



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 8.00pm on Thursday 25th June 2026

Present: Mr A Podmore (Chairman), Mrs M Dormer, Mrs A Kyle, and Mr M Sheldon

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

Public Questions Time: None present

ACE041 To receive apologies for absence

Cllrs Burton, Ceccherini, Symonds, and White offered their apologies which were accepted.

ACE042 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

ACE043 To approve the minutes of the meeting held on 23rd April 2026

The minutes of the meeting held on 23rd April 2026 were noted and approved.

ACE044 To note the Action List

The action list was noted.

ACE045 To review the budget for this committee

Committee noted the budget to date.

ACE046 Assets

i. To receive an update on the Cemetery

Committee noted the report and updates.

ii. To receive an update on the allotments

Committee noted that all plots at both the Courtmead Road and Whitemans Green sites had been allocated. Committee further noted that a new gate had been installed at the entrance of the Whitemans Green allotments 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 conversion of the telephone box was progressing well. A quote from the solicitor to verify the contract from BT was to be provided. Once received, the contract between the Talbot and the Parish Council may proceed.

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

Committee agreed to obtain a quote from an arborist for the removal of the ivy.

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

Committee noted that Greener Cuckfield had carried out a botany survey at the Observer Field, and the new hedge was thriving.

vi. To receive an update on the ongoing issues with the gents' urinals in the public toilets

Committee noted that the gents' urinals in the public toilets had been repaired and reopened.

ACE047 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 and banners were displayed in the village.

iii. To receive an update on The Big Summer Picnic taking place on 5th July 2026

The organisation of the Big Summer Picnic was well in hand. A site plan and risk assessment had been prepared and was due to be communicated to all parties involved for approval. The event was continuously promoted.

iv. To receive an update on the Christmas Street festival taking place on 4th December 2026

Committee noted that a meeting with the events company had taken place and the organisation of the event was already well underway.

v. To note the next Silver Sunday event booked for 18th October 2026

Committee noted the next date for the October Silver Sunday.

ACE048 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 informed the committee that the report for the East and West Sussex Local Nature Recovery Strategies had been published and was available to read.

ii. To receive an update on the Planting license for Ashburnham drive verge

Committee noted that the planning licence for Ashburnham had been applied for through WSCC.

ACE049

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 8.10pm

Signed: _____