



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

Minutes of the meeting held at 8.15pm on Thursday 17th August 2023

Present: Mr A Symonds (Chairman), Mr R Gill, Mr M Sheldon and Mrs J White
In Attendance: Mrs S Heynes (Clerk), Mrs A King and Mrs N Ripert (Communications & Admin Officer)
Public Questions Time: None present

- ACE009 To receive apologies for absence.**
Cllrs Burton, Ceccherini, Dormer and Podmore offered their apologies, which were noted.
- ACE010 To receive declarations of interest**
None
- ACE011 To approve the minutes of the meeting held on 25th May 2023**
The minutes of the meeting held on 25th May 2023 were approved and signed.
- ACE012 To note the Action List.**
Noted
- ACE013 Assets**
- i. **To consider the recommendations for assessing the Observer Field and its potential conversion to burial ground.**
The committee noted and discussed the detailed proposal and quote received from CDS for groundwater risk assessment at the Observer Field and compared this to the quote received from Jeremy Batchelor. The Clerk was instructed to contact CDS to establish whether it would be possible to proceed through Stage 1 using our preferred contractor rather than theirs as this would reduce costs. The Clerk was also instructed to identify another company with cemetery planning expertise and obtain a further quote for comparison.
 - ii. **To consider what to do about the water course running alongside the burial ground and its impact on the capacity of future burials.**
The Committee resolve to accept the quote to install pipework to contain the stream running alongside the cemetery in order to protect future burials within this section. Before this could commence the Clerk was instructed to contact the Environment Agency to establish whether any additional considerations needed to be taken into account, and also find out whether planning permission would be required.

iii. To consider the safety inspection reports received for Horsefield Green and the skate bowl.

The Committee reviewed the Safety Inspection Reports received for Horsefield Green and the Skate Bowl and noted the advisories from the report for both locations and agreed the actions to be taken for further maintenance. The Clerk also shared the report with Gravity, the company who built the Skate Bowl, to request their opinion of the risks identified as well as a quote to complete the work.

iv. To consider the donation of a dormouse wood carving to be placed at the Cemetery and agree where to be positioned.

The committee noted the generous donation and resolved the dormouse wood carving would be more appropriately displayed in the Angela Fox Nature Garden. The Clerk would enquire whether this location would be an acceptable alternative to the cemetery.

v. To receive a report outlining the number of burials from April – July 2023.

The committee noted and approved the burial report.

vi. To consider the quote to remove the tree suffering with Ash Dieback at Horsefield Green.

The Committee agreed to proceed with the quote received from Golden Crown to remove the tree suffering with Ash Dieback. The Clerk would check whether planning permission would be required.

ACE014

Community

i. To receive an update for the upcoming Silver Sunday event planned for 24th September 2023.

Key members of staff had completed the Food Hygiene Course and the required kitchen items had been purchased ready for the next event. A new compere had been arranged, and a small raffle would take place which would be paid for tickets this time. Details of upcoming and regular events would be shared and promoted during the afternoon such as the Tuesday afternoon Tea & Company and the ISOC Christmas Dinner.

ii. To receive an update regarding the Christmas Advent Window completion planned for December 2023.

Promotion for this was being prepared and posters and notices would be shared very soon to encourage residents and businesses to take part. All entries to be received by mid-November to allow enough time for the 24 Advent Windows route map to be created.

iii. To receive an update regarding the Christmas Street Festival planning.

No update was provided.

iv. To receive an update regarding Tea & Company.

The committee noted this event had grown in attendance and agreed to continue to run it.

v. To receive an update and feedback regarding the discussions held with the High Street business owners and how to move forwards to create a partnership.

Cllr Gill shared his updates and summarised some of the difficulties and ideas mentioned by the High Street businesses such as parking issues and where to obtain parking discs. The High Street businesses were keen to create a WhatsApp group where news and ideas would be shared, the leader of this group would be one of the High Street outlets and was yet to be decided. The High Street businesses would be grateful for further help and support from the Parish Council and would be open to any support also from Ockenden Manor. The committee resolved to discuss this subject further in a separate meeting/working party and Cllr Gill agreed to share his findings in a report with the Parish Council once fully completed.

vi. To consider the entries received to date for the 2024 Calendar competition.

The Committee examined all the pictures received and agreed a wider selection of pictures were needed to be picked and selected to form the 2024 Cuckfield Calendar and a last push at advertising this was required. The committee agreed that the Clerk should reach out to Cuckfield Life asking them if they had any pictures they would like to share with us and to get some quotes for producing the calendars.

ACE015 Environment

i. To receive an update about the “Adopt a Verge” scheme.

A meeting between Cllr Podmore and WSCC was being scheduled for early September to discuss the options available in further detail.

ii. To receive an update about which areas of Cuckfield can be pledged to the Weald to Waves nature recovery corridor project.

No further updates were available.

iii. To receive an update regarding planting around the container at Horsefield Green and whether plants other than pyracantha should be considered.

No further updates were available.

iv. To review the Summary Carbon Footprint Report received from 5D Net Zero (circulated) and discuss potential objectives and commitments to become net zero with the aim to build a Carbon Reduction Plan with 5D Net Zero.

The Committee noted the Carbon Footprint Report and felt more information was required to understand the figures obtained and what should be implemented to reduce the high emissions produced from Heat and Steam in an old and listed building such as the Queen’s Hall. The committee asked the question how did it compare to other similar buildings and it was agreed to gain further understanding at a meeting booked with 5D Net Zero Monday 21st August.

ACE016 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: _____

Next meeting: 19th October 2023