



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 30 January 2020

**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), Mrs Christine Jermyn, Mrs Frances Laing and Mr Steve Oversby-Powell

**ACE069 Apologies for Absence**

None.

**ACE070 Declarations of Interest**

None.

**ACE071 Public Question Time**

No members of the public were present.

**ACE072 To approve the minutes of the meeting held on 21 November 2019**

The minutes of the meeting held on 21 November 2019 were taken as read, confirmed as a true record, and signed by the Chairman.

**ACE073 To note any matters arising from the minutes not included elsewhere on the Agenda**

None.

**ACE074 To note the Action List**

Noted.

**ACE075 Assets**

**a) To receive an update on the land next to Queens Hall and to review/approve quotations to initially clear the land.**

Committee agreed on the following items:

- budget of £7000 for initial clearance.
- not to work with a third-party local charity during Phase 1.
- consider approaching CuckSoc during Phase 2.
- obtain S106 Community Infrastructure funds.
- consultant fee of £200 to complete grant applications on behalf of CPC.
- community involvement under discussion.
- opening hours would be Monday to Friday, 10am to 3pm
- other opening times, as CPC deem fit.

**b) To receive an update on when the damp issues at Queen's Hall will be carried out**

The contractor would commence works on 6 April, for a period of five days.

**ACE076****Community****a) To review resident correspondence regarding wheelie bins and agree next steps**

It was agreed CPC would not become involved in this matter as the land fronting the properties, i.e., path, belongs to the property and is therefore the responsibility of owners. The Assistant Clerk was requested to reply to the resident who wrote in.

**b) To receive feedback from Councillors Butler and Symonds on the Capital Grant Funding Workshop held on 10 January 2020 and agree next steps**  
Noted.**c) To receive feedback on the Village Halls Week and decide if it should be an annual event**

It was noted that more advertising should have been taken place. However, Committee agreed to hold this as annual event on one day only, namely Saturday.

**d) To receive an update on the after-school club at the Pre-School**

The Preschool after-school club will commence after the February half term.

**e) To receive an update on the opening of the post office**

The Clerk is scheduled to meet the postmaster on 3 February to discuss network lines.

**ACE077****Environment****a) To review options and agree urgent tree works to be carried out**

The following tree works, and annual survey fee was approved:  
CVH Ash tree pollard by approx. 50%. All arisings taken away - £1,200.00.  
HG corner Ash tree crown raised by removing the two lowest branches. All arisings taken away - £160.00.  
2020 Annual full tree survey - re-assessing each tree in the report regarding condition, identifying risks and recommend appropriate action - £400.00.

**b) To consider arranging a litter pick in association with Great British Spring Clean 20 March to 13 April 2020**

It was agreed not to participate in the litter pick.

**c) To consider a wildflower verge on High Street/Ashburnham Drive**

It was agreed to trial a wildflower verge on this area. Councillor Podmore would include this initiative in the grant application form. The Assistant Clerk would be required to inform WSCC not to cut the verge.

**d) To receive an update on applying for a Faculty to install brick pavers around the church**

The draft tender document was reviewed. It was agreed to visit Lindfield All Saints Church to consider other brick samples versus the Freshfield sample viewed. Holy Trinity Church had been requested to forward a plan of the church and surrounding paths for inclusion in the tender document. The Assistant Clerk was requested to write to the Church Warden to request preferred contractor works location.

**e) To receive an update on the Lych Gates at the Church**

Councillor King and the Assistant Clerk had a meeting with an architectural company who are Sussex Heritage and Trust Ecclesiastical recognised, to review the death watch beetle issue and replacement of some timbers. A report and fee summary would be received shortly.

**ACE078 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.  
None.

**ACE079 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**

It was noted that VE Day would be on Friday 8 May 2020.

An update on the completed refurbishment of the cemetery paths was noted.

The meeting closed at 9.16pm

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