



The Queen's Hall
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West Sussex
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Parish Clerk: Sam Heynes
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Assets, Community & Environment Committee

Minutes of the meeting held at 8.30pm on Thursday 25th May 2023

Present: Mr A Symonds (Chairman), Mr A Burton, Mr Paul Ceccherini, Mr R Gill, Mr A Podmore and Mr M Sheldon

In Attendance: Mrs S Heynes (Clerk), Mrs N Ripert-Forrest (Communications & Admin Officer) and Mrs A King

Public Question Time: None present.

ACE001 To receive apologies for absence

Cllrs Dormer and White offered their apologies, which were noted.

ACE002 To receive declarations of interest

None.

ACE003 To approve the minutes of the meeting held on 16th February 2023

The minutes of the meeting held on 16th February were approved and signed.

ACE004 To note the Action List

Noted.

ACE005 Assets

i) To discuss the proposal received for the improvement of the well seating area in the Newbury Meadow section of the cemetery.

The committee were in favour of the proposal and agreed that the hard paved surface should be laid with bricks, in keeping with the existing brick paved areas in the cemetery.

ii) To consider hosting 2-3 Hampton boards at Horsefield Green to advertise the Village Show on 2nd September on behalf of Cuckfield Society

The committee agreed to host the Hampton Boards at Horsefield Green.

ACE006 Community

i) To receive feedback for the Silver Sunday event that took place on 23rd April 2023

The committee reviewed the feedback report and agreed to all the recommendations. The committee also agreed to the essential purchase of the chopping boards and sharp knives, and also agreed that the core staff should attend the food hygiene course to ensure all members of staff are handling food correctly and adhere to all hygiene requirements.

Cuckfield Parish Council adopted the General Power of Competence on 14th May 2020, all decisions made during this meeting are done so under this power.

- ii) **To receive an update regarding the Rain or Shine summer theatre play to be held in the Angela Fox Nature Garden on 4th August 2023**
Cllrs Symonds and King offered their help to assist for the evening. No further updates were received.
- iii) **To review the Coronation Picnic event held on Sunday 7th May 2023 and consider changes to the format for future events**
The committee reviewed the feedback report and congratulated the working party for working to organise such a successful event. It was noted that a future event would need to reinforce the leadership of the team to ensure no confusion about roles funding. It would also be necessary to ensure all key players were able to attend the update meetings to prevent confusion around the scope and roles of key stakeholders.
Some aspects of the event didn't go as well as expected and may not be repeated in the future. The quality of the sound system for the band and the community singers was poor and would need to be reviewed. A tech rehearsal was definitely required to ensure all singers could be heard.
The committee also agreed to have planned in advance for a tractor to help vehicles on and off the grounds if the conditions were too wet.
Overall, the committee decided to repeat a similar event next year with the idea that it may become an annual event. The name Mid-Summer picnic was suggested, to be potentially held midsummer, before the schools break up for the holidays and as long as there was no date clash with other events around the village.
- iv) **To receive an update about the Community Hub and to consider continuing to run through the summer period**
The committee agreed to continue to run the Community Hub and resolved to change the name to something more appealing. Improvements to the advertising poster and communication should be made to reach more people in the community.
- v) **To discuss how to liaise with the High Street business owners and how to create a partnership**
Cllr Gill volunteered to head this action and agreed to hold informal discussions with High Street business owners, and provide feedback to the next ACE committee meeting.

ACE007

Environment

- i) **To review the quote from Emmett Edwards for next year's cemetery maintenance**
The committee agreed to proceed with the quote received from Emmett Edwards and resolved that an annual review should be held to monitor the ongoing maintenance.
- ii) **To receive an update about the "Adopt a Verge" scheme**
Cllr Podmore received 6 replies to the scheme and agreed to sketch out a map and photos to display the location of these verges. Support for the scheme was being sought from West Sussex County Council.

iii) To discuss how the Parish Council can get involved with the Weald to Waves nature recovery corridor project

The committee voted in favour of participating in this scheme and Cllr Podmore resolved to put a map together to display the areas of Cuckfield that could be pledged to the Weald of Waves nature recovery corridor project. This new initiative encouraged Councils or Parish Councils who had cemeteries and allotments, as an example, to pledge these lands to the network with no binding obligation, aimed at improving wildlife and biodiversity.

iv) To review the Public Rights of Way Annual Parish Report shared by WSCC

The committee noted the Public Rights of Way Annual Parish Report and no further comments were added.

ACE008 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.

Cllr Burton mentioned that the Pyracantha plants at Horsefield Green were not growing fast enough and more needed to be planted. Cllr Podmore suggested to use other plants that would be better suited to the area and agreed to investigate which plants.

The Parish Clerk shared details of a couple of complaints received within the past week; one regarding the mowing regime at Horsefield Green and the lack of wildflowers. The other was regarding the fees charged for non-residents at the cemetery.

The Meeting closed at 10.03pm

Signed: _____

Next meeting: 17th August 2023