

CUCKFIELD PARISH COUNCIL



Environment and Wellbeing Committee

Minutes of a Meeting held at 7.30pm on 1st February 2018

Present: Mrs M Dormer (Chairman), Mrs F Laing (Vice-Chairman), Mrs A King, Mrs J Notaras, Mr N Page

In Attendance: Ms Caroline Hansen (Assistant Clerk)

EW56 Apologies for absence: Mr M Sambrook

EW57 To receive declarations of interest from members in respect of any matter on the agenda
None

EW58 Public Question Time

Three members of the public were present representing allotment tenants at Whitemans Green and Courtmead Road. Allotment representatives agreed the increase to £5.00 per rod was acceptable, as was payment of a £50 refundable deposit which would be held in an escrow account. They requested more detail on the allotment costs deficit and asked whether the Council had the resources to inspect allotments. The Chairman advised that allotments were already being inspected on a regular basis. The Rules and Guidelines document was queried as being very long but representatives agreed the document was understandable. A summary front page was requested for ease of reference. Refer to Item EW62 hereunder.

EW59 To approve the minutes of the meeting held on 16th November 2017

The minutes of the meeting held on 16th November 2017 were taken as read, confirmed as a true record and signed by the Chairman.

EW60 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.

EW61 To review the up to date budget and expenditure report for the Environment & Wellbeing Committee

Whilst the report had been reviewed previously, it was agreed to defer and add this item to the full Council report.

Agenda Item 10 was then discussed in consideration of the public being present

EW62 To review feedback from Allotment Holders to the Management and Maintenance of Allotments Report (previously circulated) and to ratify the recommendations made within, including the new Allotment Tenancy Agreement and accompanying Allotment Rules & Guidelines

Allotment Tenancy Agreement

Committee members ratified payment of the £50.00 refundable deposit fee and instructed the Assistant Clerk to send out reminder letters to those tenants who have not paid the deposit fee. Tenants would be provided with a receipt for all payments.

Committee members ratified to retain the 50% discount for the 2018-19 year with a reduction to 25% for the 2019-20 year and thereafter for tenants in receipt of any State benefits. The Assistant Clerk was instructed to amend the discount rate in Allotment Tenancy Agreement.

Management and Maintenance of Allotments Report dated 16 November 2017

Referring to Clause 9.00 of the above report, committee members were asked to consider and ratify the following recommendations;

- (i) Committee members ratified the £50 deposit requirement for all allotment holders irrespective of their length of tenure on a Cuckfield Parish Council allotment site and instructed the Assistant Clerk to send reminder letters. holders;
- (ii) Committee members ratified the requirement for all new allotment holders to be a resident of the Parish but with discretion to allow letting of plots by prospective out of parish allotment holders, subject to availability of plots;
- (iii) Committee members ratified to adopt the revised allotment tenancy agreement and rules and regulations booklet and include a summary first page;
- (iv) Committee members agreed to request clarification from the Clerk on the amount and date of annual rent increases and to raise this at the next full Council meeting;
- (v) Committee members agreed to further consider the three-year period to undertake a further review of the service to determine the position with subsidy and future management options and for the Clerk to supply figures for recommendation to a full Council meeting;
- (vi) Committee members agreed to revise and ratify this clause to read:
Reduce the automatic seniors discount of 50% to 25% discount with effect from 2019 for tenants in receipt of any State Benefits;
- (vii) Committee members ratified to remove all discounts for those allotment holders who do not reside in the parish;
- (viii) Committee members ratified to consider other initiatives and methods of working to decrease the parish Council's expenditure on allotments and increase income;
- (ix) Committee members ratified the need to advertise vacant plots in conjunction with representatives from each site to try and increase the take-up of plots and to place more photographs on the website;
- (x) Committee members agreed to defer the consideration of making provision in budgets to undertake limited clearance work and marketing of plots to increase take up to the next meeting.
- (xi) Committee members ratified and instructed officers to make decisions on allowing sheds and other appropriate structures on allotments.

EW63 To discuss a proposal to have all trees in the cemetery inspected professionally with the production of a management plan

Committee members agreed to obtaining 2-3 quotations from Arborists to survey and inspect trees. Councillor Laing agreed to discuss this matter with the vicar.

EW64 To discuss and agree the ongoing requirements for new and existing machinery to be used across all Cuckfield Parish Council's sites

Committee members agreed a management plan needs to be in place as a matter of priority. Such management plan must include a list of all machinery, dates purchased, tasks performed by the groundsman, health and safety issues, risk assessments and all training certificates. The management plan is to be presented for review by committee members in one month from today.

EW65 To discuss whether there is demand for additional bus routes within the village, and whether to continue to pursue options from both Handcross Bus Company and Bluebird

Committee members agreed to review public feedback from the Cuckfield Life article.

EW66 To consider the proposal that the Environment and Wellbeing Committee incorporates the future management of Horsefield Green into the Terms of Reference, alongside Cuckfield Cemetery and the Observer Field

It was agreed that Councillor Dormer should obtain agreement with Councillor Mantripp, Chairman of the Estates Committees, to refer this item to Full Council. The proposal should include recommendations on contractors and best use of funds.

EW67 To ratify Cuckfield Parish Council taking over the running of Crafts and Vintage Market

Committee members agreed to run five Crafts and Vintage Markets and Café as a pilot to be held monthly on Friday. However, members agreed this item should be referred to Full Council to ensure full support.

A poster, for review by committee members, will be designed using the CPC logo and will include the dates of markets to be held on 27 April and 6 July 2018. It was further agreed to record full data, i.e., stall holders, visiting from, attendance numbers and income.

EW68 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) Mr Page stated the clock in the High Street is showing different times.
- (ii) Mr Page requested the email received regarding fly tipping along Hanlye Lane be forwarded to the MSDC Fly Tipping Referral Unit.
- (iii) Mr Page requested the E&W section on the website be updated.

The meeting closed 9.15pm

Signed _____

Caroline Hansen

