

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 21st October 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: 16th October 2025

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 16th September 2025 **(1)**
4. Communities Against Gatwick Noise Emissions (CAGNE) – presentation to update on Gatwick Airport proposals **(15)**
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 and to approve proposed action and expenditure (Clerk) **(5)**
 - b. Traffic Management – update on the following applications (Clerk) **(3)**:
 - Durbans Road – signage review and Speed Indicator Device location
 - Butts Meadow – junction protection lines
 - School – no waiting (zig zag) lines extension
 - c. Pavilion – update on the following and to agree any further action **(10)**:
 - Schedule of Dilapidations and roof repairs (SW)
 - New Lease (Clerk)
 - Replacement Building (SW)

- d. Clerk's Update: **(10)**
- Defibrillator/CPR training day
 - Village Litter Pick
 - Remembrance Day Road Closure – Sunday 9th November 2025 – confirm attendance for road closure and responsibility to find additional helpers, as required
 - Winter Management Plan – confirmation of arrangements
 - Major Emergency Plan – equipment check
 - Zoar Chapel – road surface water drainage issues
 - Village Traders
 - Little Green Ditch
 - Songhurst Meadow – meeting with the Residents Association
 - Nuisance Bonfires
 - Village Shop
 - Next Newsletter – items to include
 - Other matters to report since the publication of the agenda

8. New Items for Discussion:

- Grass Cutting** – to receive 2025 feedback and agreed specification for next year particularly for Songhurst Meadow (Clerk) **(10)**
- Replacement Trees – to agree species and expenditure (Clerk) **(5)**
- Annual Playground Inspection Report** – to receive report and agree expenditure for minor repairs (Clerk) **(5)**
- RunWisborough – to approve use of the Green and event details for Sunday 7th June 2026 (Clerk) **(1)**
- School Fair – to approve use of the Green for Saturday 20th June 2026 (Clerk) **(1)**
- Horsham – Cranleigh – Guildford Trainline - to agree response to the British Regional Transport Association (**BRTA**) campaign for the line reinstatement (Clerk) **(3)**
- Neighbourhood Plan Monitoring Report** – to approve for submission to CDC (Clerk) **(2)**

9. Correspondence: To comment, and where necessary, agree action for **correspondence and reports** received by the Parish Council **(3)**

10. Planning **(10)**:

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

Application No.	Application Details
WR/25/02182/TPA	22 Carters Way Wisborough Green Reduce height, north and south sectors by up to 2m on 3 no. Acer species (Maple trees) (T1-T3) within Area, A1 subject to WR/68/01110/TPO. To confirm decision
WR/25/02035/FUL	Land Adjacent To 2 Sweepurst Villas Durbans Road WG RH14 0DQ Erection of 1 no. storage barn/shed. O.S. Grid Ref. 504945/126559 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T1P7X1ERKSH00

WR/25/02327/TCA	1 White House Cottages School Road Wisborough Green RH14 0DU Notification of intention to fell 1 no. Conifer tree (T1) and 1 no. Holly tree (T2). O.S. Grid Ref. 505101/126017 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T3EMHSEROZU00
WR/25/02218/FUL	Old Tanyard Farm Petworth Road Wisborough Green RH14 0BH Conversion of an existing barn and attached stable to form 1 no. resident dwelling, together with single storey linked extension to replace detached stable block. Construction of replacement barn style garage and store. O.S. Grid Ref. 504642/125618 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T2QQ0HKG00
SDNP/25/01688/FUL	Old Spencers, Crimbourne Lane, Wisborough Green RH14 0HY Replacement structure for tractor and trailer, two stables and haystore. https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SUV5U0OB00

- b. Solar Farm Planning Application – update and to agree representation at the CDC Planning Committee meeting, possibly Wednesday 5th November 2025 (SW/Clerk)
- c. [District Council Decisions](#) – to receive details of the Planning Authority’s decisions
- d. Enforcement: to report any possible planning breaches or CDC updates

11. Finance **(10)**:

- a. Bank Reconciliation - to confirm month end reconciliations for September (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. Redwood Bank One Year Fixed Rate Bond – confirmation of opening
- e. Budget Setting 2025/2026 – all to give consideration to possible projects for consideration at the next meeting; refer to [5-year Objectives Plan](#).

12. Policies **(5)**:

- a. To re-adopt the following policies (unchanged):
 - [Data Breach Policy](#)
 - [Data Protection Policy](#)
 - [IT, Communications and Monitoring Policy](#)
 - [Privacy Statement General](#)
 - [Privacy Statement Staff](#)
 - [Subject Access Request Procedure](#)

13. Other Reports **(5)**:
 - a. Village Hall (Clerk)
 - Notification of re-valuation and insurance amendment
 - b. The Green (Clerk)
 - Mobile Cricket net removal - agree action if not removed
 - Junior Football Goals - to report the Clerk's action and agree any further action
 - Green Coordination Group meeting organised for Wednesday 22nd October - any points to raise?
 - c. Health & Safety - any concerns to report (All)
 - d. All Parishes Meeting on Monday 13th October (SW)
14. 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.)
15. Date of Next Meeting:

Planning Committee	-	Tuesday 4 th November 2025 at 8.00 pm
Finance Committee	-	Tuesday 11 th November 2025 at 7.30 pm
Parish Council Meeting	-	Tuesday 18 th November 2025 at 7.45 pm