

**CUCKFIELD PARISH COUNCIL**  
**Queen's Hall, High Street, Cuckfield, RH17 5EL**



**Minutes of the Meeting of the Full Council**  
**held at 7.30pm on 29<sup>th</sup> August 2019**

**Present:** Mr A Burton (Chairman), Mrs J Butler, Mr John Dickie, Mrs Andrea King, Mr S Oversby-Powell, Mr A Podmore and Mrs H Schan-Martyn and Mr Martin Sheldon

**In Attendance:** Councillor Pete Bradbury, WSCC, Councillor Robert Salisbury, MSDC and Ms Caroline Hansen (Assistant Clerk)

**FC073 Apologies**

Apologies were received from Mr Colin Mercer and Mr Andrew Symonds.

**FC074 Declarations of Interest**

None.

**FC075 Public Question Time**

None.

**FC076 To approve the minutes of the Full Council meeting held on 18<sup>th</sup> July 2019.**

The minutes of the meeting held on 18<sup>th</sup> July 2019 were taken as read and confirmed as a true record.

**FC077 To note any matters arising from the minutes not included elsewhere on the agenda**

There were no matters arising.

**FC078 To note the Full Council action list**

FC038 - Preschool Working Party action was closed.

FC061 - Councillor Burton confirmed he would prepare the Business Plan summary before the meeting on 5th September 2019.

**FC079 To receive reports from the County and District Councillors**

**Councillor Bradbury, West Sussex County Council reported;**

- The reduction in funding to WSCC would have a knock- on effect on town and parish councils;
- Bolnore cycleway puffin crossing is currently being implemented;
- Traders who place tables/chairs on pavements would be required to obtain a licence for an expected fee of approximately £500 per annum. WSCC were asked to consider a sliding scale fee;

- Councillor Jill Butler requested a breakdown on costs for the London Lane works.

**Councillor Salisbury, Mid Sussex District Council reported;**

- Met with Inspector Peter Dommett during a three-hour walkabout of Cuckfield;
- Met Katy Bourne, Police & Crime Commissioners who gave an update on the new initiatives to engage with hard-to-reach young people;
- Barrier installed at Whitemans Green to prevent travellers and motor homes from entering, had presented a problem for coaches and Councillor Salisbury was seeking a solution;
- Advised to report all vandalism to the police, Inspector Dommett or Councillor Salisbury in the first instant;
- Police numbers to increase to 200 with more PCSOs once new recruits are employed and training has taken place, which could take up to two years;
- Cuckfield would have a dedicated full time PCSO in the future;
- Police do not have resources to monitor CCTV, CPC could consider monitoring;
- Councillor Burton expressed his extreme displeasure that the MSDC Site Allocations meeting on 28<sup>th</sup> August was held at short notice and during the holiday period making it impossible for voluntary councillors who work to attend. Councillor Burton added his anger and disquiet that such actions add to Parish Council's mistrust of the District Council and requested his comments be relayed to MSDC. Councillor Salisbury advised he would pass on the comments.

**FC080 To receive a report from the Chairman**

The Chairman had not prepared a report due to being on leave.

**FC081 To receive a report on the year to date finances and current reserves and approve the bank reconciliation statements for June and July 2019 (current account) and April – July 2019 (NS&I Savings)**

The report reviewed and the statements would be signed in due course.

**FC082 To note recommendations from Mr Paul Thornton, MSDC Environmental Health & Licensing Officer and consider applying for an Alcohol Business Premises License, to cover the Christmas Street Festival**

Mr Paul Thornton, MSDC Licensing Officer briefed Full Council with details of how to apply for a Business Premises License for events which attracted more than 499 attendees. The annual fee was £70 with a one-off cost of between £250-400 for an advertisement to cover the 28-day consultation period. It was estimated it would take between 4-8 weeks to process the license. Full Council approved applying for a Business Premises License for CPC's Christmas Street Festival. The license would cover High Street, Church Street, Ockenden Lane and South Street to Church Platt. The license could also be used for any future events.

**FC083 To receive an update regarding the Feather Bench Ceremony planned for 28<sup>th</sup> September 2019 and agree the order of service and consider the production of a memorial order of service to be handed out to all attendees. A budget of £500 is available to cover this in addition to the hire of the Old School and purchase of refreshments**

Councillor Andrea King gave a Working Party update on preparations. It was agreed to approach Gallagher & Sons to produce a Commemorative Programme which would include Welcome, Poem, Sculptor, Thanks, Vicar and Refreshments at The Old School details. Cuckfield Pantry would provide refreshments for up to sixty people at a cost of £225.

The WI would also bake cakes. Councillor King agreed to invite previous councillors and Councillor Andrew Symonds has agreed to act as Master of Ceremonies. All attendees were requested to be present at 1.30pm sharp for a 2.00pm start.

**FC084 To consider the Statement of Licensing Policy 2020 and submit feedback by 1<sup>st</sup> September deadline**

Noted.

**FC085 To consider the Sex Establishment Licensing Policy 2019 and submit feedback by 1<sup>st</sup> September deadline**

Noted.

**FC086 To receive an update regarding the traffic calming measures implemented on London Lane**

Full Council considered the work carried out on London Lane and, after much deliberation with Councillor Bradbury under Item FC079, it was agreed that Councillors Colin Mercer and Steve Oversby-Powell would prepare a letter to be addressed to Councillor Pete Bradbury and also a statement to be uploaded to the Council website.

**FC087 To discuss and agree activities for the AIRS Village Week, 20-26 January 2020, and form a Working Party to organise the event**

Councillor Andrea King updated Full Council on the suggested activities for Village Week which would cover;

- Thursday 23 January Cuckfield History (Museum)
- Friday 24<sup>th</sup> January Full Council was asked to submit Ideas
- Saturday 25<sup>th</sup> January Hirer's Stalls to promote Queen's Hall

It was agreed to form a Working Parking and that Councillors Andrea King, Hilary Schan-Martin, Martin Sheldon and Jane Forester would participate. The first meeting would be held on a Friday in order for Jane Forester to attend.

**FC088 To review and agree the location of the dog and litter bins at Buttinghill**

The Assistant Clerk updated Full Council on the location of one set of bins approved by MSDC Planning and Taylor Wimpey without referral or approval from MSDC Waste. The Waste Team had since disapproved the location for health and safety reasons. The Assistant Clerk was requested to contact Andrew Clarke, MSDC Planning for an explanation.

**FC089 To note the instruction of the drainage survey for the Cemetery water/foul pipes**

The drainage survey to be carried out by Express Solutions was noted. The Assistant Clerk was requested to ensure the trench is dug the day before the survey.

**FC090 To note the amended tender to quote for the footpath refurbishment at the Cemetery**

Noted.

**FC091 To consider the Electric Vehicle Strategy Consultation and agree a response**

Full Council noted that the Northern Arc Development at Burgess Hill was not included and agreed to respond on the issue that Burgess Hill should be included given the huge numbers of new houses and town centre redevelopment, thus being easier to install from new than retro-fit.

**FC092 Confidential Business**

**To consider whether to resolve to exclude the press, broadcast media and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted**

No confidential business was considered.

**FC093 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 informed Full Council that residents had complained about the steep path on the east side of Buttinghill (into Chapelfields). It was explained that this is not intended to be a formal footpath or access and there was nothing CPC could do until such time as it acquired the land. In the meantime, residents should write to the landowner (Taylor Wimpey).
- Councillor Jill Butler mentioned that some of the twittens are dark at night without lighting. The Chairman advised that WSCC had installed new lamp posts as necessary in line with Highway standards and it is highly unlikely that additional posts will be added.
- Councillor John Dickie informed the meeting that Buttinghill pond appears to be slipping. The Chairman agreed to have a look.

Meeting closed 10.05 pm.

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

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