

To: All Members of the Parish Council

I hereby give notice that a Parish Council Meeting will be held in the Committee Room at the Village Hall on **Tuesday 19th March 2024 at 7.45 pm**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Signed: *Louise Davies*, Parish Council Clerk

Dated: 14th March 2024

Links to supporting documents have been included but please also refer to the [Clerk's Report](#).

AGENDA

(The figure in brackets indicates the minutes allocated to the agenda item)

1. Apologies for Absence **(1)**
2. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation **(1)**
3. Minutes of the last Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 20th February 2024 **(1)**
4. Minutes of the last Planning Committee Meeting: to approve the [Minutes](#) of the last meeting held on Tuesday 5th March 2024 **(1)**
5. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
6. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
7. Report on on-going matters:
 - a. Neighbourhood Plan – Local Plan and developer engagement update (PD/Clerk) **(2)**
 - b. Stable Field Open Space – to finalise the agreement and approve further action/signing (PD) **(10)**
 - c. West road – access and parking – to receive feedback on the access restriction trial and to give consideration to a permanent solution (PD) **(10)**
 - d. Village Broadband (Project Gigabit) – update (TW) **(2)**
 - e. Clerk's Update: **(5)**
 - Council Membership - co-option
 - Transfer of the public toilets / CDC donation
 - Pavilion Lease
 - Tree Preservation Orders
 - School Road Watershed application

- Reviewed Byelaws application
- Village Neighbourhood Watch – village coordinator standing down
- Feedback from Community Infrastructure Levy Workshop
- Feedback from West Sussex Nature Recover Strategy briefing
- Reminder - Community litter pick – Saturday 6th April 2024 at 2 pm
- Other matters to report since the publication of the agenda

8. New Items for Discussion:

- a. Risk Assessments – to review the Parish Council [Risk Assessments](#) and to agree actions and expenditure for [identified maintenance requirements](#) (All) **(10)**
- b. Village Green Repairs – to receive details and approve expenditure for required maintenance (AB) **(5)**
- c. Horticultural Society Plant Sale – to consider use of the area behind the Village Hall for a plant sale on Saturday 18th May 2024 (Clerk) **(2)**
- d. D Day Commemorations – to consider flag purchase to mark the occasion (Clerk) **(1)**
- e. Youth Surface Storage Box – to re-consider alternative use for the proposed box to be located by the new surface (Clerk) **(2)**
- f. Village Hall Car Park Shed – to consider retaining for Council storage and agree expenditure to re-roof (Clerk) **(2)**
- g. Playground Inspections – update on repairs and to approve expenditure for the Clerk to attend an inspection course (Clerk) **(1)**
- h. WSCC Bus Shelter Scheme – to consider whether an enquiry should be made for a bus shelter on Kirdford Road (Clerk) **(1)**
- i. CDC Consultation on Climate Champions Network – to consider responses and agree delegation of the survey/and workshop attendance (Clerk) **(5)**
- j. Seaford College's Community Action Day - Thursday 27th June - to consider if there are any suitable village projects (Clerk) **(2)**

9. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(5)**

10. Finance **(10)**:

- a. Bank Reconciliation - to confirm month end reconciliation for February 2024 (HT)
- b. Accounts for Payment - to receive details and agree payment
- c. Monthly Financial Statement - to receive the year to date compared to budget statement
- d. Insurance update – to agree if any further action is required (Clerk)
- e. Notification of S137 Allowance from 1st April 2024 – set at £10.81
- f. Donation Requests - to consider and agree payments for March 2024 (PD)

11. Planning **(10)**:

- a. To discuss and ratify responses for the following applications:

Application Number	Application Details
WR/23/01717/FUL - Minor Dev – Dwellings- Case Officer: Freya Divey	Mr and Mrs Weekes, Lower Barn, Skiff Lane, Wisborough Green, Billingshurst, Replacement dwellinghouse (alternative scheme to class Q notice 19/00484/PA3Q and extant planning permission 20/00389/FUL). Construction of basement. O.S. Grid Ref. 503194/127555 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RYAH7YERLQG00

WR/24/00604/EIA - Case Officer: Calum Thomas	Maureen Darrie Land To The East Of The B2133 Wisborough Green Billingshurst Request for a formal screening opinion - Proposed solar photovoltaic farm (upto 20MWac) and associated infrastructure. O.S. Grid Ref. 506187/128711 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SA6U8VER0ZU00
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- b. [District Council Decisions](#) – to receive details of the Planning Authority’s decisions
 - c. Enforcement: to report any possible planning breaches and CDC updates
12. Other Reports **(10)**:
- a. Village Hall (Clerk)
 - The Old Workhouse tenancy – update and to consider if the management fees can be deducted/shared before the lease payment
 - b. Allotments (Clerk)
 - Tenancy update
 - c. Green Coordination Group Meeting on 13th March 2024 (Clerk)
 - d. Chichester District Association of Local Councils Meeting on 27th February 2024 (SW)
 - e. Data Protection Training on 5th March 2024 (Clerk)
 - f. Health & Safety - any concerns to report (All)
13. Any Other Matters to Report (No decisions can be made on matters raised under this item. For notification only or inclusion on the next agenda.)
14. Date of Next Meeting:
- Planning Committee – Tuesday 2nd April 2024 at 8.00 pm (only if required)
 - Parish Council Meeting – Tuesday 16th April 2024 at 7.45 pm
 - Annual Parish Meeting – **Wednesday 24th April 2024 at 7.00 pm**