



DRAFT MINUTES TO BE AGREED ON 17TH MARCH 2026

- Date: Tuesday 17th February 2026
- Present: Mr P Drummond (PD), Mr D Hall (DH), Mr M Foster (MF), Mr A Jackson (AJ),
Mr F Vickery (FV), Mrs S Winship (SW) (Chair), Mr T Worrall (TW)
- Apologies: Mr A Burbridge (AB), Mr M Watson (MW)
- In Attendance: Mrs L Davies, Parish Council Clerk
- Members of Public: None

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

- Apologies for Absence:
Apologies were received and accepted from Mr Burbridge and Mr Watson.
- Declaration of Members' Interests:
TW declared that he knew the applicant for the Ingrams Farm planning application.
FV advised that he was a member of Wisborough Green Sports (WGS).
SW and the Clerk advised that they were members of the Fete Society.
No other interests were declared.
- Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 20th January 2026 were approved as a correct record and signed by the Chair.
- Minutes of the Last Planning Committee Meeting:
In the absence of attending councillors, approval of the minutes deferred to the next meeting.
- District/County Councillor Updates:

County Councillor: A report had been circulated in advance of the meeting, summarised below.
Cllrs Duncton had sent their apologies as she was unwell.

- Council Services: Despite ongoing uncertainty about the County's future, services continued to be delivered as normal. Highways teams were working around the clock due to severe weather, dealing with significant issues affecting roads, drains, and rights of way.
- Trading Standards: Had recently secured a major success, prosecuting a Bognor retailer for supplying illegal tobacco and vapes, which were hidden in orange juice cartons. The offender was fined £105,000, sending a strong message to others involved in similar illegal activity.
- King Charles III Coastal Path: Work was underway on a new section in partnership with neighbouring authorities. This national long-distance trail would provide excellent opportunities for outdoor walking along the coast.
- County Budget: The budget was finalised at last Friday's Council meeting, with a 4.99% increase. This would allow the Council to maintain a balanced budget without cutting services, managing total expenditure of approximately £2.3 billion.

- Libraries: While some councils elsewhere were closing libraries, West Sussex libraries continued to thrive as shared community spaces.
- Food Waste Collection: District and Borough Councils were beginning collections, with Chichester starting in March. The waste would be processed at an anaerobic digestion plant near Horsham, producing fertiliser for crops and energy for power generation.
- Urgent Recruitment: There remained an urgent need for retained Fire and Rescue recruits and foster carers. Efforts to raise awareness included the Cabinet Member for Children and Education participating in a 10K run alongside the Fostering team.
- Strategic Authority: The government had confirmed the creation of a new Strategic Authority for East Sussex, West Sussex, and Brighton & Hove, which had been approved by the Cabinet. However, it was not yet clear whether County elections would take place in May. A definitive answer was expected soon.
- Orchard House, Cuckfield: Had received an outstanding qualification from OFSTED. Children thrived in the environment, the staff demonstrated exceptional skill, compassion and commitment, and safeguarding. Leadership was dynamic and forward thinking.

District Councillor: A report had been circulated in advance of the meeting, summarised below. Cllrs Evans and Todhunter had sent their apologies as they were attending a Chichester District Council (CDC) meeting.

Local Updates

- Former Foxbridge Golf Club: The application for the wellbeing and leisure development was expected to be considered at the April CDC planning committee meeting at the earliest. Several aspects were no longer up to date and needed to be reconsulted on. The District Councillors supported the Parish Councils in their opposition.

CDC Wide Updates

- Local Government Reorganisation: West Sussex County Council (WSSC) made a request to central government that the county council elections be postponed due to ongoing preparation for devolution. Whilst it has been accepted by central government, it is subject to a legal challenge and as such CDC, which administers the election, will continue with preparations in the event the decision is overturned.
- Food Waste Recycling: Due to be rolled out across the district in May 2026. CDC will commence communication to residents in February outlining what they can expect to receive. Throughout March, kitchen caddies and outside bins will be delivered to residents.
- Keep in touch with CDC: To keep up to date with everything going on at CDC, do sign up to their newsletter and messenger channel via the CDC website.
- Business Survey: Went live on 23rd January and will remain open until 11.59pm on Friday 6th March 2026. Businesses are encouraged to respond in confidence. The survey asks businesses about the local economic conditions they operate in, the opportunities for growth and development, and the challenges they face.
- Supporting you Team - The Team continues to make a real difference in helping residents to identify help and ways to address cost of living pressures. Information available on the CDC website.

Surgeries

Cllr. Gareth Evans was available to meet residents face to face via one of his regular surgeries, at the following venues from 12pm-2pm, or if these dates and times did not suit it was also possible to arrange home visits, telephone calls or zoom meetings.

February: Saturday 28th - The Stag Inn, Balls Cross

March: Saturday 7th - Old Mill Café, Wisborough Green

6. Public Questions:

There were no members of public present.

7. Report on on-going matters:

a. Neighbourhood Plan: The Steering Group had now prepared the consultation displays and response booklet for the consultation event on 27th and 28th February 2026. Members were asked to help with the event; set up and attendance at the consultation. Clerk to circulate details for attendance confirmation.

b. Traffic Management:

- Traffic Regulation Order - Double Yellow Lines- Butts Meadow and Durbans Road: The consultation period had concluded, and the scheme marked up on the road.
- Billinghurst Road Speed Indicator Device Site: Although the S155 license consultation had concluded, one resident raised visibility concerns after the consultation. The highways officer was therefore re-checking the site.

c. Replacement Pavilion:

SW advised that she and the Clerk met informally with WGS representatives on 4th February 2026. The initial solicitor's advice was discussed and WGS had undertaken some research into Section 38 of the Commons Act 2006 suggesting that this could provide a mechanism to achieve the larger building. In consultation with WGS, a detailed email, which included the current building constraints and justification for the increased size, had been sent to the solicitor. This email, along with the response, had been circulated to WGS representatives and Council members. The solicitor had highlighted that he was advising the Parish Council on this matter and that WGS must take and rely on their own advice. The solicitor's advice reinforced the sensitivity of a registered Village Green, that it should be retained as an open recreation area, and that Section 38 of the Commons Act did not apply. There was some non-binding judicial authority for saying that a building, which was ancillary to the recreational use, could be erected if the area of the Village Green was substantial and the building did not interfere with the use of the Green. Ancillary would normally mean basic facilities and changing rooms only.

SW highlighted that the Business Plan included additional activities, such as a Bridge Club, that would not "contribute to the better enjoyment of the Green" as required under Registered Village Green legislation, whether run by residents or other organisations. SW reiterated that the future building and its use needed to be lawful. The Clerk highlighted a sentence included in the solicitor's first email "A breach (of the legislation) is a criminal, not civil, offence. The Parish Council, as a public body, cannot support any action which amounts to a criminal offence."

SW had also highlighted the proposed development at Newbridge Park and the extensive upgrade of the Jubilee Fields into a large sports complex to WGS which could affect membership going forwards. **After some further discussion, it was agreed:**

- **WGS to be encouraged to seek opinion from the Open Spaces Society.**
- **SW/Clerk to Invite WGS to meet informally again to discuss a positive way to progress the project considering this legal opinion.**

d. New Website / Email Account:

AJ and the Clerk attended an online meeting with the provider to discuss the new website layout in detail and initial training. The new email addresses would be set up shortly. AJ gave explanation to the intended re-direct from old to new email addresses initially before the new email addresses were fully used.

- e. Playground Repairs: A quotation to replace the climbing frame tower platform had been obtained. **Members approved the expenditure of £426.22 (plus VAT) and additional fitting costs which would be undertaken locally; this would be cheaper than the quoted price by the manufacturer.**
- f. Songhurst Meadow: The Chair, MW and the Clerk attended a meeting with representatives from the Residents' Association on 21st January 2026. It was a positive meeting that not only addressed the road damage but other maintenance items; drainage ditch, hedge cutting, attenuation ponds, ragwort, spraying and tree survey. MW had undertaken weight/pressure calculations to demonstrate that the roller had not caused the suggested road/bridge damage, not least as the location was isolated on the wheel line; this was accepted.
- g. Use of a Car Park: A request had been received from The Sussex Peasant Farmer to park a large vehicle in the village to sell Sussex produce. SW and the Clerk met with the landlord of The Cricketers' Arms as the car park was suggested as a possible location. Concerns were raised and she also advised that they are looking into selling similar products in an unused room at the public house. As no other space was available, The Sussex Peasant Farmer had been informed and advised to contact either Billingshurst or Petworth Councils. **Members supported this action.**
- h. Stable Field:
FV had attended the site and his report was circulated:
- Site Ground Level: The built-up level had been reduced as requested. The developer had advised that when the weather was more favourable, most likely in the Spring, contractors would level the field and spread topsoil and seed where required. FV had observed that rubble remained on the surface in some areas which was not desirable for sports use in the future but confirmed that the level was suitable for rugby practice. **Future sports use to be highlighted to the developer and that the rubble must be removed before additional topsoil was applied.**
 - Drainage into the Green Lane: The drainage outfall seemed incomplete. Although the drainage ditch had been dug, it was not fully cleared to the drainage system outside Brooklands Farmhouse. It also reduced the width of the lane, potentially making it unusable for vehicles. **It was agreed that FV should review the CDC drainage details and with the Chair and Clerk agree a response to the developer for both concerns.**
 - Access: It was agreed to install a new shutting post and use the existing gate to secure the site. The new gates, via Barnfield Shaw, provided vehicular width access. **Members approved expenditure for chains, locks, the shutting post and installation.**
 - Access Repair: Water currently accumulated in the gateway which affected pedestrian access. **The Clerk to obtain quotations to address when the weather and ground conditions permitted.**
- i. Annual Parish Meeting:
Ideas for the meeting on Wednesday 29th April 2026 were considered. It was noted that presentations by the History Society and WSCC Record Office were previously well supported. Suggested ideas included showing further drone footage, perhaps by season if available, or looking back at ancient history with a metal detectorist. The Clerk to make further enquiries. The Chair would use the Chairman's Allowance to purchase refreshments, which was approved.
- j. Clerk's Update
- Conservation Area Lighting: Additional lighting on the Public Houses has been raised with the publicans both by email and verbally. The Christmas lights at the café had

already been removed. **It was agreed that with the lights being in the Conservation Area and attached to Listed buildings, a stronger email should be sent.**

- Maintenance / Risk Assessment: Last year's details had been circulated, and members were reminded to complete their assessments by 6th March for discussion at the March meeting.
- Community Litter Pick: Being organised for Saturday 11th April 2026 at 2.00 pm. Members were encouraged to attend.
- Data Protection: Members were reminded that it was necessary to view the training video. The link would be circulated and confirmation required at the next meeting.
- Next Newsletter: Due to the preparation for the NP consultation, time had not allowed for a March newsletter. To produce for April. Content ideas welcomed.
- Other matters to report since the publication of the agenda
 - Byelaws: The Ministry of Housing, Communities and Local Government had confirmed that the application, submitted in November, was being progressed.

8. New Items for Discussion:

a. Village Hall Legionella Risk Assessment:

Having attended a training course last year, the Clerk was made aware that being the landlord, the Parish Council was responsible for undertaking the assessment. Members acknowledged that many of the Hall users were in the high-risk category. **Although one quotation had been obtained, details were provided, FV was aware of another company that was qualified to undertake the assessment. The expenditure was approved, the decision delegated to the Clerk based on cost. Advice on required frequency to be obtained.**

b. August Bank Holiday Fete:

A request had been received from the Wisborough Green Fete Society to use the Green for the August Bank Holiday Fete on Monday 31st August 2026. Details would be similar to previous years with set up from about 8.00 am, the Fete open from 1.00 pm and the Green cleared by 7.00 pm. **Members were pleased to support the event. Clerk to issue Agreement form.**

9. Policies:

Members approved the following policies as tabled:

- Artificial Intelligence Policy (New)
- Grant and Donation Policy (Updated)

10. 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.
Cllr Duncton – Food waste recycling – links to promotional videos – circulated.
GACC – Newsletter 153 – Update on legal proceedings. Circulated.
School Road resident – photograph to show verge damage and suggesting further posts are installed. Contractor organised to clear up and repair, but further work may be required.
CAGNE – reminder of deadline for Air Navigation Guidance consultation.
Chichester Living – introduction of Chichester Living (www.chichesterliving.com) a free local digital resource providing a community platform and weekly newsletters helping residents across the Chichester district discover what's happening in the area.

WSSC – notification of surfacing improvements on Bridleway 774-1 included in annual works programme 2026/27. Delivered in the summer months. Written to the residents. Subsequent email confirmed type 1, sympathetic to the environment and acknowledge do not want to encourage use by motorised vehicles. Members were pleased that this was being addressed and supported feedback to discourage car use.
South Downs National Park Authority – Launch of Partnership Management Plan 2026-31
WSALC – Neighbourhood Plan and NPPF Briefing Note – circulated. Clerk and Chair to attend an online briefing on 23rd February.
Open Space Society – February Emagazine.
GACC Newsletter 154 – Update on Route 4 – Noise Preferential Route and consultation, Greenhouse Gas Removals, Judicial Review and fundraising. Circulated.
WSSC Highways – News and updates.
APCAG Newsletter – Gatwick update – circulated.
Old Mill Café – enquiring into flying a tri service or union flag. Clerk advised about Conservation Area and asked her to contact CDC.
Plaistow and Ifold Parish Council - In accordance with Neighbourhood Planning (General) Regulations 2012, Regulation 14, Plaistow and Ifold Parish Council is undertaking the Pre-Submission Consultation on its Neighbourhood Plan 2023-2039. The consultation runs from 2 nd February to 31 st March 2026. Noted the NP Group would review.
CDC – Standards and Code of Conduct Training - The purpose of the session is to consider the responsibilities of councillors, to understand the standards of behaviour required (including the registration and declaration of interests) and to explore the arrangements for dealing with breaches of standards. The Clerk to attend.
Resident – full letter shared with the Council – highlighting the need for a new Pavilion and that the Parish Council should be encouraging and supportive of Wisborough Green Sports.
WSALC – Chair’s Forum on 24 th February at 7 pm on Zoom - SW to attend.
CDC – All Parishes Meeting presentation slides – Devolution, Local Government Reorganisation and Renters Rights – circulated.
WSALC – notification of reservoir safety reform, relevant to Parish Councils downstream of reservoirs.
SDNPA – Winter Planning News.
WSALC – Information on Martyn’s Law which comes into effect from April 2027 – Clerk to review.
Construction Company – expression of interest in new Pavilion build.
CAGNE – Online AGM on 26 th February 2026 at 7 pm, Route 4 airspace change consultation and route 4 event on 4 th March.
SDNPA - CIL funding closes on 31 st March 2026. CIL funding is intended to be spent on infrastructure to support growth within the National Park.
Barnfield Shaw Resident – telephone call – enquiring into the possibility of putting lights along the road as people are having to use their phones. The Clerk explained about the SDNP designation and the parish being in the setting of the park, therefore the parish council was trying to discourage light spill, not least because of the impact upon wildlife – therefore limited lighting in the village, new developments don’t have streetlights, automatic blinds on rooflights. Suggested that he review the planning permission in the first instance and then come back to the Parish Council. Members supported this response. DH advised that he had already spoken to residents to request that lights be faced down to reduce glare into his property.
Strood Green resident – concerned about road safety and increasingly unsafe when leaving house. Advised to contact Kirdford Parish Council.
Correspondence – Details of emails and letters received.
SDNPA - South Downs News February 2026. <ul style="list-style-type: none"> • Together Now for Nature, Climate and People We’ve launched our five-year Partnership Management Plan outlining priorities, including more woodland and cleaner waterways. • Dazzling dark skies Find out the winners of the hotly-contested astrophotography competition. • Power of ponds Learn about work to improve wetlands across the South Downs region. • WIN a free boat tour! Experience the Seven Sisters cliffs like never before

11. Planning

- a. New Planning 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/25/02976/FUL	<p>E P Clark And Company Limited Land To Rear Of Homelea Billingshurst Road Wisborough Green</p> <p>Retrospective (Section 73a) application for hardstanding, gates and use of land for the siting of containers for storage.</p> <p>O.S. Grid Ref. 505401/125726</p> <p>The Parish Council acknowledges that this site is beyond the Settlement Boundary, however, it has been in commercial use for many years. The Parish Council has <u>no objection</u> to the application on the condition that the hours of use are restricted, with lighting being a key concern.</p> <p>This site is adjacent to open countryside, with evidenced Barn Owl habitat and the Bat Home and Movement Network close by. It is therefore essential that lighting must be restricted and managed. Any illumination must be minimal, sympathetic to residential neighbouring properties and respect the Parish Council’s support of dark skies being in the setting of the South Downs National Park.</p>
WR/26/00164/PA3Q	<p>Malden Mitcham Properties Limited</p> <p>Brookbridge Farm Durbans Road Wisborough Green</p> <p>Conversion of an agricultural barn into no.2 residential dwellings.</p> <p>O.S. Grid Ref. 505141/126991</p> <p>The Parish Council <u>Objects</u> to this application:</p> <ul style="list-style-type: none"> • The site is located well beyond the Settlement Boundary and lies within the open countryside. As such, it represents isolated residential development unrelated to any established built form. • The site does not provide safe or suitable pedestrian access to local services and facilities. Although a pavement exists closer to the village, it does not begin until 6 Council Cottages well beyond the sharp bend by the bridge. As a result, pedestrians would be required to walk in the road or on the grass verge. This proposal cannot reasonably be considered a sustainable location for residential use. • The access drive from Durbans Road is a well-used bridleway providing a connection to Newpound Lane, regularly used by pedestrians, cyclists and horse riders. The intensification of vehicular movements associated with residential use would introduce conflict between motor vehicles and vulnerable users. • Although the access now falls within the 30mph speed limit (recently reduced from 40mph), this remains a relatively fast section of road, with a sharp bend that restricts visibility. Without clear and evidenced confirmation from the Highway Authority, the proposal raises highway safety concerns.

SDNP/26/00220/HOUS	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 <u>No Objection.</u>
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 <u>No Objection.</u>

- b. Enforcement: The Clerk provided the following update:
- Shepherd's Hut, Durbans Road: Having recently visited the site again, CDC advised that all the domestic paraphernalia had been removed from the land. There was no residential occupation of the Hut and it was now considered to be chattel with the use of the land and the livestock and viticulture activities. The Hut could remain and there was no breach of planning control. The enforcement case was closed.
 - 1 Harsfold Cottages, Harsfold Lane: The erection of a large shed at the front of the property was not covered by Permitted Development. Referred to CDC which had registered the concern as low priority.
 - The Gate House, Newpound Lane: Referred to CDC which had registered the concern as low priority.

12. Finance:

- a. Bank Reconciliation: MW had checked and agreed the bank reconciliations for the Barclays Community Account for the month ending 31st January 2026.
- b. Accounts for Payment:
The Clerk displayed the Payment List for February 2026 that was approved. To be paid on 17th February 2026 unless stated otherwise.

Online payments for the Barclays Community Account

Payee	Amount £	Description
Mr C Stickland	243.00	Songhurst Meadow tractor and hedge cutter hire
Wetton Cleaning Services Ltd	943.46	Public toilet cleaning contract for January
WSALC	96.00	NPPF Planning Briefing for the Clerk and Chair
Online Playgrounds	647.76	Parts for playground repairs
The Royal British Legion Poppy Appeal	100.00	Donation (Section 137)
Mr A Bates	30.00	Allotment deposit refund plot 9A
Total	£2,060.22	

Payments from the Barclays Community Account

Date	Amount £	Payee	Description
21.01.26	10.80	IONOS Cloud Ltd	Auto Debit Card – monthly website hosting fee
26.01.26	13.49	HP Instant Ink	Auto Debit Card – monthly ink replacement service fee
30.01.26	26.53	Vodafone	Direct Debit – monthly village hall broadband
03.02.26	12.60	IONOS Cloud Ltd	Auto Debit Card – monthly email fee
06.02.26	301.04	NEST	Direct Debit – Clerk's pension for January
17.02.26	44.26	EDF Energy	Direct Debit – monthly public toilets electricity
Total	408.72		

Bank Transfers

Date	Amount £	From	To
26.01.26	20,000.00	Barclays Reserve Account	Barclays Community Account
26.01.26	20,000.00	Barclays Community Account	Cambridge & Counties One Year Bond
17.02.26	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 the General Maintenance underspend which related to the tree work not undertaken to date. The Clerk also highlighted that all the Bank Transfers had been completed and the new Cambridge and Counties One Year Bond opened. There were no further questions.

13. Other Reports:

- a. Village Hall:
Annual General Meeting: AJ and the Clerk attended the meeting on Thursday 12th February 2026; the annual report had been provided to all. The Hall was well used by clubs and societies, for fitness classes, and by local residents and businesses for events but still had capacity. It was well managed by a small team of 5 but this undoubtedly increased pressure and work for those involved; they were trying to recruit new members. The hire charges had been increased by 10% due to increasing utility costs.
- b. Village Green:
The Clerk highlighted that a Green Coordination Group would be organised in early March. There were no additional items to raise at this time, although the maintenance / risk assessments may identify items to raise.
- c. Allotments:
- Explanation was given to two unworked plots. Members agreed that a notice to quit should be served to the tenant of Plot 7.
 - Vacant plots were now being allocated.
- d. Health & Safety: Members were encouraged to report potholes. There were no other concerns to report.
- e. CDC Planning Update: The Chair and Clerk attended the meeting in Chichester on 4th February 2026. It was a useful meeting which highlighted the pressure that the CDC Planning Department was under and gave a clear message for parishes to work with the planning authority. Explanation was given to the 5-year housing land supply and a requirement for an additional 20% in July, the Housing Delivery Statement, a future call for sites to update the Housing and Economic Land Availability Assessment, to be renamed the Land Availability Assessment (LAA), and the implications of applications going to appeal. As cooperative working was being encouraged, **it was agreed to submit a request to CDC to be involved in the LAA process.**

14. Any Other Matters to Report:

There were no further matters to report.

15. Date of Next Meeting:

Planning Committee – Tuesday 3rd March 2026 at 7.45 pm (only if required)
Parish Council Meeting – Tuesday 17th March 2026 at 7.45 pm.

There being no further business, the meeting closed at 9.30 pm.

Signed by the Chair: Dated: