarding damage sustained to Village Clock**

The Assistant Clerk updated members on the damage sustained to the east side of the Village Clock due to scaffolding being erected to paint the building. Committee members agreed the repair cost of £1,390.00 was essential. The Assistant Clerk was requested to contact the owner of the building to recover the costs due to the owner's contractor overseeing the work. The Assistant Clerk was also instructed to obtain a certificate of insurance cover from the owners of the building for any future works.

**EW77 To receive update from Assistant Clerk regarding safety notice at Skate park**

Two samples and quotations were reviewed. The Assistant Clerk was requested to obtain a further quotation and the details of the new skate park sign in Victoria Park from Haywards Heath Town Council. Also to clarify whether white lettering on a green background is permissible.

**EW78 To agree a response to the consultation on Opinions sought on draft West Sussex Rights of Way Management Plan (from Planning meeting 25.01.18).**

Correspondence from PROW was noted.

**EW79 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.**

- i) Cllr King gave an update on the War Commemoration weekend, advising events will take place at the Baptist Church and Holy Trinity Church. Cllr King confirmed ISOC would not be charged for booking the Queen's Hall for a tea dance on 11<sup>th</sup> November 2018. This was previously ratified by members of the Community Buildings Committee.

- ii) Cllr Laing agreed to discuss plans to have a community Litter Pick with Cllr Dormer on her return from holiday.

The meeting closed 9.06pm

Signed \_\_\_\_\_

*Caroline Hansen*  
Assistant Clerk to the Parish Council  
16 May 2018