



The Queen's Hall
High Street
Cuckfield
West Sussex
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Minutes of the Meeting of the Assets, Community and Environment Committee held at 8.15pm on Thursday 21 November 2019

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

In Attendance: Ms Caroline Hansen (Assistant Clerk) and Mrs Frances Laing

ACE058 Apologies for Absence

None.

ACE059 Declarations of Interest

None.

ACE060 Public Question Time

No members of the public were present.

ACE061 To approve the minutes of the meeting held on 19 September 2019

The minutes of the meeting held on 19 September 2019 were taken as read, confirmed as a true record, and signed by the Chairman.

ACE062 To note any matters arising from the minutes not included elsewhere on the agenda

None.

ACE063 To note the Action List

The action list was reviewed, and all actions were considered closed.

ACE064 Assets

a) To receive an update from the working party on the lease of land next to Queens Hall

Councillor Symonds updated committee members on the intention to request a 25-year lease. A landscaper had made a site visit and agreed to prepare a high-level proposal with costs on Phase 1 and Phase 2 basis. It was hoped the proposal would be sent to the owner of the land for review early December 2019.

b) To consider a report on Queens Hall damp issues and agree who to instruct

It was agreed to instruct Specialist 2 to carry out the work.

c) To receive an update on a Post Office at Queens Hall

A proposal to have a Post Office desk twice per week (not Wednesday or Friday due to existing bookings), had been made by an experienced Postmaster. It was hoped this would be set up before the end of December 2019.

d) To consider and agree who to instruct to carry out an Electrical Installation Condition survey

Council approved for the Operations Officer to proceed with an EIC survey with the contractor he felt was most capable. Council also approved increasing the capacity of the kitchen circuit and moving the fuse box from the storage cupboard, at a cost not to exceed £1,000.

ACE065 Community

a) To receive an update from the working group on the Christmas Street Festival

Mrs Frances Laing, Chair of the Working Group, updated the meeting on the progress for the festival which would take place on 6 December 2019, as follows;

Entertainment had been booked;

30 stalls had been accepted;

Snow machines would be driven by cannons instead of using gantry cranes;

First Aiders to be confirmed;

St Johns Ambulance would be in attendance.

There was a requirement for Queens Hall to be used for changing facilities, thereby requiring Councillors to be present. Councillor King suggested a rota of Councillors was put in place. Mrs Laing requested all working group members assist with clearing up after the event.

b) To receive an update from the working party on the AiRS Village Halls week

Councillor Sheldon updated the meeting on plans for the above 3-day event which would take place on 23-25 January 2020, as follows;

23 January - Throwback Thursday presented by the Museum;

24 January - Taster Sessions, (free of charge) presented by Yoga/Pilates groups;

24 January - Drama Society/Play Reading;

25 January - Open Day Stalls for local societies (to include CPC/Business Plan);

25 January – Quiz.

Posters/flyers were being prepared.

ACE066 Environment

a) To consider and agree next steps for relocating surface water pipes at the cemetery

Council resolved to obtain another quotation for this work.

b) To consider a report and agree who to instruct to repair headstones

Council approved to proceed with either quotation (2) or (3). The decision would be left to the Operations Officer.

c) To consider permitting artificial flowers at the cemetery

Council approved artificial flowers being placed in the cemetery. The Assistant Clerk was instructed to advise Gallagher and CPC staff.

d) To consider and approve a new Tree Management Policy

Council instructed the Assistant Clerk to add “any trees that are removed will be replaced”. The above policy was thereafter approved.

e) To consider the recommendations of the tree survey and agree next steps

It was agreed to prepare a budget to cover the removal of dead trees and improvement of poor trees. Councillor Podmore agreed to oversee this project.

f) To consider Courtmead Road Allotment Site boundary hedge.

Council approved the cutting down to one foot of the right-hand hedge and planting of a new hedge in Spring 2010.

g) To review a report and agree applying for a grant from Sussex Lund

Council reviewed the report and agreed to apply for a grant from Sussex Lund. Such grant request should include the additional land behind Queen's Hall. Councillor Podmore agreed to oversee this project.

h) To review and consider relocating a replacement litter bin on Mytten Twitten

Council resolved to replace the litter bin at the existing location.

ACE067 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.

a) War Memorial

War Memorial Trust's letter regarding the application for a grant was noted.

ACE068 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

Courtmead Road access to the footpath in the cemetery will be closed from Monday 8 December 2019 for five days whilst the cemetery path is re-surfaced. Signs have been posted at the top of Courtmead Road and elsewhere.

Councillor Burton suggested to add Cemetery Expansion as an agenda item to the Planning Committee Meeting on 17 December 2019.

The meeting closed at 9.26pm

Signed _____