



The Queen's Hall
High Street
Cuckfield
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Minutes of the Meeting of the Assets, Community and Environment Committee held at 8.15pm on Thursday 19 September 2019

Present: Mrs Andrea King (Chairman), Mr Andy Burton, Mrs Jill Butler, Mr John Dickie, Mr Adrian Podmore, Mrs Hilary Schan-Martyn and Mr Martin Sheldon Mr Andrew Symonds

In Attendance: Mrs Sam Heynes (Clerk), Mrs Frances Laing

ACE042 Apologies for Absence

None.

ACE043 Declarations of Interest

None.

ACE044 Public Question Time

No members of the public were present.

ACE045 To approve the minutes of the meeting held on 8th August 2019

The minutes of the meeting held on 8th August 2019 were taken as read, confirmed as a true record, and signed by the Chairman.

ACE046 To note any matters arising from the minutes not included elsewhere on the agenda

None

ACE047 To note the Action List

The action list was noted and updated. All Councillors were reminded that they would be required to help out at the Feather Bench Ceremony on 28th September.

ACE048 To review quotations received to refurbish the pathways at the Churchyard and Cemetery

Council resolved to recommend the Hobarts quote to Full Council for acceptance on the basis of replacing all identified pathways with concrete; the Clerk was instructed to identify all funding that was available to use for this, an estimated £58,000.

ACE049 To receive an update from the Christmas Street Festival Working Party

The first Working Party meeting had taken place, and owners had been assigned to look after stall holders and booking entertainment. The road closure application had been submitted and First Aid had been requested, an increase in stall holders was suggested. The Clerk advised that the Premises Licence required the Designated Premises Supervisor to be present on site for the event.

ACE050 To receive an update from the Emergency Planning Liaison Group (EPLG) meeting held at MSDC on 12th September 2019

Most of the update related to snow and ice, and it was advised that three roads in Cuckfield had been removed from the gritting schedule as the principle was to keep the main roads clear so people could reach the shops. Advice was also given to check your neighbours and to be aware of the location of grit bins. It was proposed to put an article in Cuckfield Life to share this information with the community. Details of Cuckfield Parish Council's winter plan could be found at <https://www.cuckfield.gov.uk/administration/winter-plan>.

ACE051 To receive an update regarding the Post Office in Cuckfield

A potential Post Master had been identified, who had proposed providing a service 2 days per week, for 4 hours each day. The next step was to arrange a meeting at the Queen's Hall to assess a suitable location for the Post Office Desk to be installed.

ACE052 To receive an update from the Silver Sunday Working Party

A Cheese and Wine event had been arranged for Saturday 12th October at the Queen's hall. Posters and flyers had been created; the flyers would be delivered to local residents to encourage attendance. The event had also been added to Facebook and the website. Cllrs Burton, Butler, King, Podmore, Schan-Martyn, Sheldon and Symonds all offered to attend to support the event.

ACE053 To receive an update on the drainage survey completed at the Cemetery

The survey had been provided and reviewed briefly due to the lack of time available before this meeting. It was resolved to instruct the grave digger to dig a trench to try and identify the location of the pipe, up to a budget of £1,000, as further investigation was still required to locate the pipe causing the problem in the cemetery.

ACE054 To review Queen's Hall roof issues and agree next steps

Roofing companies had been contacted to provide an assessment and quote for the works. The Clerk also expressed concern regarding the damp walls in the Queen's Hall.

ACE055 To receive an update from the Working Party on the potential lease of the land adjacent to the Queen's Hall

The owner of the land was keen to progress with a suggestion of a memorial garden on the basis of a long lease rather than a purchase. The Clerk had contacted an agent for advice as to the rates payable for this lease.

ACE056 To receive an update on the tree survey quotations

Council reviewed the quotes and resolved to instruct Golden Crown to proceed with the survey.

ACE057 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 was requested to advise the companies who quoted to repair the Lych Gates that this work was on hold until 2020-21. The four infected posts would need to be fully replaced, and quotes would be reviewed to include a forecast in next year's budget.

The meeting closed at 9.25pm

Signed _____