



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 17th February 2026 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: 12th February 2026

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. Full Council Meeting: To approve the [Minutes](#) of the meeting held on Tuesday 20th January 2026 **(1)**
4. Planning Committee Meeting: To approve the [Minutes](#) of the meeting held on Tuesday 3rd February 2026 **(1)**
5. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
6. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
7. Report on on-going matters:
 - a. Neighbourhood Plan - consultation update and to confirm councillors' help (Clerk) **(3)**
 - b. Traffic Management Update: (Clerk) **(3)**
 - Traffic Regulation Order - Butts Meadow/crossroads
 - Billingshurst Road Speed Indicator Device site
 - c. Replacement Pavilion - update on informal discussion with Wisborough Green Sports representatives and action taken – to approve next steps (SW) **(5)**
 - d. New Website / Email Account - update (AJ/Clerk) **(3)**
 - e. Playground Repairs - to approve cost of new climbing frame platform (Clerk) **(1)**
 - f. Meeting with the Songhurst Meadow Residents' Association – to report discussion and update on recent pipe repairs (MW/Clerk) **(3)**
 - g. Use of a Car Park - update on the request from The Sussex Peasant for a mobile to park in the village selling Sussex products (Clerk) **(3)**
 - h. Stable Field - [report](#) on the inspection of levels and SUDs drainage into the Green lane – to agreed next steps and action/expenditure to secure the field (FV/Clerk) **(5)**
 - i. Annual Parish Meeting – Wednesday 29th April – to agree format and expenditure (SW) **(3)**

- j. Clerk's Update: **(5)**
- Conservation Area Lighting
 - Maintenance / Risk Assessments - reminder to complete
 - Community Litter Pick – Saturday 11th April 2026 at 2 pm
 - Data Protection – annual update - training video
 - Next Newsletter - April
 - Other matters to report since the publication of the agenda
8. New Items for Discussion:
- a. [Village Hall Legionella Risk Assessment](#) – to agree to undertake the assessment and approve expenditure (Clerk) **(2)**
- b. August Bank Holiday Fete – to consider the request from the Fete Society to hold the village fete on Monday 31st August 2026 (Clerk) **(1)**
9. Policies: To approve the following documents:
- [Artificial Intelligence Policy](#) (New)
 - [Grant and Donation Policy](#) (Updated)
10. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(5)**
11. Planning **(10)**:
- a. New Applications: To ratify responses to the following applications:

Application Number	Application Details
WR/25/02976/FUL	E P Clark And Company Limited Land To Rear Of Homelea Billingshurst Road Wisborough Green Retrospective (Section 73a) application for hardstanding, gates and use of land for the siting of containers for storage. O.S. Grid Ref. 505401/125726 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T7BK M5ERGVF00
WR/26/00164/PA3Q	Malden Mitcham Properties Limited Brookbridge Farm Durbans Road Wisborough Green Conversion of an agricultural barn into no.2 residential dwellings. O.S. Grid Ref. 505141/126991 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T99I2 TERI3U00
SDNP/26/00220/HOU S	Ingrams Farm, Fittleworth Road, Wisborough Green, RH14 0JA Installation of 2 no. air source heat pumps and repair of flat roof. O.S. Grid Ref. 503137/124418 To view the application use the following link; https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=T94 D7ETUHN700

Application Number	Application Details
SDNP/26/00221/LIS	Ingrams Farm, Fittleworth Road, Wisborough Green, RH14 0JA Installation of 2 no. air source heat pumps and repair of flat roof. O.S. Grid Ref. 503137/124418 To view the application use the following link; https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=T94D7UTUHN900

- b. Enforcement - to report any possible planning breaches and receive CDC updates
12. Finance **(10)**:
 - a. Bank Reconciliation - to confirm month end reconciliation for January 2026 (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
 13. Other Reports **(10)**:
 - a. Village Hall: Feedback from AGM and to receive the [Trustees' Report](#) (Clerk)
 - b. Village Green: Green Coordination Group to meet in March – any items to raise? (Clerk)
 - c. Allotments: Tenancy update and agree to issue a notice to vacate (Clerk)
 - d. Health & Safety: Any concerns to report (All)
 - e. CDC Planning Update on 4th February 2026 (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 Meeting - Tuesday 3rd March 2026 at 7.45 pm (only if required)
 - Full Council Meeting - Tuesday 17th March 2026 at 7.45 pm