



The Queen's Hall
High Street
Cuckfield
West Sussex
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Parish Clerk: Noemi Ripert
clerk@cuckfield.gov.uk

Assets, Community & Environment Committee

Minutes of the meeting held at 8pm on Thursday 7th August 2025

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

In Attendance: Mrs N Ripert (Clerk), Mrs K West (Communication & Admin), Mrs A King and Mr S Oversby-Powell

Public Questions Time: None present

ACE009 To receive apologies for absence

Cllrs Ceccherini and Kyle offered their apologies which were accepted.

ACE010 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

ACE011 To approve the minutes of the meeting held on 26th June 2025 (previously circulated)

The minutes of the meeting held on 26th June 2025 were noted and approved.

ACE012 To note the Action List

The action list was noted

ACE013 Assets

i. To receive an update on the Cemetery

Committee noted that the cemetery was looking good. The Chapel inspection had been carried out earlier this month and Cllr Symonds confirmed it was in a very good state and well kept.

ii. To receive an update on the allotments

The inspection of both allotments' sites had been completed this month. All plots were well tended to in general and a couple of plots had become available following the inspection. The available plot at Whitemans Green was advertised on social media and three enquiries were received. This plot had now been allocated and the waiting list had been updated. Another plot had become available at the Courtmead Road site and offered to the next person on the waiting list.

- iii. **To receive an update on the donation of a bench for the Queen's Hall garden in commemoration of the Haywards Heath & District Canine Society celebrating 65 years this year.**
Committee noted that the bench donated by Haywards Heath & District Canine Society was to be installed in the Queen's Hall garden in two to three weeks.
- iv. **To note AFNG is now open 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**
The committee noted there was a steady flow of visitors to the AFNG.
- v. **To consider when the AFNG closes for the winter months and when to hold the official opening.**
Committee agreed to leave the garden open as long as possible.
Committee agreed to hold the opening of the AFNG on 28th September 2025 from 3pm for refreshments in the garden. It was agreed that the Clerk would invite the guests to attend.
- vi. **To receive an update on the conversion of the phone box located outside the talbot into a book exchange**
The Committee noted that a draft contract had been sent to the owner of the telephone box to share with their solicitors.
- vii. **To receive an update on the tree at the Village Hall**
The committee noted that the tree surgeons recommended by Cllr Symonds had been contacted and quotes were to be received. Cllr Symonds confirmed that the crown needed to be lifted and committee agreed that this tree was to be included in the annual tree survey.
- viii. **To receive an update on the land at the observer field**
Updates were to be shared in a separate meeting.
- ix. **To discuss the management of the observer field going forward**
Cllr Podmore confirmed that he would contact the farmer to agree on a suitable time for flailing the field and to discuss his proposals for installing a new stock fence, with a view to returning his sheep to graze once it was safe to do so.

Cllr Podmore agreed to prepare a management plan to be incorporated into the Biodiversity Action Plan, which would include the maintenance of the field's borders/boundaries.

ACE014

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 success of the Cuckfield Summer Show that took place on 4th and 5th July 2025**
Committee noted that the Cuckfield Summer Show that took place on the 4th

and 5th July was a success. The feedback shared was that most residents didn't know what the show was and therefore the organisers should promote it with more information in the future. The Parish Council received the shared profits as agreed for the use of the Queen's Hall.

iv. To receive an update on the success of the Big Summer Picnic 2025 and to consider re-running it in 2026 or 2027

Committee noted that the Big Summer Picnic was a success despite the weather. It was decided that another Big Summer Picnic will be planned for mid-June to mid-July the following year and a date was to be booked in with the Rugby Club as soon as possible.

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

Committee noted that the Rain or Shine production was a success with over 100 attendees.

vi. To receive an update on the Silver Sunday event taking place on 19th October 2025

Committee noted that the marketing for the Silver Sunday event taking place on the 19th October 2025 was well underway.

ACE015 Environment

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

The volunteer work parties were to resume their work in September and further updates would be shared.

ii. To receive an update on the postponed Hedgehog talk in the Council Chamber

Committee noted that the Hedgehog talk was confirmed for Thursday 4th September at 7.30pm in the Council Chamber.

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 8.49pm

Signed: _____