



**DRAFT MINUTES TO BE AGREED ON 21<sup>st</sup> APRIL 2026**

Date: Tuesday 17<sup>th</sup> March 2026

Present: Mr A Burbridge (AB), Mr P Drummond (PD), Mr D Hill (DH), Mr M Foster (MF),  
Mr A Jackson (AJ), Mr F Vickery (FV), Mrs S Winship (SW) (Chair), Mr T Worrall (TW)

Apologies: Mr M Watson (MW)

In Attendance: Mrs L Davies, Parish Council Clerk  
Cllr J Duncton, County Councillor

Members of Public: 5

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

- Apologies for Absence:  
Apologies were received and accepted from Mr Watson.
- Declaration of Members' Interests:  
No interests were declared.  
FV arrived at 7.49 pm and declared no interests.  
MF arrived at 8.05 pm and declared no interests.
- Minutes of the Last Meeting:  
At the request of TW, it was agreed to add an additional sentence to 7d. New Website / Email Account - 'TW highlighted the need to ensure that important emails were archived.' The Clerk confirmed that emails were retained on the Parish Council laptop.  
The spelling of Mr Hill's name was corrected.  
The Minutes of the meeting held on Tuesday 17<sup>th</sup> February 2026 were then approved as a correct record and signed by the Chair.
- Minutes of the Last Planning Committee Meeting:  
The Minutes of the meeting held on Tuesday 3<sup>rd</sup> February 2026 were approved as a correct record and signed by the Chair.
- District/County Councillor Updates:

County Councillor: Cllr Duncton was in attendance from 7.58 to 8.05 pm. Her report was circulated in advance of the meeting, summarised below.

- Budget and Finances: Budgets have been completed for the year, and planning is already underway for the next. Balancing the budget while maintaining services requires significant effort, especially as many councils are seeking additional government funding.
- Roads and Rights of Way: Road conditions and public rights of way remain a major concern, worsened by recent weather. While potholes are a known issue, there are also problems with footpath bridges, including two along Petworth Brook near Byworth - one repairable and another needing major investment. Brewhurst Bridge also remains unresolved despite

safety concerns. These routes are increasingly important as more people walk in the countryside.

- Fostering and Children's Services: Children's homes are performing well, but there is an ongoing need for more foster carers. Residents are encouraged to apply through the County Council website, as fostering is a valuable and rewarding role.
- Education and School Places: The division has six primary schools but no secondary school. Most pupils attend The Weald School in Billingshurst or Rother College in Midhurst. Both schools are good but have limited capacity, although Rother College may be able to take more pupils if required. All children will be accommodated.
- Trading Standards: Continue to perform well, successfully tackling rogue traders and the sale of illicit goods.
- Fire and Rescue Service: Have acquired 12 new medium-sized fire engines at a cost of £4.8 million. However, there is still a need for more retained firefighters, and residents are encouraged to consider applying.

*SW expressed concern regarding current school capacity, particularly considering potential future developments of 1,000 homes in Billingshurst and a further 1,000 between Southwater and Christ's Hospital. Cllr Duncton advised that these factors had been accounted for in the projections, noting a declining birth rate. She added that improvements at The Weald were forthcoming, Rother College currently had eight available places with capacity to expand if required, and that some schools across the county had a surplus of places.*

- *Cllr Duncton advised that she would be standing for the elections in May; it would be a 2-year role.*
- *In answer to DH's question about prioritising pothole filling to the major truck routes which carried increased heavy vehicles and traffic volume, Cllr Duncton advised that pothole repair would improve with the better weather. Highways endeavoured to fill potholes within 28 days of reporting and when the intervention level was reached. She continued to report those she saw.*
- *Cllr Duncton was aware that the Shurlands Corner sign had yet to be cleaned and had followed up; WSCC was waiting for the team to be available.*

District Councillor: A report had been circulated in advance of the meeting, summarised below. Cllrs Evans and Todhunter had sent their apologies:

#### Local Updates

- Wisborough Green / Loxwood Solar Farm – The Secretary of State declined to intervene. Planning Officers are now assessing any material changes and whether to refer the application back to the CDC Planning Committee.
- Foxbridge Golf Club: The application for the wellbeing and leisure development of the former golf club is expected to be considered by the Planning Committee in April at the earliest. We continue to support Parish Councils in opposing it as unsuitable for the area, the infrastructure and in our opinion does not meet the exceptional circumstances tests.
- Registered Provider Tenants: We continue to regularly support tenants of CDC's registered providers (Hyde Housing, Stonewater, Clarion etc.) with issues that have not been solved by tenants contacting the provider directly.
- Local Government Reorganisation: Following the reversal of the Government's decision to postpone the WSCC elections in May, due to Local Government Reorganisation, these elections will now be going ahead. We expect to hear the outcome of whether West Sussex will be split into one or two unitary authorities in mid-March.

#### CDC Wide Updates

- Leisure Facilities Upgrades: CDC has recently awarded the contract for the leisure centres (in Midhurst, Chichester & Southbourne) to More Leisure Community Trust, who will take

over from Everyone Active on 1<sup>st</sup> May. This transition includes £8 million worth of investment to extensively upgrade all three centres.

- Petworth Pump Track: Planning permission has been granted for a new track, with the project being led by Petworth Town Council. Pump tracks are purpose built for cycling, with banked turns and features allowing riders to 'pump' instead of pedalling.
- Business Insight Survey: CDC has launched a survey that asks businesses about the local economic conditions, the opportunities for growth and development, and the challenges they face. It also seeks to understand premises demand, future growth ambitions, and explores the impacts of climate change on businesses and their journey towards achieving net zero. The survey can be completed here:  
<https://app.snapsea.io/p/c/chichester/business-survey/participate>

6. Public Questions:

Butts Meadow Residents (3): Attended the meeting to raise concerns about the recently installed double-yellow lines around the junction. They had received no prior notification or seen public signage about the proposal, which they believed conflicted with traffic regulations. The lines directly affected their property, and they had no opportunity to raise concerns or discuss the proposals. They had not seen or received any direct notification.

The residents stated that they were not opposed to yellow lines adjacent to the playground or immediately around the junction, recognising that parking in these areas was often dangerous and obstructive. However, they believed that even with the new lines, cars could still cause obstructions and restrict access to Wyatt Close; parking was now being displaced. They highlighted that they had no off-road parking and they now had limited space outside a neighbour's property. They were unable to park opposite their neighbour as it restricted the driveway access or in front of the bollards at the Parish Council's request. Their four-bedroom family home had no off-road parking and now limited roadside parking. The changes addressed issues caused by non-residents for only around 15 days per year, effectively penalising them for the remainder. They indicated that they could accept the lines extending around the corner just beyond the crossing point, but not further. They questioned if a safety assessment had been undertaken for the displaced parking. They were very upset and felt betrayed that the resident who organised the petition did not advise or consult them, despite frequent contact. They would like the opportunity to discuss this further with the Parish Council.

The Chair explained that the Traffic Regulation Order for the line installation was organised by WSCC Highways. The Parish Council, however, had published details in two or three newsletters, which were separate inserts in the Ad Vincula Parish magazine, delivered to every household in the Parish. The newsletters were also made available on the village website. It was therefore unfortunate that they had not read this information.

As the matter was not on the agenda for this meeting, it could not be discussed. The Chair suggested, subject to Parish Council approval, that it be included for further consideration at the April meeting, allowing an opportunity to seek advice from WSCC. The Chair also expressed concern regarding Facebook posts naming the individual who organised the petition. Members agreed that the issue should be discussed at the April meeting.

Durbans Road Residents: Attending to observe.

8.01 pm – 2 members of public left the meeting room.

8.07 pm – 1 member of public left the meeting room.

7. Report on on-going matters:

- a. Neighbourhood Plan (NP): The Clerk advised that the consultation event at the end of February went well, with over 200 registered attendees, although some return visits were noted. Favourable comments about the displays and information provided had been received. A total of 153 response booklets had been returned and were currently being analysed. Before the results were presented to the Parish Council, the independent planning consultant, engaged by the Parish Council, would be asked to validate the results and provide any further comments.

At the last meeting, it had been agreed to write to CDC regarding the Land Availability Assessment update and pre-application engagement with developers. Mr Tony Whitty, CDC Divisional Manager for Planning Policy, had acknowledged that the NP Steering Group was familiar with the village and would consider the request with colleagues. The Clerk would follow up in due course.

- b. Replacement Pavilion:

SW expressed her disappointment and surprise at the tone of the recent communication from Wisborough Green Sports (WGS), particularly as she had worked hard to try to move the project in a more positive direction. She highlighted that:

- The Parish Council had never disputed the fact that the current building needed to be replaced, it was not the existence of a building on the Green but the increased footprint which could lead to legal ramifications.
- She was pleased that they had sought their own legal opinion to confirm that their current activities and revenue generation met the Charity Commission's operating requirements.
- WGS had indicated that the Parish Council had spent a lot of public money on legal fees. The accounts were fully published each year, and she gave details of the funds spent since 2015, the majority relating to the establishing of the WGS Charitable Incorporated Organisation (CIO), licence transfer and new lease; she did not believe that this was unacceptable.
- The Pavilion was not in the extant Plan but had always been listed as an aspiration on the Parish Council's Objectives which had been reviewed twice last year; there was no suggestion that it would be removed.
- The recent NP consultation focused on potential development sites. With the significance and amount of information to be provided, it was agreed that consultation on the new Pavilion could not be included. The formation of the NP Steering Group and invitation for people to join had been extended to the whole village and WGS members could have been more involved, however with one member promoting a potential site, this would have been a conflict of interest. There would be further engagement with the village as the process progressed.

AB understood the tone of the email considering both organisations were at loggerheads and challenged SW about WGS being involved in the NP. SW did not believe the organisations were at loggerheads, she had personally worked very hard to progress the project in a positive way and was therefore very surprised at the aggressive tone with bullying demands. She personally wished to move the project forward in a positive way. TW commented that the initial email to the solicitor was well worded, but the solicitor's response had been poor, leaving many questions unanswered and not giving clear direction; the points raised by WGS confirmed this. AB understood WGS's frustrations but concurred that both organisations could not break the law, so it was important to ensure that the Parish Council funded sound legal guidance. AJ observed that the Parish Council did not pay excessively for this advice and this perhaps reflected the response. Following further discussion, **it was agreed that:**

- **Further legal advice should be obtained from an alternative solicitor specialising in Parish Council and Village Green law – this would then provide two opinions.**
  - **SW/Clerk to advise WGS.**
  - **Although the legal advice may not be received in time, SW and the Clerk to meet with the WGS representatives next week as planned.**
  - **Discussion on how to progress the project at the next meeting.**
- c. Playground Repairs:
- Surfacing Repairs: The Clerk provided an update on the successful tendering process using the Government's Find a Tender website; 4 contractors would be submitting.
  - Fence Post Replacement: Two posts along the pavement were rotten and the condition of the other posts could not be determined; replacement would damage a new surface. **Members agreed that quotations should be sought to replace the fence posts prior to the installation of the new surface.**
  - Slide Repair: The September inspection had identified wear on the slide brass; the slide had not been repaired since it was installed in the early 1960's and was well used. A specialist metalworker had now reviewed; details of the required repairs were provided. **Members approved this expense which was unlikely to exceed £500 plus VAT.**
- d. Stable Field:
- Access: The site had now been secured, however, the arrangement at the pedestrian entrance was not ideal. Details of options had been provided. **Members agreed that a ground socket, latching post and metal 6-foot gate should be purchased, the cost anticipated to be about £270 plus VAT, concrete and installation by a village contractor. The decision delegated to the Clerk.**
  - Drainage into the Green Lane: FV had reviewed the drainage report submitted for the planning application. From his understanding, the outfall into the ditch was not built to the specification. He also wanted to ensure that the flow restrictor for the attenuation holding tank had been installed and would check this weekend. **It was agreed that the outfall and the fact that the ditch had not been fully dug out to connect to the existing drainage system be raised with the developer and CDC following FV's inspection.**
  - Field Surface: The developer had previously indicated that they would return when the weather and ground conditions permitted to apply topsoil and seed. Some builder's rubble needed to be removed from the surface; to be highlighted to the developer when communicating about the drainage.
- e. Data Protection:
- As highlighted previously, starting with the 2025/26 financial year, a new Assertion 10 (Digital and Data Compliance) was added to the Annual Governance and Accountability Return (AGAR) which the Council confirmed at the end of each financial year. It required councils to demonstrate compliance with the UK General Data Protection Regulations and Data Protection Act. Members were asked to confirm that they had watched the training update and sign to confirm; MF was yet to view.
- f. Clerk's Update
- Community Litter Pick: Councillor attendance on Saturday 11<sup>th</sup> April at 2 pm was requested. If unable to attend, Councillors were asked to litter pick in the own areas at another time.
  - April Newsletter: The content was displayed.
  - Digital BT: Communication had been received to switch the telephone line. The Clerk had managed to stall as this had implications for the Emergency Plan. The use of

WhatsApp. the data protection implications, knowing messages had been received and those without WhatsApp or poor mobile reception were discussed. A battery backup would now be provided for the line. To consider further when the switch occurred. Having advertised for help at the NP consultation, 12 people had completed forms which met Data Protection requirements.

- A272 (Petworth Road) Drainage Improvements: Since Christmas, WSCC Highways had been investigating the existing highway drainage to resolve the issue affecting Zoar Chapel. They were now implementing a scheme to replace just over 90m of the drain with a connecting across the road, from 'Caravela' to 'South Lodge' to link to the existing drainage system outside 'Chapel House'. The work would take 6 weeks to complete and carried out under two-way traffic control. The section of road where the new pipe was laid would be completely resurfaced.
- School Boundary Fence: SW and the Clerk attended a meeting at the school. To meet safeguarding requirements, it was necessary to fully fence the rear of the school grounds to prevent children from leaving the site as well as unauthorised access. The proposal was a 6-foot green metal mesh fence which would blend with the countryside, with a new higher rear gate. In SW and the Clerk's opinion, the selected proposal was suitable for the country location.
- Annual Parish Meeting: To be held on Wednesday 29<sup>th</sup> April 2026 at 7.30 pm. Members' attendance was encouraged and help with set up from 7 pm would be welcomed. The drone footage, shown at the NP consultation, would be shown again, along with an update on the Council's activities and the NP.
- Other matters to report since the publication of the agenda
  - Freedom of Information Request: A request had been received relating to the NP and one site in particular. The Clerk had sought advice and acknowledged receipt. It would be dealt with under the Environmental Information Regulations 2004, with a response target date of 10<sup>th</sup> April 2026. **Agreed to delegate the response to SW, AJ and the Clerk.**
  - Accounts Software: The Clerk had reviewed a further software package for Parish Council's which she was far happier with, in line with the previously approved cost. She would set up and use from April.

8. New Items for Discussion:

a. Risk Assessments:

Members had undertaken maintenance inspections and identified actions were provided in a summary chart. The chart was reviewed. **Members agreed that all the maintenance work identified was covered by the General Maintenance budget and should be undertaken. The decision for repair and expenditure was delegated to the Clerk, and in line with the Financial Regulations.**

The Risk Assessments were reviewed and the document, as tabled, **formally approved; to be reviewed again next year.**

b. Village Green Repairs:

Having inspected the Green, AB had obtained a quotation from the previous contractor, although the business had recently changed hands. The work to be undertaken in the agreed 2-week break, from after the football match on Saturday 18<sup>th</sup> April, weather and ground conditions permitting. The Friday cricket started on Friday 1<sup>st</sup> May. The following was proposed for the Parish Council's Repairs:

Verti-drain the whole Green	£800.00
Supply and spread 24 bags slow-release fertiliser	£999.80
Overseed the Football pitch	<u>£1,220.00</u>
	£3,019.00 plus VAT

AB advised that this represented an increase of about 5% and as last year, AB suggested that the whole green was overseeded rather than just the football pitch; a revised price would be obtained and details circulated for confirmation. The work was covered by the budget (£5,000) and **the expenditure approved including the additional seeding. The Clerk to submit the order.** Selective weed control on the whole Green may be required later.

The Football Club would be asked to place the order and fund:

Supply and spread 40 tons of washed sports sand to the football pitch £2,292.30 plus VAT.

c. Songhurst Meadow Grass Cutting:

The contractor engaged to undertake the cutting had withdrawn due to personal reasons. Sussex Land Services was therefore willing to take on the contract at the same charge plus VAT. **Members were grateful that there was availability and agreed to accept the annual cost of £3,720 plus VAT.**

d. The west road:

The Clerk had reported to WSCC Highways a blocked gully in the A272 by the noticeboard and received notification that they would monitor. She has also been made aware of a blocked gully that was Parish Council responsibility in the middle of the west road, but the direction of flow was unknown. There was also an issue with Highways drainage by the Pavilion. The Clerk would follow up with Highways but **expenditure up to £200 was approved for gully jetting if needed.**

e. Parish Council Storage:

**Members agreed that shelving should be installed in the Village Hall cupboard to replace a filing cabinet.** FV advised that he had some new and unused shelving which he would happily donate. Members accepted with grateful thanks but **also approved additional expenditure for shelving and installation, as needed.**

f. CDC Housing Delivery Statement Consultations:

**Members agreed that there were no comments to submit.**

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.

<b>Correspondence – Details of emails and letters received.</b>
Open Spaces Spring Magazine.
WSSC – Highways, Transport and Planning News and Updates.
WSSC – Introducing a new system to support HR, payroll, Finance and procurement processes. WSSC undertakes the Parish Council’s payroll. <b>Noted.</b>
Locality -- Neighbourhood Planning survey – the Clerk completed.
CPRE Sussex – response to NPPF consultation.
WSSC – notification of candidates’ event for those who are intending to stand for election to the County Council in May.
Open Spaces Society – e magazine.
CAGNE – March Newsletter.
Ethos Consultants – a traffic and road safety specialist that works in the public service – promoting services.
SDNPA – Notification that the Parish Council is to receive CIL on 1 <sup>st</sup> April – approximately £5,500. Accounts forms completed. <b>Noted.</b>

Resident – asking if it was possible to pick up a NP response booklet. Advised that the consultation was now closed but the information was available on the website.
Butts Meadow Resident – concerned about summer approaching and parking issues. Explained that we were working with WGS to address and Stable Field would be used as a car park. <b>Noted.</b>
WSALC – Spring Newsletter – circulated.
WSALC – training dates – circulated.
WG Market – notification from the committee that they are closing the bank account. Deciding on where to give funds, just under £500. <b>Noted.</b>
Butts Meadow Resident – highlighting that the double yellow lines had displaced vehicles that normally park at the bottom and therefore parking further up. Hopes the Council will make parking spaces for the flats at the bottom to alleviate the issue. Explanation to lines given. Clerk advised that parking was achieved for the bungalows through Hyde Housing and if the residents wished for this parking, would need to make an approach. The PC could potentially lend support. Resident responded to ask why other areas by the playground had no lines. <b>Noted, for discussion at the next meeting.</b>
Durbans Road Resident – concerned that cars and vans parking opposite their driveway makes it dangerous when coming out of their home. Have asked neighbours opposite to park vans off the road and whilst friendly, advised they did not have space. Several near misses. Discussed with neighbours and asking for double yellow lines. Could the PC facilitate? <b>To be included on the next agenda for further discussion.</b> Also advised of dog incident on Songhurst Meadow. Unfriendly dog, to dog and human. Confrontational situation with the owner. Does not wish to escalate. Clerk advised that District Dog Warden could be asked to approach owner if it happens again. <b>Noted.</b>
SDNPA – March News: Bird bounces back from brink This month find out about the truly inspiring story of the nightjar, which is flourishing once again in the South Downs thanks to conservation efforts. Picture perfect Find out the winners of the youth photo competition and People’s Choice poll. Spring stomps Discover some of the best walks as the weather warms up! WIN South Downs-inspired homeware Win a handcrafted piece worth over £400

## 10. 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
26/00107/DOM	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). <u>No Objection</u>

- b. Enforcement: The Clerk provided the following update:
- 1 Harsfold Cottages, Harsfold Lane: CDC had now visited the property owners and discussed the complaint. The owners were seeking professional advice and would let CDC know of their intentions by the end of April 2026.

#### 11. Finance:

- a. Bank Reconciliation: MW had checked and agreed the bank reconciliations for the Barclays Community Account for the month ending 28<sup>th</sup> February 2026.
- b. Accounts for Payment:  
The Clerk displayed the Payment List for March 2026 that was approved. To be paid on 17<sup>th</sup> March 2026 unless stated otherwise.

#### Online payments for the Barclays Community Account

Payee	Amount £	Description
West Sussex County Council Paid 10 <sup>th</sup> March 2026	2,368.84	Clerk's salary and oncosts for January
Playdale Playgrounds Ltd Paid 10 <sup>th</sup> March 2026	511.46	Replacement platform for climbing frame
Wetton Cleaning Services Ltd	943.46	Public toilet cleaning contract for February
IFC Davies	1,287.40	Village maintenance items from October 2025 to March
Arun District Council	362.50	Printing for Neighbourhood Plan consultation event
Wallgate Limited	1,037.40	Public toilets hand drier maintenance contract (Year 2)
West Sussex County Council	2,368.84	Clerk's salary and oncosts for February
Process Matters 2 (David Chaffe)	160.00	Data Protection Officer role for one year
Mr K Charman	20.80	Neighbourhood Plan consultation refreshments
Mr A Jackson	23.08	Neighbourhood Plan consultation expenses – green paper for banners
Mrs L Davies	76.38	Mileage, postage, cable ties and Neighbourhood Plan consultation stationery
	<b>£9,160.16</b>	

As IFC Davies was the Clerk's husband, she read out details of the work undertaken since October 2025. Members were grateful to Mr Davies for this maintenance work and asked that their thanks be recorded in the minutes; the cost represented exceptional value for money.

#### Payments from the Barclays Community Account

Date	Amount £	Payee	Description
18.02.26	70.56	JRB Enterprises	Debit Card – Dog waste bags 800 x 2
19.02.26	149.97	BT Group plc	Direct Debit – Broadband and telephone contract
23.02.26	10.80	IONOS Cloud Ltd	Auto Debit Card – monthly website hosting fee
23.02.26	87.76	Toolstation	Debit Card – Padlocks for Stable Field – exchanged and refund received in March
24.02.26	13.49	HP Instant Ink	Auto Debit Card – monthly ink replacement service fee
04.03.26	30.60	Vodafone	Direct Debit – monthly village hall broadband
05.03.26	12.60	IONOS Cloud Ltd	Auto Debit Card – monthly email fee
06.03.26	301.04	NEST	Direct Debit – Clerk’s pension for January
17.03.26	37.11	EDF Energy	Direct Debit – monthly public toilets electricity
<b>Total</b>	<b>713.93</b>		

### Bank Transfers

Date	Amount £	From	To
17.03.26	10,000.00	Barclays Reserve Account	Barclays Community Account

- c. Monthly Financial Statement: The statement was circulated in advance of the meeting and displayed. The Clerk highlighted that she was now chasing outstanding invoices for payment in this financial year and that planned transfers to reserves would also reduce the current underspend. There were no further questions.
- d. Donation Requests: A list of requests received throughout the year, along with details of last year’s payments, was considered. **Members resolved to make the following donations. Being over budget, it was agreed to vire from another budget heading as there was an underspend on the overall budget, noting that the expenditure was still within the S137 limit:**

#### Local Government Act Section 137

Arun & Chichester Citizens Advice - £100

Kent Surrey Sussex Air Ambulance - £275

4Sight Vision - £80

St Catherine’s Hospice - £80

The Royal British Legion - £100 - donation for wreaths paid in November

BEAT Responders - £100

Tyler’s Trust (new application) - £200

The Sussex Heart Charity – provided free resuscitation training to 28 village residents, many involved in village organisations - £140

St Peter’s PCC - clock and churchyard maintenance - £1,500

Wisborough Green Minibus - £350

It was noted that the Association of Parish Councils Aviation Group (APCAG) had already donated to the Gatwick Area Conservation Campaign (GACC) for legal costs to challenge Gatwick Airport and as a member of this group, it was suggested that no further donation to this cause was necessary.

## 12. Other Reports:

- a. Village Green: The minutes of the Green Coordination Group meeting held on 10<sup>th</sup> March 2026 had been circulated. The discussion relating to parking was noted, with AB advising that the Friday evening concerns also related to displacement parking associated with the public house. He confirmed that the Cricket Club had committed to buy more 'no parking' cones, marshalling and using Stable Field for parking, if ground conditions permitted. The use of the field would hopefully have a marked improvement which would be monitored and reviewed. It was suggested the Cricketers Arms management should also be asked to manage their customers parking and CDC Enforcement to be asked to attend.
- b. Allotments:
  - Notice to Quit: A letter had been sent by signed delivery, left on the doorstep and emailed; no response to date. The tenant had been given until the 30<sup>th</sup> April 2026 (2 months instead of one) to remove his personal items. Unfortunately, the plot was cluttered and would take considerable clearance.
  - Allotment rent invoices had been prepared and would be sent this week.
- c. Health & Safety: There were no concerns to report.
- d. WSALC Chair's Briefing: The Chair attended the meeting on 24<sup>th</sup> February 2026. It included an update on the National Planning Policy Framework and likely changes, and Resilience Planning.
- e. WSALC Clerk's Briefing: The Clerk attended the meeting in Billingshurst on 10<sup>th</sup> March 2026. It was a useful networking day which included updates on Local Government Reorganisation and Artificial Intelligence.
- f. CDC Standards Meeting: The Clerk attended this informative meeting on 10<sup>th</sup> March 2026 which reinforced the importance of declaring interests, public perception in decision making and acting according to the Nolan principles; she would circulate the meeting slides to all for information.

## 13. Any Other Matters to Report:

- a. The Clerk highlighted that the post box outside the Post Office had been covered, with a note advising of a digital upgrade coming soon; the shop was unaware. Being in the Conservation Area, planning advice had been sought from CDC, which indicated that planning permission was not required.
- b. DH had noted that hedge growth was narrowing the A272, Petworth Road, pushing large vehicles into the opposite carriageway. Hedges could no longer be cut due to the bird nesting season, but DH was advised to report to WSCC via the website.

## 14. Date of Next Meeting:

Planning Committee – Tuesday 7<sup>th</sup> April 2026 (only if required)

Parish Council Meeting – Tuesday 21<sup>st</sup> April 2026 at 7.45 pm.

Annual Parish Meeting – Wednesday 29<sup>th</sup> April 2026 at 7.30 pm

There being no further business, the meeting closed at 9.49 pm.

Signed by the Chair: ..... Dated: .....