

CUCKFIELD PARISH COUNCIL
Minutes of a Meeting held on 30th June 2011

Present: Mr K Gregory (Vice-Chairman), Mr C Mercer, Mrs A King, Mr S Blanch, Mr A Burton,
Mr P Harrison, Mrs S Burgess

In Attendance: Mrs F Jones (Clerk), Mrs K Bourne (MSDC)

55 Public Question Time:

Annette Jones stated that information had been submitted to the Clerk with regard to Public Art projects for funding from the S106 contributions as well as additional information regarding Neighbourhood Plans.

56 Apologies for Absence were received and accepted from Mr Salisbury, Mr Page and Mr Bradbury.

57 Declarations of Interest: Mrs Burgess and Mrs King declared a personal interest in item 17 of the agenda as curators of the Museum. Mrs Burgess declared a personal interest in item 15 as a homeowner affected by the proposal for verge markers. There were no other declarations of interest regarding any matters on the agenda.

58 Approval of Minutes of the Previous Meeting: The minutes of the meetings held on 16th May 2011, as previously circulated, were taken as read and confirmed as a true record.

59 Parish Council Vacancy: Mr Gregory reported that Mrs Macintyre had resigned. Councillors thanked Mrs Macintyre for her work and support over the past eight years. The vacancy had been advertised and, as there was no call from the public for an election, the Council was free to co-opt. This would take place as soon as possible.

60 Committee Reports

60.1 Planning Committee: The minutes of the meetings held on 19th May & 9th June were noted by Council.

60.2 Roads & Traffic Committee: The minutes of the meeting held on 9th June were noted by Council. Mr Mercer stated that at that meeting it had been agreed to go ahead with the plans for London Lane but that further work was needed on the plans for Whitemans Green and Ardingly Road. A meeting would be arranged with the consultant to discuss these matters further. Although the figures from the Parish Council's traffic survey for Ardingly Road were now available, the County Council had agreed to undertake another survey so further information would be available shortly.

60.3 Environment Committee: The minutes of the meeting held on 19th May were noted by Council. Mr Gregory and Mr Gallagher would be looking at the possibility of creating a parking area for a hearse in Newbury Lane.

60.4 Queen's Hall Committee: Mrs King reported that the entrance hall and foyers had been re-decorated. The quotations for the outdoor lighting for decking were expensive and cheaper alternatives were being investigated.

61 Reports from the County Councillor and the District Councillor

61.1 West Sussex County Council: Mr Bradbury had emailed a report and this had been circulated to members.

61.2 Mid Sussex District Council: Mrs Bourne reported that the application for Ardingly Road had been deferred until the August meeting. A comprehensive traffic survey was awaited from the County Council. The figure agreed for housing in Mid Sussex for the District Plan had been set at 530 or 10,000 over a 20 year period. It was possible that this figure might increase slightly but was well below the figure set in the South East Plan.

62 Approval of the Annual Return and Accounts for the year ended 31st March 2011

The Annual Return and accounts for the financial year ended 31st March 2011, the annual governance statement and the internal auditor's report (previously circulated) were approved by the Council

63 Schedule of Payments

The schedule of payments, previously circulated, were approved by the Council

64 Cuckfield Youth Club

Mr Harrison had circulated a report on the recent meeting at the Youth Club held to discuss the future of the building. There were three main issues that needed to be addressed if the Parish Council was to take over this building. (1) There was a need for a structural and energy survey, (2) the day to day administration and (3) the writing of a business plan. The County Council had a fairly short time frame and would want to know whether the Parish Council was prepared to take over the building by the autumn. The transfer would involve a peppercorn rent. The amount of funding required to ensure the viability of the building would be dependant on the length of the lease. Community use of the building was good with the Playgroup and Orchard House. A commercial after-school club was also interested in using the building. The building was not being used for youth work at present but there were several possibilities for the future. Should the Parish Council decide to take on the building, there were clear synergies with the management of the Queen's Hall and the administration being undertaken in the Council office. A business plan would be undertaken but the County Council had promised help and support with this. It was hoped that the costs of the everyday running of the building could be covered by income but any building works would probably need additional funding. It was unanimously agreed to appoint a surveyor to carry out a structural and energy survey up to a cost of £1000. If more funding was required, this would need to be discussed further by Council.

65 Neighbourhood Plan

Following discussions within the community, it was unanimously approved that the Parish Council formally prepare a Neighbourhood Plan in Cuckfield. The Neighbourhood Plan Group would be represented by Nigel Page, Andy Burton, Piers Harrison and Stephen Blanch from the Council, with other councillors attending where possible, assisted by Annette Jones, Marie Dormer and Gerard Conway. Mr Burton reported that an initial meeting had been held with the Group when themes for the Plan had been discussed which included economic, social and environmental needs. There would be a focus on potential leisure development and outdoor recreation. The need for the new housing to embed in the community before further development was undertaken was also important. The local environment was high on the agenda but further work would be required to look at the social needs of the community. After successful lobbying by Mr Salisbury, the District Council had agreed to submit an application for the funding from the Neighbourhood Planning Front Runners scheme. The application needed to be with the DCLG by 8th July and competition for the £20,000 funding would be fierce. Although there were risks attached to the Localism Bill, it was agreed that the Neighbourhood Plan would be very important for the future of Cuckfield.

66 Transfer of the Amenity Land At the Rear of Bylanes Close

It was unanimously approved that the Parish Council should accept the transfer of the amenity land from the developers and would enter into negotiations with the company as soon as possible.

67 Verge Markers Along Broad Street

A quotation in the sum of £1989.00 had been received for the erection of 44 verge markers along Broad Street. It was unanimously agreed to go ahead with this work.

68 Building works to the Green Room at the Queen's Hall and refurbishment works to the public toilets in the Broad Street Car Park

A 'guesstimate' of the costs involved in the building works to the Green Room at the Queen's Hall of £50,000 and the refurbishment works to the toilets in Broad Street Car Park of £20,000 had been received. It was unanimously agreed to submit these projects to Mid Sussex District Council for funding through the S 106 community buildings scheme. Following advice from a roofing contractor, it was decided that no further action was required to the flat roof above the entrance to the Queen's Hall.

69 Deed of Variation for the Lease to Cuckfield Museum

The Deed of Variation to the Lease to the Cuckfield Museum was approved by Council.

70 Parish Council Grants

Requests had been received for a grant towards the Diamond Jubilee celebrations and to the West Sussex Mediation Service. It was agreed that a grant of £1000 be made for the Jubilee celebrations although it was anticipated that much of this funding would be reimbursed after the event. There was a discussion regarding the Mediation Service and it was agreed that the Council would offer 'benefits in kind' such as free use of a meeting room, rather than a financial contribution.

71 Re-Ordering of Holy Trinity Church, Cuckfield

After discussion it was agreed that the Parish Council had no objections to the re-ordering work being undertaken at Holy Trinity Church

72 Publications

The following publications were available from the Clerk: Local Council Review; MSDC Minutes; CPRE Voice, Clerk Magazine

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