



The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL
01444 454276

Parish Clerk: Noemi Ripert
clerk@cuckfield.gov.uk

Assets, Community & Environment Committee

Minutes of the meeting held at 8pm on Thursday 26th June 2025

Present: Mr A Symonds (Chairman), Mr A Burton, Mr P Ceccherini, Mrs M Dormer, Mrs A Kyle, Mr A Podmore, Mr M Sheldon and Mrs J White

In Attendance: Mrs N Ripert (Clerk), Mrs A King and Mr S Oversby-Powell

Public Questions Time: None present

- ACE001** **To receive apologies for absence**
None received
- ACE002** **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 course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it.*)**
None
- ACE003** **To approve the minutes of the meeting held on 24th April 2025**
The minutes of the meeting held on 24th April 2025 were noted and approved.
- ACE004** **To note the Action List**
The action list was noted.
- ACE005** **Assets**
- i. To receive an update on the Cemetery**
Committee noted the report and updates.
 - ii. To receive an update on the allotments**
One plot had become available at the Whitemans Green allotment site and the allotments inspection were due to be carried out the following week.
 - iii. To consider the donation of a bench for the AFNG in commemoration of the Haywards Heath & District Canine Society celebrating 65 years this year**
Committee was in favour of the proposed donation and suggested that the bench matched the long-lasting benches in place at the cemetery.
 - iv. To consider opening the AFNG to the public for the summer period during the opening hours of the Cuckfield Parish Council Office, Monday to Friday 10:00 to 15:00**

Committee agreed to the opening of the AFNG to the public from the 1st July 2025 Monday to Friday 10:00-15:00. Committee suggested to keep the back gates located at the bottom of the garden open to give access to the public and committee agreed that a few signs should be displayed.

v. To consider the quote to convert the phone box located outside the talbot into a book exchange

Committee agreed to the quote to convert the phone box into a book exchange.

vi. To note the bus shelter roof repairs

Committee noted the bus shelter repairs.

ACE006 Community

i. To receive an update on the progress of the Community Art Display

New artworks had been received and displayed.

ii. To receive an update regarding the running of Tea & Company

The Tea & Company afternoon was still running its course successfully with the regular attendees.

iii. To receive an update on the Cuckfield Summer Show taking place on 4th and 5th July 2025

Rehearsal for the Cuckfield Summer Show was due to take place on the 29th June and the event was being continuously promoted.

iv. To receive an update on the big Summer Picnic planned for the 20th July 2025

The organisation of the Big Summer Picnic was well in hand and a meeting with the Rugby Club had taken place earlier in the week to go over the final details. A site plan and risk assessment had been prepared and was due to be communicated to all parties involved for approval. The event was being continuously promoted.

v. To receive an update on Rain or Shine production, The Rivals, taking place in the nature garden at the Queen Hall on Friday 1st August 2025

Committee noted the date of the next Rain or Shine theatre performance. All marketing materials had been received and were published on the CPC website and social media. The posters were due to be displayed in the village.

vi. To note the next Silver Sunday event booked for 19th October 2025

Committee noted the next date for the October Silver Sunday.

ACE007 Environment

i. To receive an update on the Biodiversity Action Plan for 2025-2030 and the Volunteer work parties on Parish Council sites

Committee noted that the BAP was well underway, and numerous activities were happening around the village.

A Butterfly transect centred on Horsefield Green had been set up with butterflies recorded by volunteers on a weekly basis till September. Two audiomoth devices to records bats were also due to be installed at Horsefield Green.

ii. To receive an update on Cuckfield Swifts evening monitoring walk that took place on 12th June 2025

Fifteen people attended the Swift Walk noting occupation of 6 boxes mainly around Brainsmead.

iii. To receive an update on the Cuckfield Bat watch that took place on 19th June

This event was well attended and was a success. Thirty people came on the bat walk and recorded two species.

The next event planned was a talk on Hedgehogs by Emily Thrift taking place at the Queen's Hall in the Council Chamber at 2.30pm on 12th July 2025.

iv. To consider the purchase of Weevils for Horsefield Green Pond at the cost of £100 to help clear the pond of the non-native water fern (Azolla) which stops light getting to the bottom of the pond

Committee agreed to the purchase of the Weevils.

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 Domer proposed that the Observer Field and its future management should be added to the next agenda as a regular item for discussion and update.

The meeting closed at 8.50pm

Signed: _____