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Parish Clerk: Sam Heynes  
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## Assets, Community and Environment Committee

### Minutes of the Meeting held at 8.30pm on Thursday 5<sup>th</sup> August 2021

**Present:** Mr A Symonds (Chairman), Mr A Burton, Mr M Sheldon and Mrs J White

**In Attendance:** Mrs S Heynes (Parish Clerk) and Mr S Oversby-Powell

**Public Question Time:** No members of the public were present.

**ACE008 To receive apologies for absence**

Cllrs Ceccherini, King, Laing and Podmore provided their apologies which were accepted. Cllr Dickie was absent.

**ACE009 Declarations of Interest**

None.

**ACE010 To approve the minutes of the meetings held on 13<sup>th</sup> May 2021**

The minutes of the meetings held on 13<sup>th</sup> May 2021 were approved and signed.

**ACE011 To note the Action List**

Noted.

**ACE012 Assets**

**a) To receive a verbal closure report from Whitemans Green allotment Site Working Group (WGAS WG)**

Cllr Sheldon advised that the closure of this working group had not yet been agreed but would be shortly.

**b) To consider the proposal to allow Whitemans Green Allotment Tenants to form an Allotment Committee to take over running the site**

The Committee resolved to accept recommendation B, to propose an allotment committee be set up giving the committee responsibility for letting plots, maintenance, inspections and managing the waiting list whilst the Parish Council continued to process payments and deposits. A meeting would be arranged with the National Allotment Society and existing tenants to explain the idea in more detail.

**c) To ratify the cost of £2,190.20 (inc VAT) to install a standpipe at the Horsefield Green site**

Committee ratified this cost and installation.

**d) To consider the cost to make levelling repairs to the pathways around both Lychgates at Cuckfield Cemetery**

Committee resolved to proceed with the repairs to the pathways. The Clerk would instruct these works to proceed.

Cuckfield Parish Council confirmed their eligibility to hold the General Power of Competence on 4<sup>th</sup> May 2021, all decisions made during this meeting are done so using this power.

**ACE013 Community**

**a) To receive an update on the Neighbourhood Watch scheme within Cuckfield**

Cllr White had applied to become a co-ordinator for the scheme within the village, and Neighbourhood Watch were considering creating a cover scheme across the village rather than it only being run at street level. This would enable individual scheme members to come together to discuss issues across the village.

**b) To receive an update on the Skatepark Community Fun Day booked for 26<sup>th</sup> September 2021, and to approve the costs to arrange First Aid provision on site for the event**

The Clerk was instructed to contact the Scouts to see if they would like to run a BBQ. Permission from MSDC would be requested, and a first aider would be booked to be on site. The Clerk would request Rubicon's advice on how best to run the event on the day, and publicity would continue.

**c) To note the plans to hold a Silver Sunday even at the Queen's Hall on 3<sup>rd</sup> October 2021**

The Silver Sunday event had been booked at the Queen's Hall with a group of singers engaged and a possible cake baking competition to be organised by the WI. The Clerk would apply for a grant from MSDC should it be made available this year.

**ACE014 Environment**

**a) To review the Public Rights of Way (PROW) Parish Report**

Committee noted the report.

**b) To consider the mowing regime at the Cemetery and whether to allocate an area for wildflowers to grow**

The committee discussed this and agreed that areas which should always be cut were those around the Feather Bench and the area to the north of the Church towards the Old School. Other areas to be kept clear were Newbury Meadow, the area to the south of the Chapel and the Memorial Garden.

Wildflowers would be left in other areas however a strip would be mowed alongside all pathways to provide a clear delineation. A plan would be created to show areas which were being left to grow. Signs would be put up to make it clear what was happening. A map would be updated and shared with all.

**c) To review the maintenance regime of WSCC around the village (5 cuts to the verges per year, fewer for twittens) and consider whether to investigate funding the regular cutting of twittens, verges and pathways around the village throughout the summer months**

The Clerk was instructed to establish when WSCC scheduled their cuts for the village each year and obtain a quote for additional cuts to ensure the village remained looking smart on an annual basis.

**d) To consider forming a Climate Change Group to review actions that could be taken around the village to improve our carbon footprint**

The Committee resolved to form a working group and instructed the Clerk to ask whether any representatives of Greener Cuckfield would like to be involved, as well as Cuckfield Local, to work together to explore ideas for local improvements.

**e) To consider the War Memorial Letter Cutting and Painting Report and resolve how to proceed**

The committee resolved to proceed with the quote received from IMI of £1,507.20 inc VAT, and the Clerk was instructed to enquire whether this work could be completed before November 2021.

**ACE015**      **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 21.30

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

**Next Meeting:** 4<sup>th</sup> November 2021