

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 16th September 2025 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: 11th September 2025

Please also refer to the [Clerk's Report](#) for further explanation to some agenda items where considered necessary.

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 15th July 2025 **(1)**
4. Minutes of the last Planning Committee Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 29th July 2025 **(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 – update (Clerk) **(3)**
 - b. Traffic Management – update on the following (Clerk) **(5)**:
 - B2133 Speed Reduction application
 - School – no waiting (zig zag) lines extension application
 - Butts Meadow – junction protection lines application
 - Durbans Road – signage review and Speed Indicator Device location
 - A272 Newbridge – to receive WSCC Highways response and agree if any further action should be taken
 - A272 Billingshurst Road, 40mph section – to receive resident's concerns and agree if any further action should be taken

- c. Pavilion – update on the following **(5)**:
 - Schedule of Dilapidations – to receive details of any outstanding work and to agree if further action should now be taken (MW)
 - New Lease: Update and to approve additional expenditure to complete the process (Clerk)
 - Replacement Building – update on meeting with Wisborough Green Sports (SW)
 - d. Playground – to receive a cost indication to replace the black surfacing and agree if this project should be progressed with Community Infrastructure Funding
 - e. Clerk's Update: **(10)**
 - Glebe Fields Tree Preservation Order Application
 - Stable Field Open Space Land Registration
 - Songhurst Meadow Open Space Land Registration
 - Zoar Chapel Water Issues
 - School Road – electrical repair
 - August Newsletter feedback – Emergency Plan and project ideas
 - Emergency Plan update and equipment check
 - Summer music noise – The Cricketers and Pavilion
 - Three Crowns rubbish area fence
 - Tree inspection and watering
 - August Fete – any feedback
 - Defibrillator/CPR training day
 - Village Litter Pick – organised for Saturday 4th October at 2 pm
 - Remembrance Day Road Closure – Sunday 9th November 2025
 - [Meeting Dates for 2026](#) – to note Annual Parish Meeting on a Wed 29th April
 - Other matters to report since the publication of the agenda
8. New Items for Discussion:
- a. Access over the Green in School Road – to note residents' concerns relating to their vehicle access and to approve expenditure for repair (Clerk) **(5)**
 - b. Tree Removal – to agree contractor and expenditure. (Clerk) **(1)**
 - c. Website – in preparation for the Assertion 10 accessibility requirements, to agree if the village website should be upgraded and .gov.uk emails provided. If so, to agree website specification. **(10)**
 - d. Use of the Green – to consider the request by the Cricketer's Arms to use the Green next to the public house for a 'Farewell to Summer' event on Saturday 27th September 2025 (SW) **(1)**
 - e. CAGNE – to agree if a representative can give a 20 minute presentation at the October meeting (SW) **(1)**
 - f. Christmas – to confirm arrangements and expenditure Clerk **(2)**
 - g. Clerk's Salary Award – to note national award back dated to 1st April 2025 (Clerk) **(1)**
 - h. Councillors' Responsibilities – a reminder about the role (SW) **(3)**
9. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(3)**

10. Planning **(10)**:

- a. New Applications: To ratify responses to the following applications:

Application No.	Application Details
WR/25/01615/DOM	Orfold Farm Cottage Billingshurst Road Wisborough Green Billingshurst New single storey extension, alterations and new openings (related to permission 24/00848/PLD). O.S. Grid Ref. 505903/125119 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SZ2QI2ERIXM00
WR/25/01755/TCA	Milland Cottage Petworth Road Wisborough Green Billingshurst Notification of intention to fell 1 no. Copper Beech tree (quoted as T1). O.S. Grid Ref. 504742/125863 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SZSGYDERJG400
WR/25/01958/OBG	Stable Field Kirdford Road Wisborough Green West Sussex Discharge of obligation regarding Water Neutrality, section 1, paragraph 3.1 of S106 agreement for Planning Application LX/22/00618/FUL. O.S. Grid Ref. 504704/126406 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T16XZ1ER10R00

- b. Stable Field Open Space - update on the decision notice relating to the Stable Field footpath and footpath installation
- c. Tanglewood Planning Application – to receive details relating to the newly adopted Local Plan and consider if any further representation should be made to CDC.

11. Finance **(10)**:

- a. Bank Reconciliation - to confirm month end reconciliation for August (MW)
- 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. One Year Fixed Rate Bond – to resolve to open a further one-year fixed rate bond with Redwood Bank when the current bond matures in October
- e. External Audit for Year End 31st March 2025 - [to note audit completion](#)
- f. Insurance Renewal – to receive quotation details and agree expenditure and term
- g. Budget Setting 2026/2027 – a reminder - to give consideration to possible projects for consideration at the next meeting; refer to [5-year Objectives Plan](#).

12. Other Reports **(5)**:
 - a. Village Hall (Clerk)
 - notification of re-valuation report
 - b. Allotments (Clerk)
 - Tenancy update
 - c. The Green – update on the meeting with the Cricket Club Chairman regarding increased cricket ball damage (Clerk)
 - d. Health & Safety - any concerns to report (All)
 - e. Electric Vehicle Charging Points – briefing on 30th July 2025 (Clerk)
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 30th September 2025 at 8.00 pm
 - Parish Council Meeting - Tuesday 21st October 2025 at 7.45 pm