



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 29th January 2026

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 K West (Communication & Admin), Mrs A King & Mr S Oversby-Powell

Public Questions Time: None present

ACE025 To receive apologies for absence

None

ACE026 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

ACE027 To approve the minutes of the meeting held on 30th October 2025 (previously circulated)

The minutes of the meeting held on 30th October 2025 were noted and approved.

ACE028 To note the Action List

The action list was noted

ACE029 Assets

i. **To receive an update on the Cemetery**

Committee noted the cemetery report and expressed their satisfaction with the high standard of maintenance.

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

Committee noted that the solicitor responsible for drafting the contract relating to ownership and maintenance had been chased.

iv. **To receive an update on the cutting back of the Yew Tree(s) in the churchyard at Holy Trinity Church**

Cuckfield Parish Council adopted the General Power of Competence on 1st May 2025, all decisions made during this meeting are done so under this power.

Committee noted that a quote for the Yew Trees had been requested and that a planning application had been submitted by the contractor to lift three trees in the churchyard.

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

Committee noted the report submitted by Cllr Dormer following the most recent visit to the Observer Field on 25th January 2026. It was agreed that the farmer should remove the metal fencing, and concerns regarding drainage in the field were raised. Committee also noted the excellent work undertaken by Greener Cuckfield on the hedge, as well as the plan presented by Cllr Podmore and the proposed works to be carried out.

vi. **To receive an update on the village clock repair**

Council noted that the clock was now showing the correct time and a quote was due to be submitted for fitting the new automatic setting mechanism.

ACE030 Community

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

New artworks had been received and displayed and a review of the organisation and promotion of the display was due.

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 Rain or Shine production taking place on 30th January 2026**

Committee noted that ticket sales had been good.

iv. **To consider the next Skate Jam event on 1st April 2026**

Committee noted the date for the next Skate Jam event on 1st April 2026.

ACE031 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 work session was scheduled for 22nd February and that a litter pick was planned for 22nd March. Committee also noted that a talk on Swifts had been scheduled for 18th March at the Village Hall.

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

Committee noted that WSCC would not be strimming the daffodil bank and that the Greener Cuckfield Volunteer group had agreed to carry out the work in the spring.

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

A snapshot of the results of the consultation had been presented on the Sussex Nature Recovery website that was a good representation of the feedback received.

iv. To receive an update on the planting license for Longacre

Committee noted that the application for the planting licence had been submitted on 26th January 2026.

ACE032

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 8.32pm

Signed: _____