



The Queen's Hall
High Street
Cuckfield
West Sussex
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Parish Clerk: Noemi Ripert
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Assets, Community & Environment Committee

Minutes of the meeting held at 8pm on Thursday 30th October 2025

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

In Attendance: Mrs K West (Communication & Admin), and Mrs A King

Public Questions Time: None present

- ACE017 To receive apologies for absence**
Cllrs Ceccherini and Sheldon offered their apologies which were accepted.
- ACE018 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
- ACE019 To approve the minutes of the meeting held on 7th August 2025 (previously circulated)**
The minutes of the meeting held on 7th August 2025 were noted and approved.
- ACE020 To note the Action List**
The action list was noted
- ACE021 Assets**
- i. To receive an update on the Cemetery**
Committee noted that the cemetery was looking good. A team of councillors had planted daffodils along the fence between the Church and the Old School. It was observed that the yew trees required trimming, and Committee agreed to obtain quotes from a tree surgeon for this work. Committee also agreed that the berries should be swept from the path as soon as possible to prevent it becoming slippery.
 - ii. To receive an update on the allotments**
Committee noted that all plots at both Courtmead Road and Whitemans Green allotment sites had now been allocated, and that a short waiting list was in place for each site.

iii. **To review the opening of the AFNG in the spring**

Committee agreed to schedule a date in next May for the official opening of the AFNG. Committee also discussed the possibility of keeping the back gate open during the opening hours and monitoring access through the installation of solar-powered cameras.

iv. **To receive an update on the conversion of the phone box located outside the talbot into a book exchange**

Committee noted that BT would be undertaking the external renovations of the phone box. Committee agreed to cover the legal fees of £500 relating to the ownership and maintenance of the telephone box, representing an additional £150 above the amount originally approved by Council for the renovation.

v. **To receive an update on the Ash tree at the Village Hall**

Committee noted that the crown lifting of the Ash tree at the Village Hall had been completed and was pleased with the outcome.

vi. **To discuss and receive an update on the management plan of the Observer Field**

Committee agreed to the management plan for the Observer Field and noted that photographic evidence of any works undertaken on the site was being recorded. Committee also discussed that public access should be limited to organised events only rather than open access.

ACE022

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 Silver Sunday event that took place on 19th October 2025**

Committee confirmed that the event was a great success and received positive feedback and agreed to book the next Silver Sunday date in April.

iv. **To receive an update on the Christmas Street festival taking place on 5th December 2025**

The planning and organisation of the Christmas Street Festival was well under way, and marketing for the event had also commenced. The events company had received numerous applications from potential stallholders.

v. **To receive an update on the preparation of the Christmas Hampers**

Committee noted that the confirmed date for packing the Christmas Hampers was Monday 8th December 2025.

vi. **To receive an update on the Advent Windows**

Committee noted that all 24 windows had been allocated, and marketing of the trail had started.

ACE023 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 next volunteer workday was scheduled for the 16th November 2025.

ii. To consider strimming the daffodils bank by the roundabout near the Cricket Club

Committee agreed to contact WSCC regarding strimming the daffodil bank and to obtain a date for when this work would be carried out. It was agreed that the work should be completed before the end of November. Committee also noted that the vegetation along the pavement was overgrown.

iii. To consider the consultation for Sussex Local Nature Recovery Strategies

The Sussex Local Nature Recovery Strategy was scheduled for public consultation on 26th November 2025 and Cllr Podmore agreed to participate in the consultation on behalf of CPC.

iv. To consider acquiring a Planting licence for Longacre

Committee noted that Cllr Podmore would apply for the planting licence and would liaise with the Clerk regarding the process.

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 8.47pm

Signed: _____