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## Minutes of the Meeting of the Full Council held at 7.30pm on Tuesday 19<sup>th</sup> March 2024

**Present:** Mr A Burton (Chairman), Mr P Ceccherini, Mr R Gill, Mrs A King, Mr M Sheldon, Mr A Symonds, and Mrs J White

**In attendance:** Mr M Avery, Mrs S Heynes (Parish Clerk)

**Public Question Time:** One member of the public attended the meeting to provide an update regarding the rugby club rebuild, which was due to be completed October 2024.

**FC117 To receive apologies for absence.**

Cllrs Oversby-Powell and Podmore offered their apologies for personal reasons, which were noted.

**FC118 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 meeting, of an interest that has not been disclosed under this item you must immediately disclose it.**

Cllr King noted an interest in item FC130.

**FC119 To approve the minutes of the Full Council meeting held on 18<sup>th</sup> January 2024.**

The minutes of the meeting held on 18<sup>th</sup> January 2024 were taken as read and confirmed as a true record.

**FC120 To receive reports from District Councillors and County Councillor.**

Cllr Avery provided an update and started with the District Plan consultation but had nothing more to report at this time. Details of the parking charges increase were shared including feedback that businesses were in uproar and were trying to fight this. The increase for parking within the villages had been deferred for a year.

No update was available regarding the design of the proposed development on Hanlye Lane. Cllr Avery advised his concerns regarding the 20mph zone in Cuckfield as he felt parked cars slowed traffic down, that slower traffic would cause pollution and disrupt bus services.

**FC121 To receive a verbal report from the Chairman**

The Chairman reminded everyone of the importance of completing the Chairman's Report for 2023-24 and recognised the achievements over the past year, whilst acknowledging that advance planning for major events was preferable, such as the summer picnic or the Christmas Street Festival.

**FC122 To note the Full Council Action List**

The action list was reviewed and noted. Consideration to become a Fairtrade Town would be investigated for inclusion at the APM.

**FC123 To approve Bank Reconciliation Statements for Unity Trust and CCLA accounts for**

**November and December 2023 and January and February 2024 and for NS&I for December 2023 and to March 2024**

All bank statements were reviewed, approved and signed.

**FC124 To review and approve the current year to date budget and expenditure for 2023-24 (to 12<sup>th</sup> March 2024)**

The year to date budget and expenditure was reviewed and approved.

**FC125 To review the Standing Orders and note the requirements for debate, specifically sections 1 and 2**

Council noted the contents of the Standing Orders.

**FC126 To review and note the requirements of the Civility and Respect Pledge signed up to by Cuckfield Parish Council**

A reminder of the values of the Civility and Respect Pledge was shared, especially with regard to listening to the speaker during a Council meeting and not holding side conversations.

**FC127 To consider the request for a grant or other support for the Haywards Heath Rugby Club clubhouse rebuild**

Council discussed whether to award funds towards the build of the new rugby club and after some debate it was resolved by a majority vote to award £5,000. The Clerk would contact the rugby club to arrange this.

**FC128 To note the request from Cuckfield Tennis Club to request S106 funding from MSDC towards their proposed clubhouse rebuild**

Council resolved to support any application for S106 funding submitted by Cuckfield Tennis Club.

**FC129 To receive an update regarding the Angela Fox Nature Garden, including the quotation to build a plinth for the water fountain and a progress update on the garden design**

The garden designers were finalising the planting scheme and preparing illustrations and planting costings which would be broken down by zones. These would be available for consideration at the Community Buildings Committee meeting on 4<sup>th</sup> April 2024. A care plan would also be prepared.

**FC130 To consider the condition survey of Cuckfield Village Hall and how to proceed regarding the future rebuild or renovation of the site, including the recent quote to complete a full rewire of the hall**

A working group meeting would be arranged to discuss the future of the hall in more detail and consider the brief for a new minimalist building. Council resolved to continue to do the minimum works necessary to keep the building safe in the interim, however a full rewire was not approved at this time.

**FC131 To receive an update regarding the latest results of the Traffic Calming 20mph zones survey**

The results of the survey to date were conclusively supportive of proceeding with the scheme. The survey would remain open until the end of April and would be a feature of the APM, as well as being added to the TV display screen in the office.

**FC132 To receive an update regarding the planning for the Annual Parish Meeting scheduled for 11<sup>th</sup> April 2024, including the completion of the Chairman's Report**

18 tables had been booked to date by local organisations, and 3 speakers arranged. The PA system would be hired and refreshments purchased and provided.

**FC133 To review the following grant applications and resolve whether to award the funds:**

- a. Application on behalf of Family Support Work to contribute towards the practitioner and associated costs to provide home-visit support, outreach support and hardship food provision in the Cuckfield area.  
Council resolved not to provide a grant this year.

- b. Application on behalf of St Catherine's Hospice to help towards the costs that will help ensure local people facing the end of life will be able to spend their final days as pain free, dignified, and comfortable as possible, receiving the care they need. Council resolved to provide a grant of £200 this year.
- c. Application on behalf of Cuckfield Book Festival to help with the cost of hiring the Queen's Hall. Council considered the application and resolved to offer a discounted hire rate of the Queen's Hall of £1,500 for 2024, £1,750 for 2025 and £2,000 for 2026. These rates may be slightly increased should general rent increases be implemented for other bookings. The Clerk would advise of this outcome.

**FC134 To consider the insurance quotes received for either a 1 year or 3 year renewal basis:**  
Council resolved to proceed with quote 2 at £4,785.13 per annum for a 3 year commitment.

**FC135 To consider adoption of the Dignity at Work Policy, which supports the Civility & Respect pledge adopted by Cuckfield Parish Council**  
Council resolved to adopt the Dignity at Work Policy.

**FC136 To consider adoption of the Transparency Code Policy**  
Council resolved to adopt the Transparency Code Policy.

**FC137 To consider the UKPN proposal for updating the electricity support for Courtmead Road**  
Council resolved to approve the proposal for the new power network to serve Courtmead Road, the Clerk would write to UKPN to advise this of this and would also let residents know.

**FC138 To consider the response from MSDC regarding the Parish Council's proposal to purchase the site on Courtmead Road known as the 'playmeadow' and consider how to proceed**  
A meeting would be sought with MSDC to discuss whether agreement to purchase the land could be reached, Cllr Avery would look to arrange this.

Council resolved to suspend Standing Order 3v and continue with the meeting for up to 1 hour.

**FC139 To receive an update regarding mobile phone service in Cuckfield**  
WSCC had arranged to alter the mast signal at Whitemans Green to try and make improvements to the signal. Councillors would speak to neighbours to see if anyone had noticed receiving better service and provide feedback to Cllr Gill. Council resolved to allow Cllr Gill to promote Horsefield Green or the Service Reservoir at Highlands as potential sites.

**FC140 To consider how to proceed regarding the reallocation of S106 funds for the parking spaces at Cuckfield Village Hall as MSDC have declined to proceed with converting part of the Recreation Ground to additional parking spaces**  
Cllr Burton to write to MSDC in response to their recent letter regarding their decision not to expand the parking at Cuckfield Recreation Ground.

**FC141 To consider the proposed Council and Committee meeting schedule for 2024-2025**  
The meeting schedule was adopted and would be added to the website and noticeboards.

**FC142 To review the draft Business Plan 2023-2027 and agree a final version for adoption and publishing**  
The Clerk would convert the business plan into a presentation to be shared publicly.

**FC143 To consider whether to renew the domain and continue with the What's On Cuckfield website**  
Due to lack of use it was resolved not to continue with the What's On Cuckfield website, and not to renew the domain.

**FC144 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.**

The Clerk shared how UK Bride had invoiced the Parish Council for a 1 year contract as the free trial had not been cancelled within the deadline. UK Bride had refused to consider any alteration to the contract and were insisting payment in full was due. Council recommended not to make this payment, especially in light of their featuring on 'Rip Off Britain' as a company who had pursued many small businesses for payment even though they had failed to provide any wedding leads. This item would be added to the Community Buildings committee meeting for resolution.

Meeting closed at 10.10pm

Signed: \_\_\_\_\_

**Future Meeting:**  
9<sup>th</sup> May 2024