

DRAFT MINUTES TO BE AGREED ON 21ST OCTOBER 2025

Date: Tuesday 16th September 2025

Present: Mr P Drummond (PD), Mr D Hill (DH), Mr M Watson (MW),
Mrs S Winship (SW) (Chair), Mr T Worrall (TW)

Apologies: Mr M Foster (MF), Mr A Jackson (AJ)

Non-Attendance: Mr A Burbridge (AB)

In Attendance: Mrs L Davies, Clerk
District Cllrs Evans and Todhunter

Members of Public: None

The Chair opened the meeting at 7.45 pm and welcomed everyone.

1. Apologies for Absence:
Apologies were received and accepted from Mr Foster and Mr Jackson.
2. Declaration of Members' Interests:
No interests were declared.
3. Minutes of the Last Meeting:
The minutes of the last meeting held on Tuesday 15th July 2025 were approved as a correct record and signed by the Chair.
4. Minutes of the Last Planning Committee Meeting:
The minutes of the last meeting held on Tuesday 29th July 2025 were approved as a correct record and signed by the Chair.
5. District/County Councillor Updates:

West Sussex County Council (WSCC): Cllr Duncton had sent her apologies. Her report was circulated in advance of the meeting, summarised below.

- Trading Standards: Prosecuted a Crawley business for selling vapes to children and stocking illegal mothballs.
- Children's Services: In early August OFSTED commended the service for the quality of the care for children and young people. They also awarded High Trees in Crawley as Outstanding and Blue Cove and Bright Star in Worthing as Good.
- Flood Risk Strategy: A new strategy had been announced. More information available on the WSCC website.
- Fire and Rescue Service: Issued a new warning about the fire risk associated with lithium batteries. They advised that items were charged on a flat and stable surface and not left charging overnight. Always unplug when fully charged.
- Special Educational Needs and Disabilities (SEND): Was still causing a concern not least because of underfunding. The Cabinet Member and Council Leader had written to the

Secretary of State for Education asking for the reforms soon which were in the Government's white paper.

- Social Worker Team: Two members had been shortlisted for the National Social Worker of the year awards.
- Millais School in Horsham: Now going to be a co-education school.
- Highway Lighting: On the 22nd September the final upgrading would start in Chichester and then all highway lighting in West Sussex would be changed from halogen to LED technology.

Chichester District Council (CDC): Cllrs Evans and Todhunter were in attendance from 7.45pm until 8.11 pm. Their report was circulated in advance of the meeting, summarised below.

Local Updates

- Crouchlands Farm Lagoon 3: The Environment Agency had recently authorised that the top layer of liquid waste could be spread on nearby fields for the benefit of agriculture. The permit was for 1 year and the local Parish Councils would be consulted before work began. This was a positive first step in ensuring the lagoon was emptied and removed and the Council would continue to use its powers to ensure the Enforcement Notice was complied with.
- Loxwood Budgens: The shop at Nursery Green was now open. This much-requested local facility had received very positive feedback so far.
- Land at Loxwood Place: An outline application has been lodged by Martin Grant homes for 223 homes, a children's Nursery and Café at land behind the Old Post Office / Loxwood Farm Place in Loxwood. As Chair of the CDC Planning Committee, Cllr Todhunter was unable to comment on the application publicly at this time, but Cllr Evans had joined locals in objecting to the proposals. Whilst it was recognised that Loxwood has been allocated additional housing in the new Local Plan, the Parish Council had not yet finished updating their Neighbourhood Plan which would allocate the sites and the number of homes applied for in this case was far in excess of the village's allocation.
- Local Plan: Formally adopted at an Extraordinary Full Council Meeting on 19th August 2025. It set out the vision for the District's economy, transport and housing needs, environmental and historic protection, community health and wellbeing and cultural development. CDC Officers were currently working through the implications of the new Local Plan on existing planning applications; information would be shared when available.

CDC Wide Updates

- Local Government Reorganisation: The Council would meet on 23rd September 2025 to vote on its preference for the structure of future local government once a Sussex Mayor was in place. Following a survey earlier in the year, there looked to be two options emerging: a single Unitary Authority that covered all West Sussex or two smaller Unitary Authorities. Each Council in West Sussex would vote on their preferences in September and then letters would be written to the Government which would decide the next steps.

Surgeries

Cllr. Gareth Evans was available to meet residents face to face via one of his regular surgeries. Cllr Evans would be available from 12pm-2pm at:

The next series of surgeries are as follows:

Saturday 4th October – Ifold Stores, Ifold

Saturday 18th October – Old Mill Café, Wisborough Green

Saturday 1st November – Northchapel Club, Northchapel (1pm-3pm)

Cllr Todhunter further advised that following a discussion with the Clerk, he had sought clarification about the impact of the newly adopted Local Plan on the Tanglewood application. He explained that the officer was recommending permit but as it was not compliant with the newly adopted Local Plan, it would be taken to the next CDC Planning Committee meeting, which was likely to be October or November. He was unaware of the policy changes that affected the application; it would be detailed in the Officer's meeting report.

In relation to Lagoon 3, Cllr Todhunter explained that up to 10,000m³ would be spread each year and gave details of how this would be undertaken. It was nitrate rich and as such spreading would be controlled and undertaken in the autumn and spring each year; testing of the effluent was ongoing. The licence would be issued on a yearly basis, and spreading would take at least 4 years.

In relation to the Solar Farm, it would be considered at either the October or November CDC Planning Committee Meeting. Each Parish Council would get 3 minutes to make its representation and Cllr Evans advised that the Parish Councils and campaign group liaise to ensure all concerns were addressed.

6. Public Questions:

There were no members of public present.

7. Report on on-going matters:

a. Neighbourhood Plan (NP):

The following update was provided by the Clerk:

- Three new volunteers had now joined the Steering Group.
- The Call for Sites was originally advertised to close on 15th August but due to the holiday period, it was extended to 1st September 2025.
- Site assessments were being undertaken by the Group and would be followed by a standardisation process.
- The Group was proposing a consultation event in the Village Hall at the end of February.
- A report giving explanation to the process and the rationale for the sites to be taken forward for consultation would be prepared for Parish Council approval later this year.

b. Traffic Management: The detailed responses received from WSCC had been circulated, summarised below:

- B2133 Speed Reduction: The application failed the assessment. There was no road traffic collision data at the location that related to speed, insufficient resident or stakeholder support and the speed data assessment demonstrated that the average speed for the road, in a 60mph section, was 43.0mph, proving that motorists were driving to the prevailing conditions of the road and adjusted their speed accordingly. Cllr Todhunter advised that Loxwood's application had also been unsuccessful.
- School – No waiting (Zig Zag) Lines: The application had failed the assessment due to no evidenced safety issue and no recorded road traffic collision data at the location. Additionally, WSCC had not received any previous enquiries or concerns relating to safety at this site. Despite notification in the last Parish Council newsletter and on Facebook, no community support had been demonstrated. **Members were disappointed with this response as it was a small adjustment for accident prevention. The Clerk to follow up with the school and County Cllr Duncton.**
- Butts Meadow Junction Protection Lines: Initially advised that the application had failed the assessment. However, having linked the application to a previously submitted residents' petition, it was now being presented to the Moderation Panel to

determine if the application would be progressed. The application had also included the Durbans Road double yellow line amendments.

- Durbans Road Signs: SW, DH and the Clerk were meeting with the Highways Officer on 25th September 2025 to review the signs north of the crossroads and a potential new site for the Speed Indicator Device.
- A272 Newbridge: WSCC advised that it took road safety seriously and regularly monitored reported injury collisions. Where patterns were identified, WSCC considered potential safety improvements. No injury collisions had been recorded in the vicinity of the bridge over the past five years, which was regarded as a strong safety record compared with other road sections in the county. Due to the bridge being a listed structure, interventions were considered difficult to achieve. Signalisation of the bridge was deemed unjustifiable given the current safety record. WSCC further acknowledged that four injury collisions had been recorded at the A272/B2133 junction. While any injury collision was regrettable, this location was not a priority compared with other higher-risk sites. The recorded collisions showed no common causation, and as such, junction amendments were unlikely to be prioritised under Road Safety or Community Highway Schemes. The Road Safety Team would continue to monitor the situation and revise priorities if necessary. It was noted that reconfiguration of the A272/B2133 junction could be requested. However, such intervention was likely to be costly and, if a roundabout were installed, could require street lighting. The current road layout was confirmed as conforming to national standards in terms of signage and markings.
WSCC suggested that if significant development affecting the strategic network were planned, the issue could be raised at the planning stage. In such cases, modelling of predicted traffic flows might justify proportionate reconfiguration of the junction to offset the impact of development.
- A272 – Billingshurst Road: A resident had raised concerns about road safety when exiting her driveway relating to visibility and traffic speed; full details had been circulated. **Members agreed that SW to initially approach the police to determine if a Community Speed Watch site could be approved, and if so, the residents to be invited to join the group. The Clerk to approach WSCC regarding a Speed Indicator Device site.**

c. Pavilion:

- Schedule of Dilapidations: MW reported that he had recently carried out another inspection of the Pavilion and remained deeply concerned that the Wisborough Green Sports (WGS) management appeared to show little regard for public safety. He highlighted that holes in the roof were still allowing water to enter the building and drip through the electrics. In addition, he had not yet been provided with the Health & Safety file to confirm that other issues had been resolved. He highlighted that it was over a year since the Schedule of Dilapidations had been issued to the management. Although many concerns had been addressed, MW expressed his frustration at the ongoing lack of urgency.
Members were very disappointed and alarmed by this report. **PD was asked to review the existing lease to clarify what action could be taken. It was agreed that, subject to lease provisions, the management should be formally advised that unless the necessary works were completed within 14 days of the notification, the building would be closed. Alternatively, the Parish Council would arrange for the repairs to be carried out directly and recover the cost. Work on the new lease would be suspended until all required repairs had been completed.**
- New Lease: AJ was reviewing the current draft. The Clerk highlighted that an invoice of £2,118 excluding vat was payable for the initial draft, and a quotation of about £5,200 excluding vat had now been received to complete the process; to prepare an

addendum for the current lease, a construction phase document, finalisation of the new drafted lease and licence, and provide advice in this regard. The Clerk had obtained, and forwarded to AJ, a Lease and Licence from another Parish Council with a strong recommendation to keep as separate documents which had not affected their grant funding applications. These documents to be forwarded to MW and PD to review. Members were concerned that the costs were now escalating and that the legal advice to keep the documents separate should be noted. Parish Council work to continue on the draft for further discussion at the next meeting.

- Replacement Pavilion: The Chair explained that a meeting with the Trustees had been scheduled for the beginning of September. The Clerk had sent out a reminder to forward the Business and Funding Plans but was advised that they had not had the opportunity to prepare and with other commitments, were unable to do so in time. As a result, the meeting had been postponed. The Trustees had been asked to forward the plans, and a meeting would then be arranged. SW was concerned that the Trustees had previously implied that a Business Plan had been prepared to justify the building and she was keen to ensure they were fully aware that the building could not be used for commercial activities or activities unrelated to WGS.

d. Playground Surface:

The Clerk reported that the annual inspection report had yet to be received but anticipated that the wetpour surfacing would be identified as an increasing risk. The subbase was failing in several areas and additional surface cracks were appearing. Although resurfaced during the 2012 refurbishment, it appeared the subbase had not been adequately prepared, with a piecemeal approach to link equipment. It was proposed to replace the surfacing with a more flexible woodchip effect product. CDC had confirmed that Community Infrastructure Levy (CIL) funding could be used for this purpose and given the likely cost, the Public Contracts Regulations 2015 tendering process would be required. Members noted the playground was heavily used and that demand would likely increase further with village development. **It was agreed that the project should proceed using CIL funding, with the Clerk and MW to progress.**

e. Clerk's Update:

- Glebe Fields/Champions Farm Tree Preservation Order (TPO) Applications: Having challenged CDC's original decision not to support the applications, CDC had now confirmed this decision. Whilst some elements of the trees had a reasonable amenity value, it was considered that TPOs were not warranted. With Biodiversity Net Gain considerations, it would not be in any future developer's interest to remove trees.
- Stable Field Open Space Land Registration: The Parish Council's solicitor advised that the wrong transfer plan was signed by both parties, the only difference being the purple shading referred to as the Works Area. HM Land Registry (HMLR) required the correct plan and in discussion with the Chair, gave consent for the solicitor to sign on the Parish Council's behalf. **Members supported this action.**
- Songhurst Meadow Open Space Land Registration: The Clerk was reminded that she had not received the registration details. The Parish Council's solicitor advised that it had become protracted. The application was made to HMLR in August 2022 but took until about May 2024 to be reviewed. HMLR raised an issue regarding the plan, requiring additional wording and a certificate of consent relating to the title restriction. Unfortunately, HMLR was not content with the certificate provided by the Seller, and it had been referred back to their solicitor. It would be followed up.
- Zoar Chapel Water Issues: This was not being progressed as an Operation Watershed application but by WSCC Highways. The recent road closure was for drainage inspection work. The Clerk would follow up.

- School Road Electrical Repair: Without prior notice, the verge was dug up and an electrical installation renewed. The Clerk was monitoring the verge repair as it might require further topsoil.
- August Newsletter Feedback: Disappointingly, there was only one response to the Parish Council's request for emergency plan volunteers, and the same person suggested a Parish improvement. The Neighbourhood Plan consultation potentially provided an opportunity to seek ideas and promote volunteering.
- Emergency Plan: The communication cascade required updating and the equipment checked; **the Clerk would organise.**
- Summer Music Noise: Residents had expressed some concern at noise from the Pavilion and the Cricketers. The Pavilion related to the ladies' cricket event and WGS was now aware. SW and the Clerk met with the landlords of the Cricketers as the noise also related to customers remaining outside after closing hours. The landlords were reminded that it was their responsibility to ensure that their customers left the premises. **This action was supported.**
- The Three Crowns Rubbish Area: The Clerk had written to the owners to request that the fence was repaired as it posed a safety hazard. CDC had also noted and written.
- Tree Inspection and Watering: SW and a tree surgeon undertook the annual inspection and some work was identified; cost details would be provided at a future meeting. The benefits of having the same tree surgeon inspect and then undertake the work was acknowledged; good tree surgery had also been commented upon in the 3-yearly professional survey. In August, some young trees started to show signs of stress, so watering was arranged. **This action was supported.**
Following Monday's storm, a large branch fell from the Horse Chestnut north of the playground. The Clerk authorised the tree surgeon to remove and make safe. **This action was supported.**
- August Fete: The main issue identified by the Society was roadside parking along Durbans Road, north of the Cricketers, despite "no waiting" cones. Having manned the wheelbarrow raffle, TW wondered if a change could be made to share the prize.
- Defibrillator/CPR Training: Twenty-eight people were now booked in for the training on 27th September 2025.
- Village Litter Pick: Organised for Saturday 4th October 2025 at 2 pm. Members were encouraged to attend.
- A272 Remembrance Day Road Closure: Booked for Sunday 9th November 2025. The Clerk advised that she and her husband were unavailable to help this year so additional help would be required. Arrangements to be confirmed at the next meeting.
- Meeting Dates for 2026: Members were reminded to mark in their diaries. The Annual Parish Meeting on Wednesday 29th April 2026 was highlighted.
- Other matters to report since the publication of the agenda:
 - The Clerk had now submitted a draft of the Byelaws application to the Ministry of Housing, Communities and Local Government.
 - A resident had raised concern about visibility and road safety when leaving Glebe Way. TW would address with a contractor tomorrow.

8. New Items for Discussion:

a. Access over the Green in School Road:

A resident had written to raise concern about the access across the Green and that the rough surface was now potentially hazardous for pedestrians. The Clerk wanted to discuss further with AJ, as a long-standing member of the Council, as she believed that it was the residents' responsibility to maintain the access. This had been disputed by the residents, but she could find no information in the Parish Council records to date. **Members agreed**

that further enquiries should be made. The Parish Council had provided access over the Green, no charge was made and as such, it was also their expectation that the residents were responsible for maintenance. For further discussion at the next meeting.

b. Tree Removal:

Two quotations for the removal of the Horse Chestnut tree by the public toilets had been obtained. Members agreed to accept the quotation from Keywood Rural Contractors for £1,150.00 plus vat. Members also accepted the quotation for stump grinding for £1,050 plus vat acknowledging that there would be a further charge to remove the small stump by the pond. Members asked the Clerk to review service maps before the work was undertaken.

c. Website:

The following was agreed:

- **The website should be updated to meet accessibility requirements.**
- **Change to a .gov.uk domain and email addresses to fulfil the Assertion 10 obligations.**
- **Website to be similar to the existing format.**
- **Not all historical documents needed to be transferred across.**
- **Clerk to seek quotations from other Parish Council providers.**

d. Use of the Green:

A request had been received from the landlords of the Cricketer's Arms to use the grass area next to the public house for a "Farewell to Summer" event on Saturday 27th September 2025 from about 12.30 to 4.30 pm. A similar Western themed event was held by the previous landlord. A bucking bronco and inflatable would be located on the grass followed by a band and barbecue outside the public house in the evening. They would undertake a leaflet drop to all affected properties. **Members approved the event but required a signed Agreement, risk assessment and proof of insurance.**

e. Campaign Against Gatwick Noise Emissions (CAGNE):

The campaign group had requested to make a presentation to the Council at the October meeting. **Members acknowledged with thanks and asked that the presentation be limited to 15 minutes.**

f. Christmas Arrangements:

Members again supported the projection on the Church. The Clerk to liaise with the Churchwardens and confirm the theme. The budgeted expenditure was £280.00; the Clerk to revert to the Council if the hire cost had increased.

g. Clerk's Salary Award:

Members noted the 3% national salary award, backdated to 1st April 2025, which increased the Clerk's hourly rate by 68p.

h. Councillors' Responsibilities:

The Chair was concerned that Parish Councillors perhaps did not fully understand the role and that not responding to emails sent by the Clerk, particularly to organise meetings with other parties, reflected poorly on the Council. She explained that Parish Councillors had a statutory role within local government. The Council had been fortunate to avoid the expense of an election, however, this did not lessen the responsibility councillors held. Councillors' responsibilities extended beyond attending monthly meetings to include supporting village initiatives and staying informed of local matters. The Clerk's workload was already heavy, particularly with the addition of the Neighbourhood Plan Review. She

should not be chasing councillors for responses to emails. The Chair also stressed that councillors must attend meetings fully prepared to avoid unnecessarily prolonging discussion. She was aware that councillors were not in attendance and would email accordingly.

9. Correspondence:

A list detailing the correspondence and updates received since the last meeting was circulated and displayed. Members were reminded to request any information of interest if it had not been circulated.

Correspondence – Details of emails and letters received since the last meeting
CDC – relaunched award-winning Against Litter campaign due to summer weather and people enjoying outside spaces. Reminder of the Adopt an Area Scheme, Green Dog Walking Scheme, and to use Licenced waste carriers.
Resident – email exchange - enquiring about the Pavilion entertainment license due to music noise disturbing elderly residents - Wyatt House and young children.
Kirdford Road resident – concerned about cars parking on the verge to The Luth on a Friday and congestion at the crossroads with cars parking on the double yellow lines for a Saturday match.
Resident – ‘I wanted to say that I think the PC has done a wonderful job with the wildflower area in Songhurst Meadow, they are beautiful!’
SDNP update on the Local Plan Review – consultation responses have been analysed, and the Planning Committee has agreed: <ul style="list-style-type: none"> • 28 new sites were put forward to the Authority to consider for development. In addition to this, further feedback was submitted regarding 38 existing sites that the Authority had previously excluded or rejected in the Land Availability Assessment (LAA). An updated LAA, outlining the Authority’s assessment of potential sites for development, will be published this autumn and inform the next consultation in 2026. • Further engagement with National Park Parishes will take place during the autumn about any proposed changes to potential site allocations. • All the feedback so far will be considered as the Authority prepares the next stage of the Local Plan Review, with the second public consultation taking place between May and July 2026. • Submission of the revised Local Plan to the Government’s Planning Inspectorate is expected in the autumn of 2026 and full adoption as planning policy by the National Park Authority in 2027.
Rural Services Network -weekly newsletter.
Resident – concerned about the Durbans Road hedge protruding over the pavement. The Clerk contacted the landowner who responded quickly to cut the main areas of concern and would arrange flail cutting in September.
Resident – copied in on email to the Cricket Club about repair to a smashed windscreen. WGS funded the repair.
Rural Services Network - weekly newsletter.
CDC – slides of Parish Planning training – circulated.
Resident – emailing regarding comment about the drainage ditch working well. He highlighted that the bank was collapsing inhibiting the flow.
Open Spaces Society – July newsletter.
WSCC Access Ranger – seen inspecting the bridleway from the A272 to Champions Farm. Confirmed that he would like to improve potentially next year if funding allows. If it does make the list for improvement, would liaise.
CDC – Local Government Reorganisation presentation – circulated.
Rural Services Network -weekly newsletter.
SDNP – August Newsletter.
Rural Services Network -weekly newsletter.

CDC – Notification that the next Parishes meeting at 5 pm at East Pallant House on 13 th October 2025.
Prospective resident – planning to move to the village and asking about arrangements for unauthorised land incursions.
Resident reporting overgrown footpath from The Luth. Advised to contact WSCC Access Ranger via provided link. Has now been addressed.
Rural Services Network -weekly newsletter.
SDNP – Planning News.
Sussex Nature Recovery - On 20 th August 2025, the draft East Sussex and Brighton & Hove LNRS, and the West Sussex LNRS were submitted to the Sussex Supporting Authority Group for a statutory 28-day review. Supporting Authorities had until the 17 September 2025 to raise any objections to the draft LNRS for their county. If none are received, the Sussex Nature Recovery team would prepare the drafts for public consultation.
Durbans Road resident – concerned about gully weeds. Explained that we have started to spray but can't do all. Prepared an article of the Ad Vincula to encourage residents to address – article amended by the Clerk and Chair.
Rural Services Network -weekly newsletter.
Renewable Connections – writing to provide an update on the solar farm application. Circulated.
Open Spaces Society – August newsletter.
SDNPA – Planning Newsletter – Summer/Autumn
Rural Services Network -weekly newsletter.
WSALC Autumn Newsletter – circulated. Planning for an Emergency, Safe Spaces in Sussex, Advice on Assertion 10, Training, Local Government Reorganisation timetable.
British Regional Transport Association – notification of meeting in Horsham on 25 th October. Questionnaire in Cranleigh received positive support for the reopening of the Guildford to Horsham rail link. To be included on the next agenda.
Billingshurst Road resident – concerned about activity at E P Clark's Yard. Updated provided by the Clerk in discussion with the Chair.
WSALC – Training update – details circulated.
SDNPA – Notification of online Parish Meeting on Wed 1 st October at 6.30 pm - a chance to meet your parish-nominated members who sit on the National Park Authority, to get an update on key activities happening in the National Park and to ask us questions you may have about the National Park Authority and its work. Details forwarded to Dr Jill Sutcliffe who had, in the past, offered to attend these meetings and report back to the Council.
Fishers Farm – Understood that it was difficult for working councillors to visit the pods but offered to look if a Saturday was free. Clerk responded and requested a Saturday date to circulate. Clerk to circulate date when available and to ask about out of hours access.
Gatwick Airport Update – September
CDC – reminder to send over any prospective topics for the next All Parishes Meeting.
Casual Football.co.uk – Looking to hire a pitch for 7/8 or 9 a side over 18's football. Advised that the Parish Council did not rent out pitches; the pitch was only available to Wisborough Green Sports. Members supported this response.
CDC – Each year CDC is required to compile an Authority Monitoring Report for made Neighbourhood Plans. For the report currently being drafted, the period is 1 April 2024 to 31 March 2025. As part of that report, information needs to be included in relation to the effectiveness of the policies contained in your neighbourhood plan. Would be grateful for information to be provided as soon as possible. Clerk to prepare in discussion with the Planning Committee Chairman. To include on the next agenda.
Songhurst Meadow Residents Association – asking if the PC had any plans to maintain the ditch/drain running through Songhurst Meadow? Aware that some part of the drainage system the resident association maybe responsible for and it made sense for it to be undertaken at the same time and by same contractor. Clerk advised no immediate plans but forms part of the annual inspection and will act when required. Members agreed with this response.

10. Planning

- a. New Applications: The following planning applications were reviewed. Application details had been circulated in advance of the meeting and were also displayed:

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 <u>No Objection</u> but in view of the Parish Council's support for dark sky policies and initiatives, would request that automatic dusk to dawn blinds to be installed on the roof lights to prevent the egress of light at night.
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 The Parish Council is disappointed that this tree requires removal but notes both the applicant's and neighbour's comments. In the absence of a professional report to support the removal, the Parish Council asks that the CDC Tree Officer undertakes an inspection to ensure that tree maintenance work is not a consideration and that removal is the only option.
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 The Parish Council acknowledges the information provided and makes no further comment.

- b. Stable Field: CDC had now advised that the Decision Notice for "Discharge of Condition 3 (CEMP) and 10 (footpath details) of planning permission WR/22/00618/FUL" had been amended to refer to the correct plans that did not include gates across the footpath. Following up on a resident's concern, DH advised that the ditch by the footpath had been piped and not filled in.
- c. Tanglewood Planning Application: As mentioned by Cllr Todhunter earlier in the meeting, in discussion with AJ, the Clerk had contacted Cllr Todhunter following a conversation with the developer. The developer reported positive discussion with CDC until the new Local Plan was adopted. The developer had since advised that the CDC officers had indicated continued support however they were now assessing the deliverability against the new Local Plan; additional information had been provided. The developer therefore requested support from the Parish Council. **Members agreed that this site, being small and pre-used, was supported through the previous Neighbourhood Plan consultations and development would improve appearance and contribute to the new housing allocation. An email of support to be sent to CDC and representation at the CDC Planning Committee meeting.**

11. Finance:

- a. Bank Reconciliation: MW confirmed that he had checked and agreed the bank reconciliation statement for the Barclays Community Account for month ending 31st August 2025.

b. Accounts for Payment:

The Clerk displayed the Payment List for July, August and September which was approved. She advised that the payments made in July and August were expected and previously approved.

Online payments for the Barclays Community Account

Payment entered on 16th September 2025 unless stated otherwise.

Payee	Amount £	Description
<u>25th July 2025</u> Southwater Parish Council	272.00	Playground inspection training and exam for the Clerk
Steve Tilbury Consulting	100.00	Advice and drafting of planning letter to CDC
Moore	504.00	External audit fee for year end March 2025
Landbuild Ltd	25,139.46	Operation watershed drainage improvements in School Road (funded by WSCC)
<u>8th August 2025</u> Sussex Land Services	806.26	Village Green grass cutting contract for July
Mr T Stride	120.93	Songhurst Meadow verge cutting contract for July
Wetton Cleaning Services Ltd	943.46	Public toilet cleaning contract for July
Arun District Council	188.02	August newsletter and A5 LGR flyer printing
Mr P Townsend	30.00	Allotment deposit refund
<u>28th August 2025</u> JWS Landscapes	515.00	Songhurst Meadow grass cutting contract for July
West Sussex County Council	2,293.48	Clerk's salary and oncosts for July
Signs Direct (Yorkshire) Ltd	547.38	Pavement signs for Durbans Road crossing
<u>16th September</u> Sussex Land Services	806.28	Village Green grass cutting contract for August
Mr T Stride	120.93	Songhurst Meadow verge cutting contract for August
JWS Landscapes	515.00	Songhurst Meadow grass cutting contract for August
Wetton Cleaning Services Ltd	943.46	Public toilet cleaning contract for August
Mrs S Winship	20.20	Coffees for meeting with new Neighbourhood Plan volunteers
Mrs L N Davies	97.44	Mileage and parking, annual subscription for laptop security and A4 paper
Clear Insurance Management Ltd	1,759.01	Annual insurance
West Sussex County Council	2,670.31	Clerk's salary and oncosts for August including backdated national pay award
The Open Spaces Society	45.00	Annual membership subscription
Wellers Law Group LLP	2,118.00	Professional charges for the preparation of the new Pavilion lease
TOTAL	£40,555.62	

Direct Debit / Card Payments from the Barclays Community Account

Date	Amount £	Payee	Description
16.07.25	36.62	EDF Energy	Direct Debit - Public toilets electricity supply for June
21.07.25	30.12	IONOS Cloud Ltd	Auto Debit Card - website hosting fee for June and annual domain registration
25.07.25	13.49	HP Instant Ink	Auto Debit Card - monthly ink replacement service fee
30.07.25	70.56	JRB Enterprises Ltd	Debit Card - 2 x 800 dog waste bags
04.08.25	12.60	IONOS Cloud Ltd	Auto Debit Card -Monthly email and security fee
06.08.25	291.71	NEST	Clerk's pension contribution for July
19.08.25	37.81	EDF Energy	Direct Debit - Public toilets electricity supply for July
19.08.25	144.45	British Telecommunication plc	Direct Debit - Quarterly broadband and telephone charge
21.08.25	10.80	IONOS Cloud Ltd	Auto Debit Card - website hosting fee for July
20.08.25	7.00	Land Registry	Debit Card - land registry search fee
23.08.25	13.49	HP Instant Ink	Auto Debit Card - monthly ink replacement service fee
01.09.25	12.60	IONOS Cloud Ltd	Auto Debit Card - Monthly email and security fee
05.09.25	338.36	NEST	Clerk's pension contribution for August
16.09.25	39.23	EDF Energy	Direct Debit - Public toilets electricity supply for August
16.09.25	7.00	Land Registry	Debit Card - land registry search fee (plan)
16.09.25	7.00	Land Registry	Debit Card - land registry search fee (title)
Total	£1,072.84		

Payments to the Natwest Current Account

Date	Amount £	Payee	Description
15.08.25	50.00	Allotment Holder	Deposit
12.09.25	44,500.00	Chichester District Council	Second Precept Instalment
	£44,550.00		

Bank Transfers

Date	Amount £	From	To
25.07.25	25,000.00	Barclays Reserve Account	Barclays Community Account
08.08.25	2,000.00	Barclays Reserve Account	Barclays Community Account
28.08.25	3,000.00	Barclays Reserve Account	Barclays Community Account
15.09.25	40,000.00	Barclays Community Account	Barclays Reserve Account
16.09.25	5,000.00	Barclays Reserve Account	Barclays Community Account

- c. Monthly Financial Statement: The statement was circulated in advance of the meeting and displayed. The Clerk highlighted receipt of the second Precept instalment and the transfers into the budget from the reserves. There were no further questions.
- d. One Year Fixed Rate Bond: **Members resolved to open a further one-year fixed rate bond with Redwood Bank when the current bond matured in October. The current interest rate was advertised as 4.10%.**

- e. External Audit for year-end 31st March 2025: The completion of the audit, with the comment relating to the incorrect date on the Council's Notice of Public Rights, was noted. The Clerk confirmed that the Notice of Conclusion of Audit had been displayed on the noticeboard and website.
- f. Insurance Renewal: The current 3-year long term agreement through Clear Councils Insurance was expiring. The Clerk had therefore obtained two quotations, one through the current broker and one other; she and MW had reviewed and provided cost details. The expiring policy was with Aviva but Clear Councils had now proposed Ecclesiastical Insurance Office plc; the level of cover remained the same. The Clerk highlighted the need to check the level of insurance cover for the War Memorial and that with future CIL receipts, the Infidelity cover would potentially need to be increased. **Members resolved to enter into a 3-year long term agreement with Ecclesiastical Insurance Office plc through Clear Councils insurance.**
- g. Budget Setting 2026/2027: Members were asked to consider the Parish Council's objectives and possible projects for next year. Budget discussion would start at the next meeting with a Finance Committee meeting called for early November.

12. Other Reports:

- a. Village Hall:
The Management Committee had now obtained a building valuation to inform the insurance; the building was slightly under insured. The Clerk needed to check the Lease to ascertain the responsibility for rebuild in case of total loss as this had VAT implications. The insurance could exclude or include VAT.
- b. Allotments:
There had been some changes in tenancies and one plot had been monitored over the summer. **Members agreed that a notice to quit the plot should be issued if it remained unworked.**
- c. The Green:
MF and the Clerk attended a meeting with the Cricket Club Chairman on 24th July 2025 to discuss increased property damage caused by cricket balls, the size of the boundary and the possibility of personal injury to pedestrians using the west road; minutes had been circulated. Members agreed that WGS had responsibility for the risks associated with cricket and as such were pleased to see that action had been taken to reduce the risk and monitor. A further update to be provided at the October Green Coordination Group meeting.
- d. Health & Safety: No other issues to highlight.
- e. Electric Vehicle (EV) Charging Points: The Clerk attended a webinar on 30th July 2025 updating on the WSCC EV charging rollout in association with Connected Kerbs. She had subsequently emailed to remind that in 2022 the Parish Council had submitted the Village Hall, the Three Crowns and the Cricketer's car parks, but only ever heard that the Cricketer's car park had been discounted. **Members supported this action and agreed that the Songhurst Meadow car park should also be submitted as a possible option.**

13. Any Other Matters to Report:

- a. The Clerk reminded all that the Fair would be arriving this week and AB was liaising with the Fair operator and WGS.

- b. The Cricket Club Chairman had emailed to ask if the cricket nets could again be located in Stable Field for the winter, which the Clerk had confirmed. Members were pleased that permission was sought.
- c. The Clerk asked DH if there had been any action to remove the soil at Stable Field. He confirmed digger activity but had not seen soil being taken away. SW and the Clerk to inspect.

14. Date of Next Meeting:

- Planning Committee - Tuesday 30th September 2025 at 8.00 pm (only if required)
- Parish Council Meeting - Tuesday 21st October 2025 at 7.45 pm

There being no further business, the meeting closed at 9.45 pm.

Signed by the Chair: Dated: