

DRAFT MINUTES TO BE AGREED AT THE NEXT MEETING

Date: Tuesday 18th November 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 T Worrall (TW)
District Councillors Gareth Evans and Charles Todhunter

Non-attendance: Mr D Hill (DH)

In Attendance: Mrs L Davies, Clerk

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 and Mr Worrall.
2. Declaration of Members' Interests:
No interests were declared.
3. Council Membership: An application had been received from Mr Francis Vickery, He was unfortunately unable to attend the meeting, but his application statement had been circulated. Members unanimously agreed to co-opt Mr Vickery onto the Council. The Clerk would meet with Mr Vickery to complete the Declaration of Acceptance of Office.
4. Minutes of the Last Meeting:
AB believed that the minutes relating to the Pavilion discussion included incorrect wording. He advised that Wisborough Green Sports did want to construct a new building, but it was impossible under the current circumstances with both organisations being a loggerheads; not as recorded in the minutes. This was noted however the other members agreed that the minutes correctly reflected the discussion and comments he had made at the meeting. The Clerk requested that members review the draft minutes immediately after circulation so that she could be advised of possible amendments quickly to allow reference to notes and when discussion was still fresh in minds.

The minutes of the last meeting held on Tuesday 21st October 2025 were therefore approved as a correct record and signed by the Chair.

5. Minutes of the Planning Committee Meeting:
Due to the absence of attending members, approval of the minutes deferred to the next meeting.

6. Minutes of the Finance Committee Meeting:

Due to the absence of attending members, approval of the minutes deferred to the next meeting.

7. District/County Councillor Updates:

West Sussex County Council (WSCC): Cllr Duncton was in attendance from 7.45 to 7.55 pm. Her report was circulated in advance of the meeting, summarised below.

- Children's Services: Significant improvement over the past five years, with an OFSTED inspection expected soon. All Children's Homes were now rated Good or Outstanding. Newly trained social workers were performing strongly; one recently received a national award.
- Fire & Rescue Service: Service performance remained strong. A high number of home safety visits had been completed, helping residents remain safe and live independently for longer through joint work with Adult Services. Recruitment remained a priority, especially for retained firefighters. For example: Petworth retained station currently had 8 or 9 staff but required around 14. Interested individuals are encouraged to apply online.
- Devolution: No firm decisions yet. WSCC's preferred option was a single West Sussex Unitary Authority, reducing councillor numbers from 146 (2 Unitaries) to around 90. Alternative proposals, such as Brighton & Hove's suggestion for five Unitaries, would likely mean significantly more councillors and higher costs. The decision will be made by DEFRA.
- Elections: The current ministerial position was that County Council elections would take place in 2026. However, there was speculation that elections might be cancelled if new Mayoral and Unitary Authority arrangements progressed. If elections proceeded, elected members would serve for one year only before the transition to shadow Unitary Authorities in 2027, with full Unitary Authority implementation expected in 2028.
- Contact: Cllr Duncton could be contacted at janet.duncton@westsussex.gov.uk or on Mobile: 07979 152 889.
- Trading Standards: Cllr Duncton reported at the meeting a further successful prosecution against a shop selling illegal vapes in Crawley; this was a second offence.
- PD highlighted the proliferation of barbers and wondered what action was being taken. Cllr Duncton was unaware, but the Chair had recently heard about a Sussex Police campaign to crack down on countywide money laundering through shops.
- The Chair extended her thanks to Cllr Duncton for attending the Remembrance Day service in Wisborough Green.

Chichester District Council (CDC): Cllrs Evans and Todhunter had sent their apologies. Their report was circulated in advance of the meeting, summarised below.

Local Updates

- Blind Lane, Northchapel: The High Court injunction requiring the landowners to remove caravans, vehicles, hardstanding, and related materials had not been complied with by the deadline. Planning Officers inspected the site on 21st October and found no work undertaken. CDC would now consider further action for contempt of court.
- Lagoon 3, Crouchlands Farm: Spreading of digestate began in October and had now ceased as the season had ended, in line with the Environment Agency permit. It was expected to resume in the first quarter of 2026, with further permits to be applied for in subsequent years.
- Local Shops: Recognition of the value of local village shops. Residents were encouraged to support these businesses, which provided an essential service to the community.
- Water Neutrality: DEFRA announced changes on 8th October affecting Water Neutrality requirements in planning applications in the North of the Chichester District. Southern Water would reduce water extraction from the Hardham aquifer, and the Environment

Agency would implement ecological enhancements. As Natural England had withdrawn its position statement, planning applicants would no longer be required to demonstrate water neutrality. Council Officers would be analysing the impacts; updates on revised planning submission requirements would follow.

CDC Wide Updates

- Food Waste Collections: Weekly food waste collections for residential households to begin Spring 2026; communal properties with shared bins would follow later in the year. The Winter edition of Initiatives magazine would include a detailed feature on the new service. Pre-launch communications would begin early next year, with ongoing updates provided on the Council's website.
- Former Grange Leisure Centre Site, Midhurst: The former site was now being actively marketed. CDC was inviting offers for a mixed-use development that included 100% affordable housing. Full details available on the CDC website.

Surgeries

Cllr. Gareth Evans was available to meet residents face to face via one of his regular surgeries. The next series of surgery dates would be published shortly. Please check Gareth's Facebook page for updates.

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>

8. Public Questions:

Fishers Farm Representative: He provided details of the history and establishment of the business, the original holiday cottages established in 2016 and the decision to provide additional accommodation. He extended thanks to the Parish Councillors who visited and viewed the glamping pods. He advised that they were provided with wrong guidance in terms of the planning requirement and had believed that the pods were allowed under Permitted Development hence the retrospective application. He provided details of the construction and location in the car park outside the farm. They had been exceptionally popular, fully booked since April, with bookings now being taken for next year. He envisaged 2 - 3 night stays being popular rather than weeklong stays, as the accommodation included entry into the farm. The occupants were additional customers for other businesses in the area, hence their support. There was no intention to add any further pods or any other access.

MW expressed his concern that the business had been naive to believe that providing such accommodation in a commercial environment did not require planning permission.

In answer to his question, PD was advised that the business did not currently have a strategic plan. It had been in operation for over 35 years, it was now nationally known, and he was involved in a national business network. It was his intention to develop a plan over the next few years with the aim to improve the quality of the experience, keep visitor numbers low, and making it a quality experience at a cost.

SW was advised that the hot tubs were emptied when needed, and the water would be released into the soak away in the car park.

Neighbour to Fishers Farm: Being a neighbour, he wished to retain a good relationship, but with his property overlooking the pods, wished to raise some concerns.

Screening: Although some screening had been included, it was deciduous and the pods were visible. Some additional screening would improve the appearance.

Lighting: Particularly around the hot tubs, the lighting also lit up the trees. This was previously a dark area and being in a dark skies area, this new lighting was irritating, not least the possible impact upon wildlife. Having a means to automatically switch off lights at night would be an improvement.

Containment of Occupants: He expressed his concern that the pod occupants were able to wander from the immediate pod area. An existing gate had been removed which meant that occupants could walk into and use the agricultural field. It would be an improvement if visitors could be retained in the pod area. Whilst perhaps aimed at families, the booking system did not restrict occupancy to this demographic.

8.06 pm – One member of public left the meeting room.

9. Finance:

- a. Remembrance Day Wreath: Although last year's wreath had been reused, members approved a donation of £100 (Section 137 payment).
- b. Bank Reconciliation: MW had checked and agreed the bank reconciliation for the Barclays Community Account as at 31st October 2025.
- c. Accounts for Payment:
The Clerk displayed the Payment List for November that was approved.

Online payments for the Barclays Community Account

Payment entered on 18th November 2025 unless stated otherwise.

Payee	Amount £	Description
Sussex Land Services Paid 9 th November 2025	890.26	Village Green grass cutting for September and weed kill around V Hall
JWS Landscapes	515.00	Songhurst Meadow grass cutting contract for October
Wetton Cleaning Services Ltd	943.46	Public toilet cleaning contract and water test for October
Mr T Stride	120.93	Songhurst Meadow verge cutting contract for October
West Sussex County Council	2,368.84	Clerk's salary and oncosts for October
WG Primary School PTA	20.00	Refund of deposit for use of no waiting cones
Surrey Hills Solicitors	720.00	Acquisition of Songhurst Meadow and dealing with various post completion issues and Land Registry
Total	£5,578.49	

Direct Debit / Card Payments from the Barclays Community Account

Date	Amount £	Payee	Description
21.10.25	10.80	IONOS Cloud Ltd	Auto Debit Card – monthly website hosting fee
21.10.25	77.88	JRB Enterprises	Debit Card – dog waste bags
24.10.25	13.49	HP Instant Ink	Auto Debit Card – monthly ink replacement service fee
03.11.25	34.20	IONOS Cloud Ltd	Auto Debit Card – Monthly email and security fee

06.11.25	301.04	NEST	Direct Debit - Clerk's pension contribution for October
06.11.25	268.80	White Light	Debit Card – Hire of projector for Christmas
07.11.25	47.00	Information Commissioner's Office	Direct Debit – Annual Data Protection Registration
18.11.25	40.93	EDF Energy	Direct Debit - Public toilets electricity supply for October
Total	£794.14		

Payments to the Barclays Community Account

Date	Amount £	Payee	Description
31.10.25	27,215.38	Chichester District Council	Community Infrastructure Levy (Stable Field)
07.11.25	20.00	WG School PTA	Deposit for use of no waiting cones for bonfire night
Total	£27,235.38		

Transfers Between Accounts

Date	Amount £	From	To
07.11.25	25,000.00	Barclays Community Account	Barclays Reserve Account
18.11.25	5,000.00	Barclays Reserve Account	Barclays Community Account

- d. Monthly Financial Statement: The statement was circulated in advance of the meeting and displayed. The budget to date had been discussed in detail by the Finance Committee. There were no further questions.
- e. Management & Financial Risk Assessment: The assessment had been reviewed by the Finance Committee at the meeting on 11th November 2025. The highlighted amendments were noted. **Members resolved to adopt the document as tabled.**
- f. Community Infrastructure Levy/Section 106 Funds: The Clerk gave explanation to CIL, and the balances were highlighted. The Section 106 balances and spend deadlines were noted. **Members resolved to accept the Finance Committee's recommendation to:**
 - **Vire the current unspent funds from the 2021 allocation to the playground project, as well as the balance from the 2025 allocation.**
 - **Use the 2025 allocation for the remaining 2021 projects.**
 - **Full Council discussion after the Neighbourhood Plan (NP) consultation when further projects may have been identified.**

8.23 pm – AJ joined the meeting and declared no interests.

- g. New Website / Email Account: To complete Assertion 10 on the next Annual Governance and Accountability Return (AGAR) it was necessary for the website to be updated to meet accessibility requirements. The Clerk gave explanation to the enquiries made and presented to the Council details and a fee proposal from Aubergine. The Clerk had received assurances that the website would look very similar to the existing. AJ had also viewed various Aubergine websites and whilst a template was followed, it would provide an acceptable website. **Members resolved that:**
 - **With underspends anticipated in the current budget, it was agreed that this update should be progressed; the General Reserve could also be used if necessary.**

- The basic set up cost of £499 was noted, but members agreed that the additional options should be considered, the decision delegated to the Clerk and AJ.
 - Maximum expenditure of £3,000 was agreed.
 - Domain to be changed to .gov.uk
 - New email accounts to be established with .gov.uk addresses as detailed in the quotation for about £60 per year. The current Parish Council email to be retained and set on divert until the new address was established; this additional cost to be included in budget.
 - Decisions delegated to AJ and the Clerk.
- h. Parish Council Objectives: The document had been reviewed by the Finance Committee and circulated in advance of the meeting. The Committee's discussion was noted. **Members resolved to accept the Finance Committee's recommendations:**
- That the Objectives Plan for up to 2030 as tabled be adopted by Full Council.
 - To request input from residents at the NP consultation in February.
 - Objectives to be reviewed again after the NP consultation.
- i. 2025/2026 Budget Forecast:
The budget to date and year-end forecast had been reviewed by the Finance Committee and circulated. **Members noted the Committee's discussion and agreed proposals.**
- j. 2026/2027 Budget Preparation: The Finance Committee had considered next year's budget on 11th November 2025; members noted the detailed discussion. As her time would need to be dedicated to the NP, the Clerk advised that the only large project included for next year was the playground surface which would be funded from CIL. Explanation was given to the outstanding quotations; a 10% increase had currently been included. **Members agreed to approve the budget and precept at the January meeting when the tax base would also be known.**
- k. Allotment Rent Review: The Clerk explained that the price from April 2026 was set at 40p per square metre, but it was necessary to give one year's notice of a rent review, ie, from April 2027. The costs associated with the site, water and maintenance, were discussed. **It was agreed:**
- The rent should cover the water and any onsite maintenance costs.
 - With significantly increasing water costs, the rent to be set for one year only, to be reviewed again next autumn.
 - From April 2027, the rent to be 50p per square metre due to the increasing water cost. Tenants to be advised that the Parish Council reserved the right to pass on additional water costs, over and above the total rent received (excluding maintenance), based upon the square metre charge.
- l. Clerk's Pension Review: The Clerk's work was discussed at the Finance Committee meeting. **Members agreed with the Finance Committee's recommendation that the Parish Council's pension contribution should be increased to 10% from April 2026.**
- m. Bank and Investment Accounts: The Finance Committee's discussion was noted. It was announced today that the Financial Services Compensation Scheme (FSCS) had been increased from £85,000 to £120,000 effective from 1st December 2025. **Members resolved to increase balances in the existing accounts. Decision delegated to the Clerk and Finance Committee Chairman.**
- n. One Year Fixed Rate Bond: **Members agreed that the Cambridge & Counties 1-year bond, which was due to mature in January, should be renewed for a further year's term, the**

bank currently offered interest of 4.20% gross. The balance to be increased. The decision delegated to the Clerk and Finance Committee Chairman.

10. Report on on-going matters:

a. Neighbourhood Plan (NP):

The following update was provided by the Clerk:

- The Planning Consultant engaged to assist with the process was now reviewing the Steering Group's site assessments and rationale for the sites to be taken forward to the consultation event.
- 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 but may be Tuesday 16th December. The meeting would need to be called as a Full Council meeting and held in confidential session.
- An email had been sent to CDC to determine if a Strategic Environmental Assessment and a Habitats Regulations Assessment would be required. These reports were previously grant funded through Locality but would now need to be funded by the Parish Council; anticipated costs were provided. It was noted that Community Infrastructure Levy funding could be used and the Parish Council had made some provision. Cost details would be provided for approval at the next meeting.
- The consultation at the end of February was being advertised in the Parish Council newsletter.
- The Steering Group would now be working on the displays.

Members supported this action.

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

- Durbans Road Signs: The Clerk met with Highways Officers on 13th November 2025. WSCC had agreed to relocate the crossroads and children sign onto a new pole closer to the crossroads; the pole could also be used for a Speed Indicator Device (SID). The existing pole by the Songhurst Meadow entrance would be used for a 30mph repeater. WSCC hoped to fund. Officers also approved use of the existing SID site for both directions as a temporary site until the new pole was installed.
- Billingshurst Road Speed Indicator Device: The Officers had approved a SID site on Billingshurst Road within the 40mph and just before the bend. It was necessary to apply for a Section 115 licence for the installation of a socket and removable pole, and the Parish Council would need to fund the installation. Parking to service the SID would need to be in Wisborough Gardens. **Members approved the application and agreed that installation quotations should be obtained.**
- School – No waiting (Zig Zag) Lines: Nothing had been heard from the WSCC Active Travel Team. The Highways Officers believed that a scheme had been prepared and advised the Clerk to now follow up. The school had now prepared an email of support for the line extension.
- Petworth Road Central Line Marking: Concern had previously been raised about the overtaking observed on Petworth Road particularly with the number of driveways joining the road and Great Meadow. The Highways Officers reviewed and believed that the lines were correct. The policy was based on visibility and not entrances.

c. Pavilion:

Details of the Parish Council's concerns had been provided to CDC Environmental Health Protection. CDC had now advised that they had written to the Trustees and would provide an update when they had received a response.

d. Replacement Trees:

Unfortunately, English Woodlands was unable to locate a replacement Horse Chestnut for the Green by the playground; the Clerk would make further enquiries.

Members agreed the expenditure to purchase an Acer 'Crimson King' to replace the Horse Chestnut by the public toilets. The Clerk highlighted that once invoiced, the VE/VJ80 Grant Funding of £250 could be released from CDC for this commemorative tree.

e. Clerk's Update:

- December Newsletter: The draft had been circulated and the content was approved.
- Land Registry: The solicitor had now forwarded the Land Registry details for Stable Field and Songhurst Meadow. Details of the solicitor's email and the difficulties with Songhurst Meadow were provided. Clarification from the solicitor had not been received to date.
- Little Green Ditch: Landbuild would be attending this week to remove some of the shuttering and address trip hazards.
- Football Parking: Some issues were reported by the Football Club Chair; cones were moved and the two small passing bays used for parking, but not by football attendees. The Clerk suggested that one large passing space be created behind the cricket nets and CDC Enforcement had been asked to attend for the next match on 29th November 2025.
- Other matters to report since the publication of the agenda:
 - Village Hall Annual General Meeting: Arranged for Thursday 12th February 2026.
 - Surface Repairs at Moonsbrook: Repairs were recently carried out but the old tarmac was thrown over the hedge. This had been reported to WSCC and an officer attended promptly to review.

11. New Items for Discussion:

a. Nature Recovery Strategy Consultation:

Members noted the comprehensive document and **agreed that there were no comments to submit.**

b. CDC's Contamination Land Strategy:

Members noted the comprehensive document and **agreed that there were no comments to submit.**

c. Gatwick Airport – CAA airspace consultation:

In addition to this consultation, there was a second consultation on Air Navigation Guidance anticipated shortly. **Members agreed to PD reviewing the consultations and submitting comments in line with the Parish Council's previous submissions. PD to also contact the Association of Parish Councils Aviation Group (APCAG) to ensure that Wisborough Green was included in their responses.**

d. Erosion of the Verge Edge – The Green and Newpound Lane: Two areas of concern were highlighted by the Clerk. **Members approved expenditure for the installation of posts and for the areas to be repaired, possibly requiring further soil and seeding, in the Spring. The Kirdford Road resident to be requested to inform contractors to park in the road.**

12. 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.
Rural Services Network – weekly newsletter.
CDC – Food waste collections will begin next Spring. Preparing advertising material and will include details in the February All Parishes meeting. Highlighted.
Open Space Society – October newsletter.
British Regional Transport Association – December 2025 newsletter.
CAGNE – Legal challenge filed against Gatwick Airport New Runway – update.
SDNPA - The South Downs National Park Authority (SDNPA) has now opened the call for projects for the 2025/26 round of Community Infrastructure Levy (CIL) funding. Submission bids open until 31 st March 2026. Highlighted. The Parish Council's previous application had been unsuccessful as the villages housing allocation related to the area outside the SDNP.
Resident – concerned about ditch/trip hazards on Little Green. Advised that the contractor was returning to remove some shuttering and address hazards. Some shuttering would need to remain until the bank was fully stable and secure. Highlighted.
CDC – Proposing to offer Member training on Standards and Code of Conduct and asking if there would be any interest – virtual at £53.70. Highlighted.
CDC – Update on Water Neutrality - On Friday 31 October Natural England issued a statement that withdraws their Water Neutrality Position Statement (September 2021). This means that development located within the Sussex North Water Resource Zone will no longer have to demonstrate that it will be water neutral. Circulated. Highlighted.
Rural Services Network – weekly newsletter.
British Regional Transport Association – Minutes of Horsham meeting.
GACC Newsletter -Legal challenge to government decision.
South Downs November News – <ul style="list-style-type: none"> • Into the night! Dark Skies season returns and we're encouraging people to go out and take some breathtaking images of the moon, stars, landscape and nocturnal wildlife. • Pond life Discover how restoring ponds is increasing biodiversity. • COMPETITION! Win a free ranger-led guided tour of a beautiful estate in Sussex. • WIN a South Downs hamper! Our popular Advent Calendar Quiz returns!
Rural Services Network – weekly newsletter.
WSCC – survey about changing payroll platform – completed by the Clerk. First notification but survey indicated information already sent out!

13. 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/25/02392/FUL	<p>Fishers Adventure Farm Park Newpound Lane Wisborough Green</p> <p>Retrospective application under s73a for siting of 2 no. glamping pods and associated infrastructure. O.S. Grid Ref. 505852/126780</p> <p>The application was discussed in detail with concern expressed that this was yet another retrospective application. It put the Parish Council in a difficult position, wanting to support a village business but not being provided with an opportunity to raise concerns or seek amendments before installation. This was a common theme with Fishers and members were now frustrated with this attitude.</p>

	<p>The Parish Council had no fundamental objection to this small-scale scheme but with the following conditions:</p> <ul style="list-style-type: none"> • Lighting – limitation and automatic switch off at night due to support of dark sky policies and with the pods being immediately adjacent to woodland, identified as part of the bat network. • Flooding – concern about the closeness and increase in height of the area next to the brook and potential impact of flooding with established issues known in the immediate area. • Hot Tubs – disposal of the water into the soak away and possible impact of chlorination on the brook and wildlife. • Visual Impact – upon the public view – screening needed to be maintained, and additional planting was required. • Occupants – the pods were outside of the existing farm area, in the countryside, so occupants to be restricted to use of the application area only; the area within the red line identified on the Location Plan. To include a restriction on additional occupants attending in campervans and using the car parks after hours. Restriction on use of the pods for families only. • Seasonal Occupation – in line with some caravan parks, to include a seasonal restriction to ensure that the pods did not become fully occupied throughout the year, therefore creating ‘new dwellings’ in the countryside. • Scale – limited to two pods only. No further expansion. Limited to ‘temporary’ accommodation. <p>The response was delegated to AJ, SW and the Clerk.</p>
WR/25/01229/FUL	<p>Wharf Farm Newpound Wisborough Green Change of use of former veterinary surgery to a patisserie (Use Class E) and retention of black barn stained, timber clad extension. O.S. Grid Ref. 506699/125925 <u>No Objection</u></p>

- a. Enforcement: No further matters or CDC updates to report.
- b. Solar Farm Planning Application: It had been anticipated that the application would be considered by the CDC Planning Committee in December. However, SW explained that there was still outstanding information required from the applicant and WSCC Highways. If it did go to the December meeting, she was unable to attend due to a work commitment, but AJ was available. She provided details of her representation which would focus on landscape impact. **Members approved this action.**

14. Other Reports:

- a. Green Coordination Group: The minutes of the meeting held on 22nd October 2025 had been circulated; the discussion relating to cricket ball damage was noted.
- b. West Sussex Association of Local Councils Annual General Meeting: SW attended the meeting on 4th November 2025 at the Amex Stadium in Brighton. The presentations were interesting: Devolution, Online Security, Policing and Planning.

- c. Chichester District Association of Local Councils: SW attended the online meeting on 10th November 2025. Discussion reflected the meeting on 4th November 2025.
- d. Health & Safety: No concerns to highlight.
15. Any Other Matters to Report:
There were none.
16. Date of Next Meeting:
- | | |
|------------------------------|--|
| Extra Parish Council Meeting | - Tuesday 2 nd December 2025 at 7.45 pm or
Tuesday 16 th December 2025 at 7.45 pm
To include planning applications (if required) |
| Planning Committee Meeting | - Tuesday 6 th January 2026 at 8.00 pm (if required) |
| Parish Council Meeting | - Tuesday 20 th January 2026 at 7.45 pm |

There being no further business, the meeting closed at 10.07 pm.

Signed by the Chair: Dated: