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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 1<sup>st</sup> September 2022

**Present:** Mr A Symonds (Chairman), Mr A Burton, Mr J Dickie, Mrs A King, Mr A Podmore, Mrs C Potts, Mr M Sheldon and Mrs J White

**In Attendance:** Mrs S Heynes (Clerk) and Mrs N Ripert (Comms & Admin Officer)

**Public Question Time:** None present.

**ACE008 To receive apologies for absence**  
Cllrs Ceccherini and Dickie were absent.

**ACE009 Declarations of Interest**  
None.

**ACE010 To approve the minutes of the meeting held on 12<sup>th</sup> May 2022**  
The minutes of the meeting held on 12<sup>th</sup> May 2022 were approved and signed.

**ACE011 To note the Action List**  
Noted.

**ACE012 Assets**

- a) **To receive an update on the formal registration of land owned by Cuckfield Parish Council (i.e. Observer Field, Courtmead Road, Cemetery) and ratify the cost of £1,250+VAT to provide formal site plans for submission to the Land Registry.**  
The Clerk was meeting the surveyors who would be creating the formal plans for registration at the Land Registry on Tuesday 6<sup>th</sup> September. The Committee resolved to approve the cost of the plans at £1,250+VAT.
- b) **To consider the installation of an interpretation board at Horsefield Green and to consider the installation of a noticeboard as well.**  
Committee resolved to proceed with Nature Sign Design for the interpretation board in the smallest size (A2) suitable for the information to be shared, up to a maximum of £1,500 + VAT. Cllr Podmore would oversee the design and information to be included. Committee further resolved not to proceed with the noticeboard at this time, as it was felt the interpretation board would provide enough information to residents regarding maintenance of the site.
- c) **To consider the installation of a noticeboard at Cuckfield Cemetery**  
Committee resolved to proceed with the purchase and installation of a noticeboard and opted for the oak board from Greenbarnes.
- d) **To consider the supply and replacement of the entrance fence (replacing post and rail fencing) and adding a new pedestrian gate at Whitemans**

Cuckfield Parish Committee 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.

**Green allotments**

Committee resolved not to proceed with this proposal at this time.

**e) To consider the reclassification of burial fees for those under 18**

Committee resolved to accept the recommendation to no longer charge Funeral Directors for burial fees and instead to claim the costs directly from the CFF.

**ACE013**

**Community**

**a) To consider how to encourage more residents to attend the Silver Sunday event planned for Sunday 2<sup>nd</sup> October.**

Many options to encourage those who were feeling lonely or isolated were discussed, as well as ensuring those that did attend were welcomed and introduced to other attendees so they would find the event enjoyable. The Clerk was instructed to liaise with the choir to explain the meaning of the event and establish how they could provide a more interactive experience for those attending.

Tables would be set up in a banquet style rather than individual tables around the room, and people would be encouraged to move around and mingle outside their friendship groups.

Leaflet drops to Tower House Close would be completed, and name tags would be handed out to all guests. It was emphasised that as many Councillors attend as possible to perform the liaison role with guests. The Clerk would share the event poster with Cllr White who would issue to her contact lists.

**ACE014**

**Environment**

**a) To receive an update on the wildflower verges project and resolve how to proceed as no grant funding available from Sussex Lund**

Cllr Podmore provided an update and explained how it would be important to involve the community in this initiative, ideally with volunteers coming forward to be involved in the ongoing maintenance of those verges identified for wildflowers. Once the verges had been agreed the Clerk would seek approval from WSCC to prevent stop the verges from being cut whilst the flowers were growing. Cllr Podmore would put together a proposal to engage with residents via Cuckfield Life to request anyone interested in being involved contacted the Parish Council. A suggestion was made to engage with Warden Park students doing Duke of Edinburgh scheme as they had a requirement to complete volunteering and may wish to take part. Cllr Sheldon would discuss this proposal with his neighbours to garner interest. Signage would need to be installed for verges being left to grow, and immediate residents would be informed of any plans.

**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**

Christmas Street Festival planning had not yet started but would commence in the coming weeks.

The meeting closed at 9.22pm

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

**Next Meeting:** 3<sup>rd</sup> November 2022