



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 March 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 March 2026

AGENDA

(The figure in brackets indicates the minutes allocated to the agenda item)

Please also refer to the [Clerk's Report](#) for further explanation to some agenda items where considered necessary.

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 17th February 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 next steps (Clerk) **(3)**
 - b. Replacement Pavilion – to consider and agree next steps following the latest legal advice and response from Wisborough Green Sports (SW) **(20)**
 - c. Playground Repairs – update on new surfacing tender process, approve expenditure for the slide repair and agree to a replacement fence (Clerk) **(3)**
 - d. Stable Field – to agree further expenditure to secure the field (Clerk) **(3)**
 - e. Data Protection - confirmation that the training video has been watched (ALL) **(2)**
 - f. Clerk's Update: **(5)**
 - Community Litter Pick - Saturday 11th April 2026 at 2 pm
 - Next newsletter - April
 - Digital BT and implications for the Emergency Plan

- A272 (Petworth Road) drainage improvements
- School boundary fencing
- Confirmation of Annual Parish Meeting arrangements
- Other matters to report since the publication of the agenda

8. New Items for Discussion:

- a. Risk Assessments - to review the Parish Council Risk Assessments, agree actions and expenditure for identified maintenance requirements and delegate authority to the Clerk to action (All) **(10)**
- b. Village Green Repairs - to receive details and approve expenditure for required maintenance in the two-week recovery window (AB/Clerk) **(5)**
- c. Songhurst Meadow Grass Cutting - agree alternative contractor (Clerk) **(2)**
- d. The west road - to approve expenditure for gully jetting (Clerk) **(2)**
- e. Parish Council storage - to approve expenditure for cupboard shelving (Clerk) **(2)**
- f. CDC Housing Delivery Statement Consultation - to agree any response (SW) **(3)**

9. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(5)**

10. Planning **(5)**:

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

Application Number	Application Details
26/00107/DOM	<p>Upfield's Stores School Road Wisborough Green RH14 0DT Single storey rear extension, associated external steps and garden wall and replacement of garage rear door with door and window set. (S73 variation of conditions 2, 4, 5 and 7 of permission 25/01103/DOM - alterations to landscaping and rewording of conditions).</p> <p>To view the application: https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=T8WM3SERHVA00</p>

- b. Enforcement - to report any possible planning breaches and receive CDC updates

11. Finance **(10)**:

- a. Bank Reconciliation - to confirm month end reconciliation for February 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
- d. Donation Requests - to consider and agree payments for March 2026 (SW)

12. Other Reports **(10)**:
 - a. Village Green: to note discussion at the Green Coordination Group meeting on 10th March 2026 and agree any further action (AB/Clerk)
 - b. Allotments:
 - Tenancy update
 - c. Health & Safety: Any concerns to report (All)
 - d. WSALC Chair's Briefing on 24th February (SW)
 - e. WSALC Clerk's Briefing in Billingshurst on 6th March (Clerk)
 - f. CDC Standards Online Meeting – 10th March 2026 (Clerk)

13. 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.)

14. Date of Next Meeting:
Planning Committee – Tuesday 7th April 2026 at 7.45 pm (only if required)
Parish Council Meeting – Tuesday 21st April 2026 at 7.45 pm
Annual Parish Meeting – Wednesday 29th April 2026 at 7.30 pm