

DRAFT MINUTES TO BE AGREED ON 18TH NOVEMBER 2025

Date: Tuesday 21st October 2025

Present: Mr A Burbridge (AB), Mr P Drummond (PD), Mr A Jackson (AJ), Mr M Watson (MW),
Mrs S Winship (SW) (Chair)

Apologies: Mr M Foster (MF), Mr D Hill (DH), Mr T Worrall (TW)

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

Members of Public: 3

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

1. Apologies for Absence:
Apologies were received and accepted from Mr Foster, Mr Hill and Mr Worrall.
2. Declaration of Members' Interests:
AB declared his good friendship with the applicant of the Old Tanyard Farm planning application.
3. Minutes of the Last Meeting:
The minutes of the last meeting held on Tuesday 16th September 2025 were approved as a correct record and signed by the Chair.
4. Communities Against Gatwick Noise Emissions (CAGNE):
A representative from CAGNE attended in her capacity as Chair of CAGNE and clarified that she was not representing Warnham Parish Council. She advised that CAGNE was a non-political, volunteer-run organisation that had been active for over 11 years. The Group had been formed in response to Gatwick Airport's initial plans for three runways announced in 2018. Since that time, CAGNE had engaged legal and environmental experts to address the environmental implications of airport expansion, with funding provided through donations from parish councils and residents. She reported that their legal work had previously contributed to the refusal of Gatwick's expansion application, although the Secretary of State had announced in June that she was minded to approve the latest proposal. This outcome had not been unexpected, although CAGNE believed that key information had been omitted by Gatwick. She emphasised that CAGNE was not anti-aviation but sought to ensure that Gatwick operated sustainably. The Group had identified several significant flaws in the current plans, particularly relating to infrastructure, transport capacity, and wastewater treatment. Noise pollution remained a central concern, with recent documentation indicating that noise levels could double. Wisborough Green lay beneath the proposed new arrivals flight path, and numerous residents had already raised concerns. Further issues included increased carbon and greenhouse gas emissions, created jobs were seasonal and lower-skilled, public transport improvements and inadequate provision for healthcare for an increased workforce. CAGNE considered that there were substantial grounds for a judicial review and highlighted that Kirdford, Loxwood, and Plaistow and Ifold Parish Councils had offered their financial support. She invited the Parish

Council to consider a financial contribution towards the legal costs, noting that, despite beneficial rates, these remained significant.

She explained that the Airspace Modernisation proposal had identified the area south of Gatwick for major growth, with more concentrated flight routes that could significantly affect Wisborough Green. A public consultation was expected later in the year. The government had stated there would be no compensation for homeowners affected by reduced property values. The second runway proposal involved a substantial increase in passenger numbers.

AB, as a regular user of Gatwick Airport, expressed support for the airport and asked whether there was scope for compromise or mitigation. The CAGNE representative explained that the proposal to use the second runway required additional construction beyond the existing airport boundary. She explained that CAGNE had worked with local authority legal teams and confirmed there was no funding for infrastructure improvements, road and rail, under the current proposal; the S106 funding was insufficient to meet requirements. If Gatwick was identified for a third runway, the area would receive infrastructure funding. CAGNE aimed to secure essential infrastructure improvements. The planning inspector had identified flaws in the case, and a Judicial Review would allow re-examination of the details.

The Chair extended her thanks for this update. The CAGNE representative left the meeting room at 8.01 pm.

5. District/County Councillor Updates:

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

- Highways: Potholes were inspected once reported; repairs were only logged if the depth exceeded 40mm. Non-dangerous potholes were targeted for repair within 28 days, but follow-up checks were not always feasible due to workload across 11 parishes. Overall progress was positive, including ongoing drainage improvements.
- Contracts and Service Delivery: Highways, Adult Services, and other county services were delivered through external contracts. Contractors were chosen based on service quality and value, not just cost. Some works were delayed if not included in the contractor's programme, although efforts were made to expedite priorities where possible.
- Waste and Recycling: Sites operated on the winter timetable, and residents were reminded to check local schedules before booking.
- Adult Services: Rated "Good" by the Care Quality Commission which was a strong result, although continuous improvement remained a focus.
- Children's Services and Education: Featured on BBC Panorama, focusing on SEND provision. Funding pressures remained high, with special school projects costing between £25–35 million (e.g. Woodlands Mead). The Council remained committed to improving support for all children, with the OFSTED inspection awaited.
- Devolution and Local Government Reorganisation: East and West Sussex had been approved for a Mayoral Combined Authority, with elections due in May 2026. WSCC proposed one Unitary Authority for West Sussex, consolidating services under a single organisation. District and Borough Councils favoured two unitaries (Brighton had proposed five). The final decision rested with central government, and the timing of County elections for 2026 remained uncertain.
- Contact: Cllr Dunton could be contacted at janet.dunton@westsussex.gov.uk or on Mobile: 07979 152 889.

Chichester District Council (CDC): Cllrs Evans and Todhunter were in attendance from 7.45 pm until 8.09 pm. Their report was circulated in advance of the meeting, summarised below.

Local Updates

- Solar Farm Application: Cllr Evans met with members of the campaign group to discuss the Planning Committee process. Cllr Todhunter, as Chair of the CDC Planning Committee, was not involved in any discussions.
- Blind Lane, Northchapel: CDC secured a permanent injunction from the High Court against a site near Lurgashall in the South Downs National Park following unauthorised engineering works and caravans on the land. Granted on 9th September 2025, the injunction banned further works and prohibited vehicles or caravans from entering or being placed on the site. The judge awarded £53,000 in costs to CDC. Any breach of the injunction could result in contempt of court, leading to fines, asset seizure, or imprisonment.
The hearing, originally set for 14th July 2025, was adjourned to 9th September to allow defendants to submit further evidence, during which an interim injunction remained in place. Under an Enforcement Notice, those involved were required to restore the land to agricultural use and remove all unauthorised structures and vehicles. CDC had first been alerted to the unauthorised activity on 2 May 2025 and issued a Temporary Stop Notice the same day. After this notice was breached, the council obtained an interim injunction on 9 May, followed by the permanent injunction on 9 September 2025.
- Lagoon 3 Update: During the last weekend of September, a potential breach was reported. The emergency number at CDC was contacted, and Simon Ballard confirmed he would liaise with the CDC's emergency planner and the Environment Agency (EA). A site visit confirmed a small hole in the lagoon membrane, but there was no immediate environmental or public safety risk, so the emergency plan was not activated. The hole was made to allow the contractor to begin planned emptying works, but the operation was postponed after the setup was found not to standard. This issue has since been rectified, and safe spreading of the lagoon contents was scheduled to commence on Monday 6th October.

CDC Wide Updates

- Local Government Reform: Following September's meetings of Full Council and Cabinet, CDC's business case and preferred option were formally approved. CDC's proposal was submitted to Government in October. After extensive stakeholder engagement and strategic analysis, the council was recommending a two-unitary model. In November, the Government would carry out a formal consultation on the option and take a final decision.
- Awaab's Law: Introduced from 27th October 2025, it required social landlords to investigate and fix dangerous damp and mould in set time periods and repair all emergency hazards within 24 hours. Any issues with damp and mould should be raised with the social landlord. Information will be provided to social tenants in the district.

Surgeries

Cllr. Gareth Evans is available to meet residents face to face via one of his regular surgeries. Gareth will be available at the advertised venues from 12pm-2pm:

The next series of surgeries is on Saturday 1st November – Northchapel Club, Northchapel (1pm-3pm) It is also possible to arrange home visits, telephone calls or zoom meetings.

Our contact details are:

Cllr. Gareth Evans, email gbevans@chichester.gov.uk or telephone 07958918056

Facebook: <https://www.facebook.com/GarethEvansLoxwood>

Cllr. Charles Todhunter, email ctodhunter@chichester.gov.uk or telephone 07500

577 777 Facebook: <https://www.facebook.com/Charles4Loxwood>

Cllr Todhunter advised that it was unlikely that the solar application would be considered at the November Planning Committee meeting; a recent submission has raised further questions, and

all information was required before a decision could be made. He also confirmed that committee members would be visiting the site. This was now policy for all controversial and large applications.

8.05 pm – PD joined the meeting and declared no interests.

6. Public Questions:

Durbans Road Resident: As a Flight Safety Representative for the British Pilots' Association, he provided further information regarding the proposed airspace changes. While he agreed there were issues with the planning aspects for the airport, he outlined the need for airspace updates, explaining how noise and emissions could be reduced during take-off and how the air traffic management determined flight paths. He advised that the proposals would maintain dispersed flight routes, with aircraft flying higher and therefore quieter, but expressed concern that the proposals for Gatwick had not restricted nighttime flights. Members thanked him for his attendance and the valuable insight he provided.

8.09 pm – A member of public and the District Councillors left the meeting room.

7. Report on on-going matters:

a. Neighbourhood Plan (NP):

The following update was provided by the Clerk:

- Site assessments had been undertaken. The Steering Group was now undertaking a standardisation process and would seek planning consultant assistance to identify the sites to be taken forward to a consultation.
- A report would be prepared to present to the Parish Council. It was proposed to do this at the Planning Committee meeting scheduled for Tuesday 2nd December, although the meeting would need to be called as a Full Council meeting.
- A consultation was planned for the end of February in the Village Hall; Friday 27th February, 1 pm to 7 pm, and Saturday 28th February, 12 noon to 4 pm.
- The Parish Council had previously discussed including a further consultation on the Pavilion. As the NP and process had become more complex, it was felt that the event should solely concentrate on the NP.
- The expenditure for hall hire, printing, roadside boards, display board hire and refreshments were anticipated to be approximately £500 based on previous costs. The Parish Council had previously approved expenditure for the planning consultant.
- An advertising schedule had been prepared, which would also include promotion on the Village Facebook page; details were provided.

Members supported this action and expenditure.

b. Traffic Management: The Clerk provided the following updates:

- Durbans Road Signs: SW, DH and the Clerk met with a Highways Officer on 25th September 2025 to review the signs north of the crossroads and a potential new Speed Indicator Device site. It was a positive meeting, and the Officer was now investigating further. The Clerk would follow up.
- Butts Meadow Junction Protection Lines: The application also included the double yellow line extension opposite the Cricketers Arms and by the Durbans Road crossing point. Having linked the application to the resident's petition, WSCC now advised that it had been passed by the Traffic Regulation Order (TRO) Moderation Panel. Comments would be obtained from the WSCC Road Safety Team and Sussex Police, and once finalised, would pass to the TRO Legal Team for further public consultation.
- School – No waiting (Zig Zag) Lines: The application had originally failed the initial assessment. The opportunity was used to take the Highways Officer to the pavement

and he immediately acknowledged the Council's concerns, advising that he had undertaken a desktop exercise. He would raise with the Active Travel Team who was due to contact the School in September.

c. Pavilion:

- Schedule of Dilapidations: The Chair explained that, following last month's meeting, an email had been sent to the Wisborough Green Sports (WGS) Trustees highlighting that two holes remained in the Pavilion roof, allowing water ingress near electrical connections. This was identified as a health and safety concern in a public building. The Trustees has been advised that once the repairs were completed, discussions regarding the Lease and replacement Pavilion could resume. The Trustees had been asked to complete the work within two weeks, with the deadline being 22nd October 2025, after which other authorities would be consulted.

AB explained that he was speaking both as a Parish Councillor and as someone seeking to improve relations between the Parish Council and WGS, having joined the Council for this purpose. He highlighted that the WGS Chairman was an unpaid volunteer who also had busy business and personal commitments. Heated discussion about Trustee responsibility ensued. The Trustees had received the Schedule of Dilapidations over a year ago, and they had needed chasing ever since to get the repairs undertaken. If the building deteriorated further and was deemed unsafe, it could not be used. The Chair reiterated that the Pavilion needed to remain safe and usable for at least two more years while replacement Pavilion plans were finalised, and that the current request was simply for the two roof holes to be repaired. AB expressed concern that divisions were re-emerging and the lack of incentive for volunteering. PD emphasised that while the Trustees were volunteers, they were also office holders with responsibilities, including ensuring the safety of a public building. He stated that the imposed timescale was a result of continued inaction, not an intention to hassle. He further reminded members that if the Trustees withdrew or the Club folded, the Parish Council would become responsible for the building being on the Council's land. He stressed that refusing maintenance out of frustration was not acceptable.

MW voiced concern at the slow pace of repairs, noting that a contractor could easily have been engaged to complete the work. AB advised that the Trustees were not interested in fixing the holes, which SW interpreted as a lack of interest in pursuing a new lease or new building. AB stated that the Trustees felt the process was not a "level playing field" and that they perceived the Parish Council as being against a new building, which discouraged those who had invested time in the project. He noted that one Trustee had been involved for over ten years, and he restated that he had joined the Parish Council to help reduce conflict between the two organisations. He added that the architect involved in the 2000 plans had refused further work for the Parish Council due to previous difficulties.

PD commented that, in his opinion, the process for developing the new Pavilion had been flawed from the start, beginning with the engagement of a pro bono architect who produced designs without an agreed brief.

The Chair brought the meeting to order, noting that the discussion was not progressing constructively. Confirmation that the roof repairs had been completed had not yet been received, and the deadline was the following day. The Chair reminded members that the Pavilion was a public building used by staff, club members, and visitors, and therefore had to be safe. Despite repeated requests, the Parish Council had yet to see the Health and Safety file to confirm that appropriate inspections and policies were in place.

The Chair also noted that a business and funding plan for the proposed new building had been requested but not provided. AB questioned why such a plan was needed and was advised that the Parish Council required assurance that the new building would be self-financing on a day-to-day basis and would not rely on future funding from the Parish Precept. It was noted that the Trustees had previously claimed a business plan existed but had not shared it. Concern was expressed that WGS did not appear to recognise that the building could not be used for commercial purposes. AB advised that the committee had since decided not to proceed with constructing a new building and therefore would not be providing a business plan, citing multiple previous setbacks; they also had no interest in looking after the current building.

MW was attending a meeting in the Pavilion tomorrow evening so would check or enquire if the holes had been fixed and if the Health and Safety file was available for inspection. As previously agreed, if the holes remained unrepaired, CDC would be contacted.

- New Lease: Discussion would resume when the roof holes had been repaired.
- Replacement Pavilion: Discussion would resume when the roof holes had been repaired, and the Business and Funding Plans received.

d. Clerk's Update:

- Defibrillator/CPR Training Day: Two training sessions of 2 hours were organised on Saturday 27th September 2025; 28 people attended.
- Village Litter Pick: Good attendance on Saturday 4th October 2025.
- Remembrance Day Road Closure - Sunday 9th November 2025: Members were reminded that the Clerk was unavailable. The closure of the A272 had been confirmed, a notice would appear in the Parish Magazine, and the Clerk would also post on the Village Facebook page. Members were asked to organise additional help for the closure.
- Winter Management Plan: Arrangements had been confirmed with the contractor and WSCC. The contractor had advised that the gritter, although initially serviced, had been sitting unused for several years now and he offered to undertake a limited service.
Members supported this action and expenditure.
- Major Emergency Plan: DH was updating the cascade contact list, and the Clerk would arrange an equipment check with AB.
- Zoar Chapel: Following investigation, WSCC had determined that the drainage system on the south side of the A272 had no outfall. A scheme was now being designed to connect to the north side drainage to hopefully resolve the issues experienced in the Chapel. The Clerk would follow up to ensure this was undertaken.
- Village Traders: There were several food traders that parked at the side of the Green on highways land. One trader had asked about licencing, so the Clerk referred to both CDC and WSCC websites, both Councils referring to each other. The Clerk had submitted an enquiry and would follow up.
- Little Green Ditch: MW and the Clerk had met with Landbuild to review. Unfortunately, soil settling had created trip hazards, so the area had been cordoned off. Landbuild had agreed to return for the last time to remove some shuttering and reinforce the corner where the ditch had been re-dug and still subject to settling. There would be some further edge collapse, but the safety concern would be addressed. **Members supported this action.**
- Songhurst Meadow: The meeting with the Residents' Association was still pending. The Clerk was awaiting a response.

- Nuisance Bonfires: Two bonfires, one at Clark's Yard and the other related to Fishers Farm, had been reported to CDC by many residents and the Clerk. CDC had responded and visited the village.
- Village Shop: Now under new ownership. The previous owners had left quickly and quietly, unknown to many. The Clerk had been made aware, so a letter of thanks was delivered by the Chair.
- Next Newsletter: A December newsletter would be prepared. Items for inclusion were welcomed.
- Other matters to report since the publication of the agenda:
 - Access across the Green, School Road: Following discussion at the last meeting, an email was sent to the resident advising that it was not Parish Council responsibility to maintain their access. The resident had responded to advise that the affected residents would look at the wording on their land registry documents and asked that the Parish Council provide its legal documents detailing the maintenance agreement. The Clerk provided details of her investigations to date. Members requested that the residents also present their findings to the Parish Council to confirm their right to cross the land and to demonstrate that the Parish Council was responsible for damage caused by their vehicle movements.
 - Community Infrastructure Levy: CDC had advised that a further payment of £27,215 from the Stable Field development would be paid at the end of October. Investment options to be considered further at the next meeting.
 - Barnfield Shaw (previously known Stable Field): A new resident of the development had telephoned regarding the trees at the bottom of his garden, beyond the fence line, covered by a Tree Preservation Order. He expressed concern at the acorns and was enquiring about cutting back. The Clerk advised that permission from CDC was required and that he should discuss further with the developer. **Members supported this response.**
 - Martyn's Law Presentation: The Clerk attended a useful online presentation earlier in the day. She gave brief explanation to the new law which would hopefully not impact on village events. More information would be released soon.

8. New Items for Discussion:

- a. Grass Cutting: The specifications were reviewed. The following was agreed:
 - Village Green: **No change to the 2025 specification for 2026.**
 - Songhurst Meadow Main Areas: Although the area was not used for sport, the shorter grass did appear to discourage dog fouling. However, this could have been related to the temporary on leads restriction discouraging use and rural footpaths being accessible in the summer months. It was noted that short grass also encouraged family groups and picnics, which was welcomed. It provided an alternative area when sport was being played on the Green. **No change to the 2025 specification for 2026.**
 - Songhurst Meadow Verges: **No change to the 2025 specification for 2026.**
- b. Replacement Trees: **Members agreed to:**
 - **Retain Horse Chestnuts on the Green and replace the Butts Meadow tree with the Indica variety, as planted previously.**
 - **To seek advice regarding an alternative species to replace the tree by the public toilets.**
- c. Annual Playground Inspection:
The document had been provided to members, who were pleased to see that all risks were low or very low. **The following was agreed:**

- Expenditure of up to £250 was authorised for the Clerk to purchase the required spares and make minor repairs.
- Fence repair quotations to be obtained.
- The resurfacing project, as previously agreed, to be progressed.

d. Use of the Green – RunWisborough:

A request had been received from the organisers to hold RunWisborough on Sunday 7th June 2026. Arrangements would be like previous events. **Members were pleased to support the event. Clerk to issue Agreement form.**

e. Use of the Green – School Fair:

A request had been received from the School Parent Teachers Association (PTA) to use the Green for the school's summer event. Details would be like previous years with set up from about 8.00 am, the Fete open from 12.00 noon until 4 pm. **Members were pleased to support the event. Clerk to issue Agreement form.**

f. Horsham – Cranleigh – Guildford Trainline:

Correspondence was considered at the last meeting. Having reviewed further details, it was agreed to retain as a watching brief at this time.

g. Neighbourhood Plan Monitoring Report

Member agreed that the document, as tabled, be submitted to CDC.

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
Rural Services Network – weekly news.
Alinea Capital Ltd - a company dedicated to promoting and developing padel – exploring possibilities and interested in sub-letting part of your land to establish state of the art padel courts.
Gatwick Area Conservation Campaign (GACC) - September newsletter – circulated.
CDC – Confirmation of process to fill casual vacancies.
GACC - response to the government's statement last night approving the Gatwick expansion plans.
Rural Services Network – weekly news.
Communities Against Gatwick Noise Emissions – donation request to oppose the new runway – for consideration at the February meeting.
Open Space Society – September newsletter.
CDC – Local Government Reorganisation – newsletter – circulated.
Open Spaces Society – Autumn Newsletter.
Resident – concerned that before and after school care at the school had been reduced and knock on impact of attractiveness of school to working parents. Clerk advised that it was not within the Parish Council's remit and to contact Cllr Dunton. It was understood that this care had now been reinstated.
Gatwick in Touch – Gatwick newsletter.
WSCC – Highways, Transport and Planning – News and Updates.
Rural Services Network – weekly news.

Yeep lockers – rolling out and looking for other locations – village halls, scout huts, libraries, nearby to churches, local shops, bus stops and community hubs. Partnered with carrier DPD and have secured capital investment to roll out as many lockers as possible with a target of 8,000 by 2030. Looking for lease terms of 5 years and to pay the Parish Council a rent per locker of: £1,200 p.a. for a 3 metre locker £1,400 p.a. for a 4 metre locker £2,000 p.a. for a 5 metre locker require no electricity supply, allowing us to be flexible with our locations. Parking in the Village Hall car park was already restricted. However, the potential benefits to the village were noted. It was agreed that the information should be shared with the Village Shop although it might be more difficult to provide in a Conservation Area.
WSALC - Sussex Local Nature Recovery Strategies - A webinar for Sussex Town and Parish Councils - Tuesday 21st October 2025 - 6-7pm. The Chair of the Parishes Wildlife Group hoped to attend and would report back.
WSALC – Notification for further date for councillor/chair training on Zoom on Thursday 6th November, 7pm, subsequently filled so alternative date 18th November.
NP Site Promoter – asking for update – advised that a consultation event would be held next year and details would be provided in due course.
Rural Services Network – weekly news.
South Downs News – October 2025 • Water is life! Find out why we are setting our ambitions high to help restore precious rivers, lakes and streams and create cleaner, more wildlife-rich waterways. • Awe-inspiring autumn Discover some fun ideas for days-out – including some spooky ones! • Improving access Learn about a scheme to enhance accessibility to an iconic hill. • COMPETITION! Win a family day pass to one of the south coast’s most visited museums
WSALC – Notice of Annual General Meeting and Conference on Tuesday 4th November at The Amex Stadium, Brighton from 10 am. SW confirmed her attendance.
GACC Newsletter – October 2025 – circulated.
Rural Services Network – weekly news.
Local Nature Recovery Strategy - Two years in the making, and developed with input from over 2,000 local people, groups and organisations, the very first Local Nature Recovery Strategies for Sussex have now been drafted – six week consultation launched.

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/25/02182/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. <u>No Objection</u>
WR/25/02035/FUL	Land Adjacent To 2 Sweephurst Villas Durbans Road WG RH14 0DQ Erection of 1 no. storage barn/shed. O.S. Grid Ref. 504945/126559 <u>No Objection</u>
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 <u>No Objection</u>

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. residential dwell 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 <u>No Objection</u>. However, in view of the Parish Council's support for dark sky initiatives and policies, and with this property being in a dark area of the Parish with an identified bat movement network close by, the Parish Council would request a solid roof on the glass link to reduce the egress of light at night.
SDNP/25/01688/FUL	Old Spencers, Crimbourne Lane, Wisborough Green RH14 0HY Replacement structure for tractor and trailer, two stables and haystore. <u>No Objection</u>

9.32 pm – The member of public left the meeting room.

- b. Solar Farm Planning Application: SW advised that she had attended an online meeting with the campaign group and was now in close communication. It had been agreed to coordinate representations to the CDC Planning committee to ensure that the allocated time was used efficiently and information unnecessarily repeated. SW highlighted that the proposal was much larger than originally presented at the village consultation. As advised by the District Councillor earlier in the meeting, it now looked as though the consideration would be deferred to a later meeting. **Members supported this action and agreed that SW would make the Parish Council's representation.**

- c. District Council Decisions:

Application Number	Application Details	CDC Decision
WR/24/01747/DOM	Northlands Farm House Newpound Wisborough Green Retrospective (S73a) garage conversion to annexe ancillary to main dwelling.	PERMIT
WR/25/00834/DOM	21 Butts Meadow Wisborough Green Two storey rear extension.	PERMIT DUSK TO DAWN BLINDS CONDITION
WR/25/01232/DOM	Little Friars Newpound Lane Wisborough Green Single storey rear extension following demolition of conservatory, partial garage conversion, front dormer extension and open porch.	PERMIT DUSK TO DAWN BLINDS CONDITION
WR/25/00337/DOM	Jays Barn Newpound Lane Wisborough Green Retrospective demolition of existing timber outbuilding. Proposed erection of new timber frame car port.	PERMIT
WR/25/01503/TCA	Farthinghoe Petworth Road Wisborough Green Notification of intention to fell 2 no. Leylandii Conifers trees.	NO TREE PRESERVATION ORDER

WR/25/01103/DOM	Upfield's Stores School Road Wisborough Green Single storey rear extension, associated external steps and garden wall and replacement of garage rear door with door and window set.	PERMIT
WR/25/01585/DOM	1 The Luth Wisborough Green Conversion of garage to habitable accommodation with new pitched roof, erection of new single-storey rear extension with hipped roof and changes to external fenestration. Installation of oil tank and screening.	PERMIT DUSK TO DAWN BLINDS CONDITION
WR/25/01615/DOM	Orfold Farm Cottage Billingshurst Road Wisborough Green New single storey extension, alterations and new openings (related to permission 24/00848/PLD).	PERMIT DUSK TO DAWN BLINDS CONDITION
WR/25/01755/TCA	Milland Cottage Petworth Road Wisborough Green Notification of intention to fell 1 no. Copper Beech tree (quoted as T1).	NO TREE PRESERVATION ORDER
WR/25/01958/OBG	Stable Field Kirdford Road Wisborough Green Discharge of obligation regarding Water Neutrality, section 1, paragraph 3.1 of S106 agreement for Planning Application LX/22/00618/FUL.	PERMIT

d. Enforcement: The following update was provided by the Clerk:

- Fishers Farm: A planning application for the glamping pods has been submitted.
- Wilton Cottage Gate: The owners had been advised that the replacement gate exceeded that allowed under permitted development rights. To inform CDC of their intentions.
- The Café at Wharf Farm: No further update.
- Shepherd's Hut, Durbans Road: No further update.

11. Finance:

a. Bank Reconciliation: MW confirmed that he had checked and agreed the bank reconciliations for all the accounts for month ending 30th September 2025.

b. Accounts for Payment:

The Clerk displayed the Payment List for October which was approved. She also displayed the invoices relating to village maintenance to Mr Davies. Members agreed that this work represented value for money and was included in budget.

Online payments for the Barclays Community Account

Payment entered on 21st October 2025 unless stated otherwise.

Payee	Amount £	Description
West Sussex County Council	58.82	Payroll administration charge - 1 April to 30 September 2025

Mrs L N Davies	78.11	Mileage to Chichester, storage boxes for litter picking high viz and noticeboard oil
JWS Landscapes	515.00	Songhurst Meadow grass cutting contract for September
Wetton Cleaning Services Ltd	943.46	Public toilet cleaning contract for September
Mr T Stride	120.93	Songhurst Meadow verge cutting contract for September
West Sussex County Council	2,368.84	Clerk's salary and oncosts for September
The Play Inspection Company Ltd	113.94	Annual playground inspection
Mr I F C Davies	1,023.60	Various village maintenance items from April to the end of September 2025
	£5,222.70	

Direct Debit / Card Payments from the Barclays Community Account

Date	Amount £	Payee	Description
22.09.25	10.80	IONOS Cloud Ltd	Auto Debit Card – monthly website hosting fee
24.09.25	13.49	HP Instant Ink	Auto Debit Card – monthly ink replacement service fee
03.10.25	44.70	Stickythings Limited	Debit Card – dog/litter bin labels
06.10.25	12.60	IONOS Cloud Ltd	Auto Debit Card – Monthly email and security fee
07.10.25	301.04	NEST	Direct Debit - Clerk's pension contribution for August
08.10.25	132.24	Business Stream	Direct Debit - Water supply & wastewater charge for public toilets – 24 June – 23 September
09.10.25	69.98	Screwfix	Debit Card – Two tubs of tarmac for pothole repairs in the west road
14.10.25	447.15	Business Stream	Direct Debit – Allotment water 30 June – 29 September
16.10.25	38.26	EDF Energy	Direct Debit - Public toilets electricity supply for Sept
Total	£1,070.26		

Date	Amount £	Payee	Description
09.09.25	250.00	WG Fete Society	Donation towards the public toilets (To Natwest a/c)
18.09.25	340.00	Mr Trickett	Annual Fair
18.09.25	1.00	Mr Banks	Peppercorn rent for access
13.10.25	4,029.48	WG Village Hall	Lease payment – 6 months – April to Sept
14.10.25	7,860.83	HMRC	VAT refund for period 1 April – 30 Sept 2025
	£12,481.31		

Bank Transfers

Date	Amount £	From	To
21.10.25	5,000.00	Barclays Community Account	Barclays Reserve Account

- c. Monthly Financial Statement: The statement was circulated in advance of the meeting and displayed. The Clerk highlighted the donation to the public toilets received from the Fete Society, acknowledged with thanks. The allotment water expenditure, slightly above budget,

was highlighted, but also included tree watering. Explanation to the Village Projects expenditure and transfer in from the Reserves was given. There were no further questions.

- d. Redwood One Year Fixed Rate Bond: The Clerk confirmed that the new bond had been opened as authorised.
- e. Budget Setting 2026/2027: Members were asked to consider the Parish Council's objectives and possible projects for next year. The Finance Committee would be meeting on 11th November 2025 to consider the first draft for discussion at the November meeting.

12. Policies:

Members approved and re-adopted the following policies as tabled:

- Data Breach Policy
- Data Protection Policy
- IT, Communications and Monitoring Policy
- Privacy Statement General
- Privacy Statement Staff
- Subject Access Request Procedure

13. Other Reports:

a. Village Hall:

As previously advised, the Management Committee had obtained a building valuation to inform the insurance. The Lease confirmed that the insurance valuation must include the vat, so the insurance, for rebuilding and all associated costs, had now been increased to £2.8 million slightly above the desktop valuation. The sums insured were automatically index linked.

b. The Green:

- Mobile Cricket Net: This had not been removed due to difficulties accessing Stable Field and with the developer also advising that the land was currently being levelled. It was anticipated to be moved at the end of the week. **Members agreed that if not moved the Clerk should follow up to understand the issue and to liaise with the developer if necessary.**
- Junior Football Goals: It was explained to the new Football Club Chair that the Parish Council had requested that the junior goals be taken out of use as one had collapsed onto a child last year. This had been done, with the goals being padlocked together, but on inspection by the Clerk, the absence of a supporting pole still allowed one goal to collapse if pulled forward. It had now been laid on the ground but still presented as a hazard; it was due to be repaired. **Members supported this action but agreed that it should either be covered to remove the risk or removed to Stable Field.**
- Green Coordination Group Meeting: AB, MW and the Clerk would be attending the meeting tomorrow evening, 22nd October 2025. AB was disappointed that the football pitch was in a perfect condition but had not been used over the last month. He had asked that early matches be scheduled to remove the end of season use which was often in wet conditions. He would be raising at the meeting. There were no further matters to raise.

c. Health & Safety: No other issues to highlight.

- d. All Parishes Meeting: The Chair and Clerk attended the meeting at the CDC Offices on Monday 13th October 2025. SW provided brief explanation to the items covered:
- Community Resilience and designated rest spaces.
 - Local Government Reorganisation.
 - Cyber Security
 - Climate Emergency Action Plan and Biodiversity Strategy.

14. Any Other Matters to Report:

There were none.

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 |

There being no further business, the meeting closed at 10.04 pm.

Signed by the Chair: Dated: