

CUCKFIELD PARISH COUNCIL



Environment and Wellbeing Committee

Minutes of a Meeting held at 8.15pm on 6 September 2018

Present: Ms M Dormer (Chairman), Mrs F Laing (Vice-Chairman), Mr W Faas, Mrs A King

In Attendance: Ms Caroline Hansen (Assistant Clerk)

EW014 Apologies for absence:

Apologies received from Mr P Mantripp and Mr M Sambrook.

EW015 To receive declarations of interest from members in respect of any matter on the agenda

None

EW016 Public Question Time

One member of the public, studying for a Community Governance qualification with the Society of Local Council Clerks, was present as an observer.

EW017 To approve the minutes of the meeting held on 10th May 2018

The minutes of the meeting held on 10th May 2018 were taken as read, confirmed as a true record and signed by the Chairman.

EW108 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.

EW019 To ratify the following machinery and equipment costs

Churchyard £4,076.00

Whiteman's Green Allotment Site £798.22

Skate Park signage £95.00

EW020 To receive an update on the Christmas Street Festival on Friday 7th December

Cllr. Dormer advised she would update the event plan and distribute it to councillors on the working party for comment. The event plan and the roadmap closure application would be submitted in the next two weeks. Cllr Dormer agreed to talk to Paul Goldfinch regarding the risk assessment and stated a meeting would be held with all stakeholders on 18 September 2018.

EW021 To discuss the following Churchyard matters:

i) To receive a tree update from Cllr Laing

Cllr Laing advised that all trees appeared to be in good health. Cllr Laing agreed to contact Crown to invite them back for a further inspection.

- ii) **To receive update regarding pot hole repairs throughout the Churchyard**
Committee members reviewed the plan and summary of the required repairs and the Clerk was requested to obtain quotations.
- iii) **To receive update regarding topple testing**
Committee members reviewed the summary. The Clerk was requested to obtain more detail on the summary, to include dates testing took place, highlight risks and a RAG rated Key. Cllr Dormer requested such information should be kept in the Parish office and annual reviews should be scheduled. Cllr Dormer agreed to contact Pat Gallagher about the vaults (22 in number) and to do some background research for review at the next meeting on 14 February 2018.
- iv) **To discuss memorial tree for Sharon Louise Ereira**
The Clerk was requested to circulate the Cemetery Rules and to reply to the letter received.
- v) **To discuss natural area of the churchyard**
It was agreed to reinstate four meadow crescents around the tree in the Babies Area. The Clerk was instructed to request the grounds person to mark out the area and to obtain quotations for a solid wooden sign, similar to the sign in the Worsley Memorial recreation park.
- vi) **To discuss the churchyard lychgates and placing signs on them**
Cllr Dormer agreed to contact Nick Rowe for wood conservationist contacts. It was also agreed not to place signs on the lychgates.

EW022 To discuss future of the Observer Field
The Clerk was requested to contact the contractor to strim the field and cut the hedge and to check whether this work was in the annual budget.

EW023 To discuss replacing chestnut fencing along Courtmead Road Allotment site
The Clerk was requested to investigate whether the grounds person could tighten the wire on the existing fence or obtain a quotation.

EW024 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) CPC had received a request from the National Garden Society, who raise funds for charity, to visit the Whiteman's Green Allotment site. The Clerk was requested to contact the site coordinator to obtain the views of tenants.
- ii) It was discussed whether the advance payment to the sculptor of the memorial bench was required to be ratified at the F&GP meeting. The Clerk was requested to investigate.

The meeting closed 9.30pm

Signed _____