



The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL

01444 451610
01444 454276

Assets, Community and Environment Committee

Minutes of the Meeting held at 8.15pm on Thursday 15 October 2020

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

In Attendance: Ms Caroline Hansen (Assistant Clerk), Mr Steve Oversby-Powell

Public Question Time: One member of the public was present for Item ACE016.e

ACE012 To receive apologies for absence

None.

ACE013 To receive declarations of interest from Members in respect of any matter on the agenda. (*The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it*)

None.

ACE014 To approve the minutes of the meeting held on 9 July 2020

The minutes of the meeting held on 9 July were approved and signed.

ACE015 To note the Action List

Noted.

ACE016 Assets

The Chairman agreed to bring forward Item ACE016.e on the agenda.

a) To consider a proposal for the vacant plots at Whitemans Green Allotment Site and agree next steps

The report prepared by the Operations Officer was noted. The Chairman applauded the resident's initiative in preparing the proposal. Committee members agreed the Parish Council would work together with the group of allotment tenants to review the vacant plots at Whitemans Green with a view to developing the area. Councillors agreed to visit the allotment site on 17/18 October to view the area first hand. It was further agreed to refer this item to the next Full Council meeting to be held on 5 November 2020.

b) To review the recommendations in the Horsefield Green Maintenance Plan and agree next steps

Council agreed to proceed with Timetable A in the above recommendations and to circulate the proposed letter/plan (printed double sided) to residents of Horsefield Green and Ardingly Road for comments.

c) To note feedback from residents on the War Memorial inscriptions

It was noted residents were unhappy about the faded inscriptions. Due to budget constraints CPC were unable to address this issue until next year.

- d) To receive an update on the refurbishment of the churchyard paths**
Excluding one small snagging item due to be carried out on 15 October the entire project would be completed on 16 October 2020. Council agreed to pay the contractor's invoice less the retention amount of 5%.
- e) To receive a report on the churchyard tombs and agree next steps**
It was agreed to seek advice from Gallagher and review this item at the next meeting to be held on 26 November 2020.
- f) To consider options for expansion of the cemetery**
Gallagher advised the cemetery had existing space for 3-4 years. It was agreed to review this item again at the next meeting on 26 November 2020.
- g) To ratify the updated Allotment Rules and Guidelines**
Clause 21.2.b was ratified. The Assistant Clerk was requested to review the Rules and Guidelines to ensure the clause regarding condition of plot at the end of tenancy is clear in respect of withholding or refunding the deposit.

ACE017

Community

- a) To consider a resident's request to replace their boundary hedge, which borders Holy Trinity Church, and agree on the species to be planted**
Council agreed to the planting of Prunus Lucitanica.
- b) To note feedback from tenants on the lack of parking at allotment sites**
Noted.
- c) To note feedback from residents regarding pavement parking in Church Platt**
Noted.
- d) To consider forming a working party to promote and co-ordinate COVID-safe alternatives for celebrating Christmas 2020 within the community, for example Christmas Lights, Scarecrows and Christmas Shop Windows competitions**
Councillor Laing agreed to form a working party with Councillors Sheldon and Podmore and to prepare content for the newsletter which will appear in Cuckfield Life.

ACE018

Environment

- a) To receive an update on a noisy drain and surface water manhole cover on the High Street**
The Assistant clerk was requested to report the noisy drain to WSCC again and to advise residents to report it also.

ACE019

- 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.**
None.

The meeting closed at 9.30pm

Signed _____