

# CUCKFIELD PARISH COUNCIL



## Assets, Community and Environment Committee

### Minutes of a Meeting held at 8.35pm on 27<sup>th</sup> June 2019

**Present:** Mrs Andrea King (Chairman), Mr Andrew Burton, Mrs Jill Butler, Mr John Dickie, and Mr Andrew Symonds

**In Attendance:** Mr Steve Oversby-Powell and Ms Caroline Hansen (Assistant Clerk)

**ACE003 Apologies for Absence**

Received from Mr Adrian Podmore, Mr Martin Sheldon and Mrs Hilary Schan-Martyn.

**ACE004 Declarations of Interest**

*(The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it.)*

Councillor Andrew Symonds, in his capacity as a member of Cuckfield Museum, declared an interest in Item ACE15.

**ACE005 Public Question Time**

None

**ACE006 To approve the minutes of the following previous meetings:**

- a) Environment and Wellbeing Committee held on 14 February 2019;
- b) Community Buildings Committee held on 28 March 2019;
- c) Estates Committee held on 13 December 2018.

The minutes of the above meetings were taken as read, confirmed as a true record and signed by the Chair.

**ACE007 To note any matters arising from the minutes not included elsewhere on the agenda**

None

**ACE008 To agree renaming the Committee to Assets, Community and Environment (ACE)**

It was agreed to rename the Committee to Assets, Community and Environment (ACE). (Refer to ECA01 and ECA02 of Annual Meeting of the Parish Council held on 16<sup>th</sup> May 2019).

**ACE009 To note the Action Lists from previous Committee meetings**

The Action List was noted and updated.

**ACE010 To consider and agree co-option of Mrs Frances Laing to the Committee**

It was agreed to Co-opt Mrs Frances Laing to the Committee.

**ACE011 To consider and agree participants for the Christmas Street Festival Working Group**

It was agreed to form a Working Group to organise the Christmas Street Festival with Mrs Laing, in consultation with the Clerk, having spending authority. Other members who agreed to participate were Councillors Hilary Schan-Martyn and Jill Butler. Councillors

Adrian Podmore and Martin Sheldon would be requested to also participate. Ex-councillor Mr William Fass had offered his assistance and Councillors Andrew Symonds and Steve Oversby-Powell agreed to be present on the night

- ACE012 To discuss the installation of concrete vs clay brick pavements on High Street pavements and consider follow up actions**  
The Clerk was requested to write to WSCC to enquire why concrete bricks were laid outside Marshalls on the High Street, and not clay brick pavements as originally agreed. WSCC were to be requested to replace the concrete bricks with clay pavements. The Clerk was further requested to enquire as to type of brick pavement used for future reference on pathway work.
- ACE013 To consider the request for secure bike storage and cycle parking solutions within the village**  
Council rejected the request for secure bike storage and deferred cycle parking solutions to the next meeting.
- ACE014 To review RoSPA reports on Horsefield Green and Whitemans Green Skatepark and approve recommendations**  
The recommendations in the reports were reviewed. It was agreed to replace the life ring at Horsefield Green. The repairs to Whiteman's Green skate park were deferred until next year. The bench and waste bin at Whiteman's Green were the responsibility of MSDC who had been informed.
- ACE015 To discuss the proposal to investigate the long-term lease of the land adjacent to Queen's Hall garden for public use**  
Councillor Andrew Symonds advised Cuckfield Museum had previously been interested to purchase this land. It was agreed a Working Group would be established to investigate and prepare a proposal for the Parish Council to lease the land. Councillors Andy Burton, Andrea King, Andrew Symonds and John Dickie agreed to participate in the Working Group.
- ACE016 To consider request to replace fence at Courtmead Road allotment site**  
The Assistant Clerk was requested to obtain quotations to replace the existing north boundary chestnut fence at Courtmead Road Allotment site with a post and rail fence.
- ACE017 To consider the request from Cuckfield Preschool to install a shed at Cuckfield Village Hall**  
It was agreed that Preschool, at their expense, could replace the shed at the rear of Cuckfield Village Hall. Preschool had proposed to install a new concrete base and shed which would be the same width but double in length. Preschool must ensure that the shed is no wider than the village hall so as not to be visible from the main entrance.
- ACE018 To consider and agree a plan for wildflower areas in the village**  
Councillor John Dickie agreed to obtain more information and prepare a plan for wildflower areas at Horsefield Green and the Newbury cemetery expansion area.
- ACE019 Cemetery and Churchyard**
- a) To discuss the repair of the paths**  
Councillor Andrew Symonds had prepared a draft tender document which would be referred to the Full Council meeting on 18 July 2019. Andrew Symonds agreed to obtain samples of bricks for review at the same meeting.
- b) To consider the quotations received to survey the Lych Gates**  
Two survey quotes were reviewed. The Assistant Clerk was requested to obtain further quotations.
- c) To note the grant application form sent to War Memorials Trust (WMT)**  
The grant application form to WMT was noted. Councillor Andrea King advised that the WW1 Committee in November 2018 had agreed to donate the balance of funds, after donations to various charities, to the Parish Council for use in maintaining the War Memorial. Councillor Burton agreed to send an email to Mr Paul Goldfinch, WW1

Committee Chair, requesting a copy of minutes of the meeting whereby funds, which are now held in an escrow account, would be pledged to the Parish Council.

**ACE020 To agree prioritisation of the above items**

The Chair did not consider this action was necessary.

**ACE021 To discuss and agree membership renewal to Campaign to Protect Rural England (CPRE)**

It was agreed to renew membership to CPRE at £36.00 per annum.

**ACE022 To note Sussex Downs Classic event on 7 September 2019**

Noted

**ACE023 To note Warden Park Secondary Academy Charity Walks on 10-12 July 2019**

Noted

**ACE024 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**

- Councillor Jill Butler noted that parking in the village had increased due to residents of Haywards Heath using the paddling pool at the Recreation Ground. The recreation park is owned by MSDC and members agreed it was good to increase footfall to Cuckfield.
- The lease on the High Street Co-op building is due to be renewed and the Clerk was requested to obtain more information on who the lessee would be.
- Residents of South Street should be advised by MSDC to place bins on the pavement on collection days only.
- Twitten cuttings, undertaken by an unknown contractor, had been left on the footpaths. The Clerk had contacted WSCC to enquire whether WSCC had carried out this work and a response is awaited
- Councillor Andrew Symonds advised the hedge at CVH requires cutting.

The meeting closed at 9.40 pm

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

Date: \_\_\_\_\_