



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

Minutes of the meeting held at 8.30pm on Thursday 23rd April 2026

Present: Mr A Symonds (Chairman), 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

- ACE033 To receive apologies for absence**
Cllr Burton offered his apologies which were accepted.
- ACE034 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
- ACE035 To approve the minutes of the meeting held on 29th January 2026 (previously circulated)**
The minutes of the meeting held on 29th January 2026 were noted and approved.
- ACE036 To note the Action List**
The action list was noted
- ACE037 Assets**
- i. **To receive an update on the Cemetery**
The monthly cemetery walkthrough was due to take place with the Clerk, Burial Registrar and contactor next week.
 - 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. Inspections had also been carried out and the annual rent had been received for most allotment holders. The Committee also noted that the new Terms and Conditions had been updated and circulated to tenants, to include the introduction of a rule prohibiting the use of single-use plastics, artificial grass, and similar materials on allotment plots.

- iii. **To receive an update on the conversion of the phone box located outside the talbot into a book exchange**
Committee noted that the matter was currently on hold pending completion of the sale of the Talbot Inn and the outcome of discussions with the prospective new tenants.
- iv. **To receive an update on the cutting back of the Yew Tree(s) in the churchyard at Holy Trinity Church**
Committee noted that the yew trees had been cut back. The Clerk was scheduled to meet with the contractor to discuss the removal of ivy overgrowth from some of the trees.
- v. **To discuss and receive an update on the management plan of the Observer Field**
Cllr Podmore and the Clerk met in the Observer Field today to discuss its ongoing management. The Clerk had also met with a land surveyor to arrange official boundary mapping of the field.
- vi. **To receive an update on the village clock repair**
The Committee noted that the village clock was to be repaired on Tuesday 28th April 2026.

ACE038

Community

- i. **To receive an update regarding the running of Tea & Company**
The Tea & Company afternoon was still running its course successfully with the regular attendees.
- ii. **To receive an update on the next Rain or Shine production, The Pickwick Papers, taking place in the Nature Garden at the Queen Hall on Friday 7th August 2026**
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 to be displayed in the village at a later date.
- iii. **To receive an update on the Skate Jam that took place on 1st April 2026**
Committee noted that attendance at the skate jam event was lower than expected on this occasion.
- iv. **To receive an update on the Silver Sunday event that took place on 19th April 2026**
Committee noted that Silver Sunday was a success and was well received by all attendees.
- v. **To receive an update on the participation of CPC at the Cuckoo Fayre on 4th May 2026**
Committee noted that Cllrs Podmore, White and Sheldon had agreed to attend the Cuckoo Fayre and set up the CPC stand.
- vi. **To receive an update on The Big Summer Picnic taking place on 5th July 2026**
Committee noted the good progress made in organising the Summer Picnic. All stalls had been booked, along with the entertainment, including Band of

Dads. A meeting had been held with the Rugby Club and preparations were well underway, including the ongoing marketing of the event.

ACE039 Environment

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

Cllr Podmore provided an update on recent and upcoming initiatives. A third butterfly transect had been established to include coverage of the Cemetery and Laines Farm. A hedgehog highway had been installed along Manor Drive with a second being arranged for Hanlye Lane. Cllr Podmore was due to submit an article to be published in Cuckfield Life to help generate further interest. Plans were also in place to organise eDNA testing for Great Crested Newts at Newbury and Ardingly ponds, as well as to arrange two bat walks over the summer period.

Committee agreed to permit Greener Cuckfield to undertake botany surveys at the Observer Field.

ii. To receive an update on the Planting license for Longacre

Committee noted that the planting licence had been received.

iii. To receive an update on the Community Litter Pick to be held on Sunday 26th April 2026

Committee noted that the community litter pick was to take place on Sunday 26th April 2026 meeting at 10am at Whiteman's Green.

ACE040 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 8.48pm

Signed: _____