



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 8.00pm on Thursday 6th August 2026

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

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

Public Questions Time: None present

- ACE050 To receive apologies for absence**
Cllr Ceccherini offered his apologies which were accepted.
- ACE051 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
- ACE052 To approve the minutes of the meeting held on 25th June 2026 (previously circulated)**
The minutes of the meeting held on 25th June 2026 were noted and approved.
- ACE053 To note the Action List**
The action list was noted. CPC were actioned to clear the daffodil bank where the path is obstructed by bracken on the bank.
- ACE054 To review the budget for this committee**
Committee noted the budget to date.
- ACE055 Assets**
- i. **To receive an update on the Cemetery**
Committee noted the reports and updates.
 - ii. **To receive an update on the allotments**
Committee noted that the allotment inspections had been carried out and that all available allotments had now been allocated.

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

Committee noted that the contracts between BT, the Talbot and Parish Council were now with the solicitors. Once these were received and signed by all parties, the conversion can take place.

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

The committee noted that the Clerk will circulate quotes when back from annual leave.

v. **To note the ROSPA reports for Whiteman's Green and Horsefield Green**

Committee noted the ROSPA reports.

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

The Committee received an update on the Observer Field Management Plan and noted the proposed perimeter security works. The main area of concern remained the northern boundary, and members discussed the need for a timescale to repair and replace sections of the fencing. It was agreed that the Chair and Vice Chair of the ACE committee will check the northern boundary after the September cut to assess the type of fencing required and any other works and to put forward a plan for work and costings.

It was reported that clearance work was required near the cattle proof fencing, which backs onto the Play Meadow to establish a clear and identifiable boundary. Members noted that the hedge on the western boundary had been laid, while a dead hedge had been created along the eastern boundary. A cut-and-collect operation was scheduled to take place in September, followed by the removal of all plastic from the field.

The Committee discussed the need for a future budget for next year and the Chair was due to submit a report within the next couple of months. This will include new fence along the northern boundary and future contract work within the field (to be reviewed once the September cut-and-collect work had been completed). It was also noted that a tree inspection will be undertaken this year as part of the ongoing management of the site.

ACE056

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 that 106 tickets had been sold.

iii. **To consider running The Big Summer Picnic again in 2027 and discuss the possible date of Sunday 4th July 2027**

Committee considered whether to hold The Big Summer Picnic again in 2027 and discussed the proposed date of Sunday 4 July 2027. It was agreed that a survey would be undertaken to analyse feedback and inform future planning. Committee also discussed the possibility of rebranding

the event and improving promotion and marketing to increase awareness and attendance in 2027.

iv. To receive an update on the Summer Show for 2027

Committee noted that the provisional dates had been booked for Friday 16th & Saturday 17th July 2027 and marketing had begun. Committee agreed to supporting the Summer Show 2027.

v. To review the Feedback Survey to be circulated to local residents relating to the Big Summer Picnic event

Committee noted the feedback survey and agreed to review it again before circulation.

vi. To receive an update on the Christmas Street Festival taking place on 4th December 2026

Committee noted that planning for the event was well underway.

vii. To discuss the current North/South divide within the village.

Committee discussed the perceived North/South divide within the village and considered ways to strengthen community cohesion. As part of this discussion, Committee agreed to explore the installation of garland lights on Whitemans Green in 2028. The Clerk was asked to obtain indicative costs for the provision and installation of the garlands during 2027 and report back to the Committee for further consideration.

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

Committee noted the 18th October 2026 for the next Silver Sunday and that bookings were already being received.

ACE057 Environment

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

Committee volunteer parties were to restart in the Autumn. Cllr Symonds agreed to write to Greener Cuckfield to thank them for their help.

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

Committee noted that the Planning License had been received. Plaques had also now been put onto the verges.

ACE058 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 9.19pm

Signed: _____

Future meeting: 29th October 2026