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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 4th November 2021

Present: Mr M Sheldon (Vice Chairman), Mr A Burton, Mr J Dickie, Mrs A King, Mr A Podmore and Mrs J White

In Attendance: Mrs K Ely (Assistant Parish Clerk), Mr P Gallagher (P&S Gallagher), Mrs S Heynes (Parish Clerk) and Mr E Williams (P&S Gallagher)

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

ACE016 To receive apologies for absence

Cllrs Ceccherini, Laing and Symonds provided their apologies which were accepted.

ACE017 Declarations of Interest

None.

ACE018 To approve the minutes of the meeting held on 5th August 2021

The minutes of the meeting held on 5th August 2021 were approved and signed.

ACE019 To note the Action List

Noted.

ACE020 Assets

a) To consider the proposals made in a recent meeting with P&S Gallagher and resolve the actions

Mr Gallagher shared a historical parochial parish boundary plan drawn up by himself, Rev Eric Hayden and Frances Jones. The Committee to consider adapting the boundaries at the next meeting.

The Committee resolved to establish a designated cemetery entrance on Newbury Lane, and for the cemetery layby to be used by hearses only. Whilst the Lead Grounds Person uses the layby for parking, on the day of a burial or interment, the parking would be reserved for funeral directors. It was noted that the cemetery entrance on Newbury Lane was for non-church burials; church burials were managed separately by Holy Trinity Church and the church entrance off Church Platt utilised. The Committee also resolved for the hedges by the layby to be cut regularly to avoid any damage or obstruction to vehicles. The Clerk advised that all hedges at the cemetery would be cut prior to Christmas.

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

The Committee resolved for there to be a Parish Council presence, provided by the Lead Grounds Person, at every burial or interment to guide funeral directors to the plot. P&S Gallagher to prepare a formal guidance note for funeral directors, to include details of the cemetery entrance and contact telephone numbers for the Lead Grounds Person.

The Committee resolved the introduction of an appointment system, at designated time periods, for stone masons. Appointments would be made directly with P&S Gallagher, who would inform the Clerk.

The Committee resolved for any benches no longer fit for purpose to be removed and destroyed and for the plaques to be retained in the storage shed at the cemetery.

The Committee resolved to proceed with the removal of the small trees in the Newbury burial ground which were dying. The Committee welcomed the proposal of a daffodil planting initiative whereby bereaved families would be approached to donate daffodil bulbs for planting around the boundary of the cemetery. The initiative would be promoted via Cuckfield Life, Facebook and in the guidance notes for funeral directors.

The Committee discussed options for signage to the Newbury Road entrance to the cemetery and resolved that a sign stating 'Cuckfield Cemetery pedestrian access', in the same design as the recently installed twitten signs, was erected.

The Clerk noted that the wooden gates at the cemetery were due to be replaced and had been budgeted for accordingly.

The purchase of additional concrete bollards to mark new lines of graves was discussed. The Committee resolved for P&S Gallagher to purchase and supply the bollards for the Lead Grounds Person to install.

The Committee considered the proposal for 'reserved' place marker plaques to indicate plots which have been pre-purchased; the proposal was rejected as the Committee identified difficulties mowing around the markers.

b) To receive an update from P&S Gallagher on the Consultation on Amendments to the Environmental Permitting (England and Wales) Regulations 2016 as applied to Groundwater Activities and related Surface Water Discharge Activities - Defra - Citizen Space.

Mr Gallagher provided a briefing on the consultation document, noting that it was only applicable to cemeteries close to large watercourses or to cemeteries conducting less than 100 burials a year. Mr Gallagher was instructed to contact the Institute of Cemetery and Crematorium Management (ICCM) to seek a response statement on behalf of the Council. Once in receipt of the statement, Cllr Symonds and the Clerk to address the consultation questions.

21:44 Messrs Gallagher and Williams left the meeting

c) To consider progress relating to the church lychgate roof repairs.

The Clerk would continue to chase progress.

d) To review the existing maintenance plan for Horsefield Green where large areas are left uncut for the summer and consider whether changes to this approach should be adopted.

The Committee wished to introduce a robust maintenance regime for Horsefield

Green. The Committee wished to see the introduction of a bulb planting plan to promote flowering through the spring and summer whilst allowing for the remaining area to be mowed by a standard mower; Cllrs Dickie and Podmore to progress proposals and contractor quotes for discussion at the next meeting.

e) To receive a verbal closure report from Whiteman's Green Allotment Site Working Group (WGAS WG).

Cllr Sheldon provided a closure report from the WGAS WG. The Clerk and Assistant Clerk would contact the WG Community Garden Group to seek an understanding of progress and plans for the coming year.

ACE021

Community

a) To receive an update on the Christmas Hampers.

The packing and delivery of the Christmas Hampers would be undertaken on 13th/14th December. The venue for the packing would be either at The Queen's Hall or Baptist Church; the Assistant Clerk to advise councillors of the location and timings. 20 families and nine individuals have been identified to receive the hampers.

b) To receive an update on the Neighbourhood Watch (NW) scheme within Cuckfield.

Cllr White had attended a NW training course however she had been unable to identify NW scheme members within Cuckfield; an appeal to scheme members to be shared via Facebook and Cuckfield Life.

c) To receive an update on this year's Christmas Street Festival and to consider options for a laser light show.

Cllr Laing circulated an update prior to the meeting. A dozen applications had been received for stalls; Cllrs Podmore and Laing to discuss extending stall applications beyond local charities and food vendors. The Committee considered the laser light show proposals; the Bevec proposal was preferred due to their ability to deliver the laser light show, snow machine, PA system and lighting.

Cllr Laing had declared her decision to step down from coordinating the Christmas Street Festival following 2021; Cllr Podmore volunteered to coordinate the event for 2022.

Promotional banners for the event will be displayed throughout the village; the event will also be promoted via Cuckfield Gossip. A request to seek two elves to support Father Christmas at the event would be shared via Cuckfield Gossip.

d) To receive an update on the Scarecrow Competition and resolve prizes to be awarded.

Judging of the competition will be held on Sunday 5th December; Cllrs Podmore and Sheldon volunteered to help judge the entries with Cllr Laing. Entry forms for the competition would be available via the Council website. The Committee resolved that the prizes will be the same as 2020; the Clerk would approach Cuckfield retailers for prizes.

e) To consider events for the Queen's Platinum Jubilee in June 2022, including the Queen's Green Canopy tree planting initiative.

The Committee considered areas which would be appropriate for tree planting, in particular Horsefield Green and the Queen's Hall garden; the Clerk welcomed suggestions of any further sites. The Clerk would seek the advice of Cllr

Bradbury to enquire whether grants would be available for the planting initiative.

f) To consider a street event in parallel with the 2022 Fireworks Night.

Cllr Burton proposed extending the High Street closure to 21:00 to allow for a street event, including live music and food and drink vendors, to follow on from the end of the Fireworks Night. The Committee to consider the event at the next meeting.

g) To consider the draft Parish Council survey, any amendments and how to publish the survey.

The draft survey, to seek engagement with parishioners, was considered. The Committee resolved for the survey to be published on the website and promoted via Facebook.

h) To receive an update on the proposal to create an online Cuckfield Diary.

An online diary, to promote events throughout the village, was considered. Cllr Sheldon noted website set up costs of approximately £500 and highlighted that sponsorship may be achieved. The Committee ratified the proposal; Cllr Sheldon agreed to take forward.

ACE022

Environment

a) To review the summer maintenance proposal at the cemetery and how to proceed with the wildflowers and ongoing future maintenance.

The Committee considered the proposed areas for naturalising wildflowers and agreed that areas identified J, K and L are left uncut for a trial during 2022. Once flowering had finished, the areas would be cut back to avoid the cemetery appearing unkempt. The Clerk would arrange signage for the wildflower areas and would factor the irregular cuts into the maintenance plan.

b) To agree the membership of the Climate Change Working Group and consider the invitation from Haywards Heath Town Council to join forces; if agreed, Councillor representation to be considered.

Cllrs Podmore, Sheldon and White agreed to form the membership of the Climate Change Working Group. The Clerk would provide a report to the Committee following the Haywards Heath Town Council Climate Change meeting on 8th November.

c) To receive an update on the NALC Webinar ‘Levelling up the environment through biodiversity net gain’.

In response to the webinar, the Committee wished to identify grass verges to be adopted as wildflower verges. Cllrs Dickie, Podmore and Sheldon to undertake an audit of grass verges and identify the responsibility for the areas and seek local engagement. A draft plan to be presented at the next meeting for consideration.

22:37 The Clerk sought the Committee’s agreement to continue or reschedule the meeting; the Committee agreed to continue with proceedings.

d) To consider South East Water’s draft Climate Change Adaptation Report.

Cllr Podmore agreed to review the report and formulate a response by the deadline of 10th November.

e) To consider flooding issues experienced on London Lane.

Cllr Dickie spoke of the inadequate maintenance of the drainage system on London Lane which resulted in regular flooding. The Committee concluded

that the issue was not a Parish Council responsibility and suggested a personal approach by Cllr Dickie to WSCC.

ACE023 **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 22:46

Signed: _____

Next Meeting: 17th February 2022