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Sam Heynes: Parish Clerk
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Minutes of the Meeting of the Full Council held at 7.30pm on 21st September 2023

Present: Mr A Burton (Chairman), Mrs M Dormer, Mr R Gill, Mrs A King, Mr A Podmore, Mr M Sheldon and Mr A Symonds

In attendance: Mrs S Heynes (Parish Clerk), Mrs N Ripert (Communications & Admin Officer)

Public Question Time: None

FC047 To receive apologies for absence

Cllrs Oversby-Powell & White offered their apologies, which were noted. Cllr Ceccherini was absent.

FC048 To receive declarations of interest from Members in respect of any matter on the agenda. The disclosure must include the nature of the interest. If you become aware, during the meeting, of an interest that has not been disclosed under this item you must immediately disclose it
None.

FC049 To approve the minutes of the Full Council meeting held on 29th June 2023

The minutes of the meeting held on 29th June 2023 were taken as read and confirmed as a true record.

FC050 To receive reports from the District Councillor and County Councillor

Cllr Knight presented the District Councillors' report reassuring the Parish Council that Cuckstye was not being added back into the District Plan. The Clerk would share details of the proposed car park extension at Cuckfield Recreation ground with Cllr Knight to follow up with the appropriate department to ensure project would happen if the Parish Council resolved to spend the funds required to transfer the S106 funds allocated to MSDC.

Electric vehicle charging points would be welcome in Cuckfield, Cllr Knight would liaise with the appropriate cabinet officer at MSDC to discuss further.

The consultation regarding the proposed development of 55 houses at Hanlye Lane was discussed; Cllr Knight was requested to liaise with MSDC Planning Officers to ensure they consider the points raised by the Parish Council in their feedback to the developers.

Cllr Bradbury recognised the good news that the Post Box at Whitemans Green had been reinstated and advised that the new school at Woodlands Meeds would be opening in December 2023. The proposed cost of the new school planned for the Northern Arc had risen and this would delay the build by at least 1 year.

Cllr Bradbury advised that 20mph zones would not make the village safer from a vulnerable road user perspective, that he believed the speed of traffic would not reduce and the perception of speeding vehicles would remain the same. He also advised that he believed

other traffic measures would be required to physically support any speed limit reduction. However, Cllr Bradbury did confirm he would support the request for a 20mph scheme in Cuckfield, and the Clerk would progress investigation into the application process.

The removal of the iron railings along Mytten Twitten was raised, Cllr Bradbury would take a look at the situation and provide advice.

Cllr Bradbury suggested that a member of the Traffic Management Team at WSCC should come along to a Parish Council meeting to explain how road works are planned and scheduled around the county.

FC051 To receive a verbal report from the Chairman

The Chairman advised that everything he wished to raise was covered in this evening's agenda. The meeting at MSDC regarding the District Plan was raised, and it was confirmed that Cuckstye would not be added back into the plan at this time.

FC052 To note the Full Council Action List

The action items were noted.

FC053 To approve Bank Reconciliation Statements for Unity Trust and CCLA accounts for June, July and August 2023

The bank statements were reviewed and approved, the transfer of £50,000 to the CCLA account from the Unity Trust account was noted along with the increased interest earned.

FC054 To review and approve the current year to date budget and expenditure for 2023-24 (to 14th September 2023)

Finances were reviewed and it was noted that the deficit was running as expected due to the reduced Precept increase for 2023-24. The Clerk was instructed to review the rates charged for hiring both halls and recommend an increase for consideration.

FC055 To further consider the S106 application submitted for the Court Meadow Site to implement car parking at Cuckfield Village Hall and the legal costs that would be payable by CPC to MSDC, WSCC and Sigma developers to submit a Deed of Variation to enable the transfer of funds to MSDC to use for the expansion of parking at Cuckfield Recreation Ground. The estimated costs for this are a total of £3,000+VAT

The Council resolved to proceed with transfer of funds to MSDC on the basis that they guaranteed the expansion of the car park at the Recreation Ground was completed, and would like an understanding of the number of additional parking spaces that would be provided as a result of the expansion. Cllr Symonds would draw up a plan of the number of spaces that could be granted.

FC056 To ratify the proposed working group of Cllrs Burton, Dormer, Gill, Oversby-Powell, Podmore and White to undertake the process of reviewing the Neighbourhood Plan

Council ratified the working group, with the addition of Cllr Sheldon. Cllr Oversby-Powell, nominated as Chairman of the Working Group, would arrange the first meeting.

FC057 To discuss the recommendations to convert the Observer Field into additional burial ground, and concerns raised over the water drainage and whether this could be enclosed to maximise burial potential, and to consider the updated quotation to complete a Tier 2 Environment Agency Groundwater Risk Assessment

Cllr Burton had reviewed the proposal in detail and proposed this be put on hold pending conversations regarding ownership of the playmeadow on Courtmead Road with MSDC. The Clerk was instructed to establish what distance from a residential property a burial ground had to be. Council resolved to delay a decision regarding this item to the next Full Council agenda for consideration.

FC058 To consider the quotation to enclose the waterway running along the natural burial

ground within pipework

Council resolved to defer this item to the next Full Council meeting.

FC059 To consider the design of the new village map and the associated costs to date, agree the final design and whether to proceed with the map and the costs involved.
Discussion of the map design occurred, the feeling was that this needed to be a tourist map rather than a map including all road names, the schools and the pubs etc. The Clerk was instructed to establish whether the existing map could be updated to provide some colour and all major tourist attractions in the village. A final decision regarding this would be deferred to the next Full Council meeting.

FC060 To receive an update regarding the Angela Fox Nature Garden.
A quote to complete the ramp and steps was reviewed, the Clerk would go back to clarify where the block paving would be installed. The gardener was attending weekly to get on top of the weed removals.

FC061 To review the following grant applications and resolve whether to award the funds:

- a. **Application on behalf of 4Sight Vision Support towards their specialist support to help people in Cuckfield Parish to continue leading independent lives, whilst living with sight loss (attached)**
Council resolved to award £100.
- b. **Application on behalf of the Air Ambulance Charity Kent Surrey Sussex to contribute to ongoing costs of helicopters, rapid-response vehicles, fuel, medical equipment and highly-trained crews (attached)**
Council resolved to award £100.

FC062 To consider the visioning report created as an output of the meeting to produce the business plan for the new council term
Council were pleased with the visioning report which would be considered in more detail at the meeting scheduled for 12th October 2023.

FC063 To receive a verbal update from the liaison with High Street Businesses.
A community Whatsapp group had been created to allow businesses to share news and information. The main issue raised was the parking available within the village center. This would be included on the Business Plan for 2023-27.

FC064 To consider the proposal to engage with MSDC regarding the potential purchase of the playmeadow with a view to converting this to a new allotment site, and converting the existing allotments to burial ground.
Council were keen to progress with this, however they needed to understand whether in principle MSDC were keen to discuss the sale of the land.

A business plan would be prepared with the outline proposal and constraints. Transfer of the site of the statutory allotments would be a constraint, and it was important to emphasise that as Haywards Heath Town Council had run out of burial space this was causing additional pressure on Cuckfield. There were water course constraints to consider which would restrict the areas that could be used for interments, however the Parish Council was prepared to take on this risk for the benefit of the community and on the basis that the land would never be used for development. A previous offer of £50,000 had been rejected by MSDC. Maintaining the views and conservation area were the key objectives of the Parish Council, which would be achieved through their proposal of converting the site to allotments and the existing allotments to burial ground. It would take approximately 5 years to get from the new site to approved burial ground so it was critical to move quickly with this proposal before running out of space at the existing burial ground. Initial conversations with the neighbour of the playmeadow site were supportive of this proposal.

The Clerk would draft a business proposal for submission to MSDC.

FC065 To consider the complaint received regarding the resident and non-resident burial fees charged at Cuckfield burial ground

Council reviewed the complaint and resolved to support the panel outcome.

FC066 To consider the adoption of Policy 56 – Safeguarding, and the changes made to Policy 47 – Flexible Working

Council resolved to adopt both policies.

FC067 To consider the quote received for the maintenance repairs of Cuckfield Skatepark

The quote was reviewed and the items required were just P1, P2, P3 and P5. The Clerk would contact them request a detailed breakdown of the costs for the above items.

P1 – Cut and break out two areas of concrete (approx. 300mmx100mmx150mm) Replace with site mixed concrete, hand finish and seal.

P2 – Carefully grind a radius edge and treat with cold galv.

P3 – Weld steel RSA sections, carefully grind a radius edge and treat with cold galv.

P5 – Weld steel RSA sections, carefully grind a radius edge and treat with cold galv.

10pm – The Chairman asked permission from all Councillors to continue with the meeting as per Standing Orders item 3(v). Council resolved to continue with the meeting.

FC068 To review the meeting etiquette outlined in the Standing Orders specifically items 1(o), (p) and 3 (j), and approve the addition of section 4(e)

Council resolved to adopt the amendments proposed.

FC069 To consider whether there are any Highways-related tasks for proposal to WSCC that can be potentially provided by their contractors as part of their “social value” (free of charge) initiative

Council resolved to request twitten hedges were cut back as well as the southern boundary on London Lane. Some of the rural network of footpaths around the boundary of the village became impassable during the winter, installation of some chippings/MOT in these places would make the pathways passable during the winter. Cllr Burton would provide a map to be included with the form.

FC070 To consider the Parish Council Insurance Declaration in relation to the recent withdrawal of Public Liability Insurance at a south-west Parish Council

Council were made aware of the requirement to declare the following items so a risk assessment could be completed to ensure insurance cover would not be impacted.

Been the subject of a County Court Judgement, an Individual Voluntary Arrangement, a Company Voluntary Arrangement or a Sheriff Court Decree

Been convicted of or charged with (but not yet tried for) or been given an Official Police Caution in respect of any criminal offence (other than a motoring offence) which is not spent under the Rehabilitation of Offenders Act.

Been declared bankrupt or insolvent or have been or are currently the subject of any bankruptcy or insolvency proceedings.

Been involved as owner partner or director of any business which has gone or is currently going into receivership, liquidation or administration.

Been disqualified from being a company director.

Been subject to an investigation by HM Revenue and Customs, which has resulted in a prosecution.

FC071 To consider the request from Mid Sussex District Council to share Local Community Infrastructure services and facilities related to Cuckfield for consideration as part of future S106 allocations

Council were asked to consider community infrastructure improvements, and to review this section of the Neighbourhood Plan as it needed updating. Initial suggestions were to install pelican crossings on Ardingly Road and the rebuild of Cuckfield Village Hall. Feedback was required within the next 2 weeks, all councillors were asked to consider this and share suggestion with the Clerk.

FC072 To consider the results of the traffic calming survey and focus groups held in June/July 2023, and resolve how to proceed regarding investigation of 20mph zones within Cuckfield

Cllr Bradbury advised his support for the 20mph zones and the Clerk would follow up with the new Highways Manager to establish the process required to follow.

FC073 To receive a verbal update from Cllr Burton regarding the Taylor Wimpey site at Buttinghill and consider the recommendation to proceed with the handover of the site to Cuckfield Parish Council, and also consider the name of the site to be used once handover has been completed.

Cllr Burton walked the site with Taylor Wimpey and all tasks outstanding had been completed. Council resolved to commence the legal work to complete transfer of the ownership of the site. Consideration of the use of the site would be necessary, for example would it be for dog walkers or as a nature reserve? The future name of the site would be discussed at the next Full Council meeting once Councillors had had an opportunity to consider options.

FC074 To review the recommended photographs to be included in the 2024 Cuckfield calendar, and consider the printing options and costs.

Council were happy with the calendar proposed and resolved to purchase 100 x A4 calendars, to be sold at £6 each. The Clerk was instructed to approach the Pantry, Museum and Artologie to ask if they would like to sell the calendar and to keep £1 of the sale cost. A list of contributors would be included at the end of the calendar along with the location of the photograph. Profits would be put towards the Christmas Hampers programme.

FC075 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

An EGM would be called in November/December.

Meeting closed at 10.05pm

Signed _____

Future Meeting:
18th January 2024