



The Queen's Hall  
High Street  
Cuckfield  
West Sussex  
RH17 5EL

01444 451610  
01444 454276

---

## Minutes of the Meeting of the Full Council held at 8.15pm on 24 January 2019

**Present:** Mr P Mantripp (Chair), Mr A Burton, Mrs M Dormer, Mrs A King, Mrs F Laing, Mr C Mercer, Mr S Oversby-Powell

**In Attendance:** Mrs S Heynes (Clerk)

### **FC097. Apologies**

Apologies were received from Mr W Faas, Mr M Sambrook.

### **FC098. Declarations of Interest**

Mrs King and Mr Mantripp both declared an interest in item FC111 as they were an existing member/Trustee of the museum.

### **FC099. Public Question Time**

None.

### **FC100. To approve the minutes of the Full Council meeting held on 18<sup>th</sup> October 2018.**

The minutes of the meeting held on 18<sup>th</sup> October 2018 was taken as read and confirmed as a true record.

### **FC101. To receive a report regarding any matters arising from the minutes not included elsewhere on the agenda**

There were no matters arising.

### **FC102. To note the Full Council Action List**

Items were noted. The Whistleblowing policy was reviewed and accepted. The Clerk was instructed to transfer the war memorial action to the Environment & Wellbeing Committee action list. The Clerk was also instructed to take legal advice to determine whether an allotment on a non-statutory allotment site held beyond a certain number of years would change how the land could be used in future.

### **FC103. To receive the report from the District Councillor and County Councillor**

Cllr Bradbury and Cllr Salisbury both provided their apologies for this meeting. Cllr Salisbury provided an email update, summarised below:

The first update was regarding the now live Northern Arc masterplan. Homes England have submitted an outline planning application which had been verified so was now going through the planning process. The application on the South part of Freeks Farm had been approved and MSDC were expecting the applications for the road bridge and then the north section to come forward in the early summer. This northern route and the development curve around the north of the Fairbridge Way site were currently under construction.

It would form part of the Northern Arc and the bridge would become an extension of the spine road running from Maple Drive across the A273 and B2036 and through to the West end of the A2300. An Officer with specific responsibility for managing issues around this development had been appointed.

Another major issue was the Balcombe Road roundabout at Penlands Farm. Cllr Salisbury would be in a better position to comment on this shortly as together with Cllr Bradbury and Cllr Garry Wall was planning a meeting with Redrow to discuss what alternatives could be considered to the road closure, since this would put a ridiculous pressure on other routes (specifically affecting Cuckfield). The business community at Borde Hill also needed to be protected.

Parking at Whitemans Green was again an issue. Cllr Salisbury had asked for it to be raised through MSDC's police liaison and also had asked Gary Marsh (under whose portfolio the management of the grounds falls) to look at ways to contain the problem.

**FC104. To receive a report from the Chairman**

Mr Mantripp had no particular items to raise, but referred to item FC117 below and expressed his desire for a positive discussion based on the recommendations made within the report.

**FC105. To note actions of the following committees:**

- a. **Community Buildings Committee**  
Items were to be discussed as part of this meeting.
- b. **Environment & Wellbeing Committee**  
Plans for the feather bench to be made including the unveiling service.
- c. **Estates Committee**  
Container at Horsefield Green was to be painted once the weather had warmed up.
- d. **Finance & General Purposes Committee**  
Precept to be discussed during this meeting.
- e. **Planning Committee**  
Serious concerns were expressed at the way the MSDC Planning Meeting was held on 17<sup>th</sup> January 2019, with both the apparent procedural irregularities and lack of respect shown towards members of the public. A letter would be written and sent to the Monitoring Officer.
- f. **Roads & Traffic Committee**  
Road space was booked for London Lane w/c 2<sup>nd</sup> July until the end of August for the traffic calming measures to be completed. Plans were to be displayed at the Annual Parish Meeting in April. Mr Mercer advised he had submitted a formal request for a mini roundabout on London Lane/Glebe Road junction, however this had been refused by WSCC based on the visibility splay available being insufficient for safety. It would be possible to review this again after the new traffic calming measures had been implemented.

**FC106. To receive a report on year to date finances and budget review, and to review and ratify the proposed Budget and Precept for the forthcoming financial year**  
Council resolved to accept the precept figures proposed. The Clerk would submit the figures to MSDC.

**FC107. To receive an update regarding the availability of the SID authorised for purchase in the Roads and Traffic Committee meeting on 8<sup>th</sup> November, and consider whether to proceed with the purchase of an alternative SID from the 2018-19 budget**

The SID proposed for purchase was still on trial and the police had not yet confirmed they would accept the number plate data that would be captured by the machine. Until the trials were completed and accepted Mr Mercer advised not to proceed with the purchase. Mr Mercer further recommended that a permanent SID be purchased and installed at Whiteman's Green back to back against the existing SID at this

location, so traffic speed would be flagged to drivers in both directions. The fixed unit cost £2,500 and would be installed by Westcotec. Council resolved to accept this recommendation and the Clerk was instructed to proceed with the purchase and installation.

**FC108. To consider whether to allow any further memorial trees to be planted at Cuckfield Cemetery**

Council resolved to refuse all further requests for memorial trees at the Cemetery, effective immediately, due to concerns about the space available for future burials and the number of trees already planted within and around the Cemetery.

**FC109. To consider the request to relocate the bench installed on Courtmead Road**

Council resolved to allow the bench to be moved as per the request of the residents association so long as it was still located somewhere within the mid-point of the road so it remained a useful resting point for passers-by.

**FC110. To consider the quotation to install additional smoke alarms at the Queen's Hall**

Council resolved to accept the quotation; the Clerk was instructed to proceed with the installation.

**FC111. To consider the request for the Parish Council to relinquish their position as Trustees of Cuckfield Museum**

Parish Council resolved to retain two Trustees of the Museum, as landlord of the Museum and due to the ongoing provision of services offered. Currently Sue Burgess represented the Parish Council, and Paul Mantripp was nominated as the second representative. The Clerk was instructed to advise Andrew Symonds of this outcome.

**FC112. To receive an update from the meeting held with representatives of Cuckfield High Street and their desire to improve footfall through the village**

The Clerk provided an update of the meeting attended to discuss how to improve footfall through the village and business for local shops. The initial suggestion was to rebrand the village and to create a map showing the local establishments present on the High Street, as well as some advertising in Cuckfield Life. It was suggested that a representative of Cuckfield Local join the working party, due to the success of the monthly market held in the village. Research into additional markets was also underway, as well as the suggestion of running a repair café.

**FC113. To receive an update regarding the Post Office in Cuckfield and consider the use of the Queen's Hall as a potential location for an outreach Post Office service**

Council resolved to allow the Clerk to continue to offer the Queen's Hall as an option for an outreach Post Office, subject to more detailed understanding of what would be required regarding location within the hall and storage requirements.

**FC114. To consider the request to submit an Asset of Community Value application for Courtmead Road Play Meadow as the existing ACV had expired**

Council resolved to continue to support this matter and allow the ACV submission to proceed.

**FC115. To note the retirement of Jim Ayling as Licencee at the Queen's Hall on behalf of the Parish Council, and consider options for replacement**

Noted. The Parish Council would contact other Cuckfield Public Houses to enquire whether there was any interest in taking over and would also investigate mobile bars as an option.

**FC116. To note the vandalism at Cuckfield Village Hall over the past weeks and consider the following:**

- i) Consider whether to continue to allow teenage parties at the Village Hall, or should age restrictions be implemented?  
Council resolved to allow the parties to continue, on the same basis as they had been, i.e. with a parent/responsible person booking the event after discussion with office staff to advise of the issues experienced.

- ii) Consider whether the deposit of £350 was sufficient for teenage parties, or whether it should be increased?  
Council resolved to retain the deposit of £350.
- iii) Consider the implementation of CCTV and improved security lighting at the hall. Council requested the Clerk obtain a demonstration of the quality of nighttime CCTV to ensure quality was acceptable prior to purchase? The Clerk was also instructed to proceed with the installation of cameras inside the hall. Subject to the quality being accepted the Clerk was instructed to proceed with the purchase and installation based on the quotes received.
- iv) To consider obtaining quotes for the installation of security fencing between the Village Hall and the neighbouring boundaries.  
Council resolved not to put in security fencing at this time, but to see if CCTV was deterrent enough.

**FC117. To consider the proposal to complete a full review of the staffing levels required at Cuckfield Parish Council**

Council resolved to proceed with Council review, to be undertaken by David Carden. The Clerk was instructed to confirm that a recommendation report would be produced.

**FC118. To consider the format for the Annual Parish Meeting scheduled for Thursday 11<sup>th</sup> April 2019 and potential guest speakers**

The Clerk was instructed to ask Sally Blomfield of MSDC to attend to present to the public how the newly adopted District Plan is used in conjunction with the Neighbourhood Plan to inform planning decisions made within the village. Other suggestions were to invite a representative from Historic England, or AIRS. Councillors were asked to provide any suggestions to the Clerk.

**FC119. Confidential Business**

None.

**FC120. Matters Arising**

The Clerk reminded all that the timeline for submitting nominations to stand as a Councillor would open on Tuesday 19<sup>th</sup> March and close on Wednesday 3<sup>rd</sup> April 2019. The Clerk would be able to collect all nomination forms and take to MSDC for submission.

Meeting closed 10.20pm.

Signed \_\_\_\_\_

