



To: All Members of the Parish Council

I hereby give notice that the Parish Council Annual Meeting will be held in the Committee Room at the Village Hall on **Tuesday 19<sup>th</sup> May 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: 14<sup>th</sup> May 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. Election of Chair and signing of Declaration of Acceptance of Office.
3. Election of Vice-Chair and signing of Declaration of Acceptance of Office.
4. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation **(1)**
5. Minutes of the last Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 21<sup>st</sup> April 2026 **(1)**
6. Minutes of the Annual Parish Meeting: to approve the [Minutes](#) of the meeting held on Wednesday 29<sup>th</sup> April 2026 **(1)**  
Feedback from the meeting - to consider matters raised in public questions and agree if any further action is required.
7. Minutes of the Planning Committee Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 5<sup>th</sup> May 2026 **(1)**
8. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
9. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**

10. Policy documents: To review and adopt the following – no changes proposed to the previously adopted policies:
  - a. [Code of Conduct](#)
  - b. [Financial Regulations](#)
  - c. [Standing Orders](#)
  - d. [Investment Policy](#)
  - e. [Developer Engagement Policy](#)
  - f. [Biodiversity Policy](#)
  - g. [Scheme of Delegation \(NEW\)](#)
  
11. Councillor Interests and Committee Membership:
  - a. [Members' Areas of Interest](#) - to review 2025/26 responsibilities and agree roles for 2026/2027, including formal appointments to outside bodies
  - b. Finance Committee - to approve the [Terms of Reference](#) and elect the Chairman
  - c. Planning Committee - to approve the [Terms of Reference](#) and elect the Chairman
  - d. Green Co-ordination Group – to approve the [Terms of Reference](#)
  - e. Neighbourhood Plan Review Steering Group – to approve the [Terms of Reference](#)
  
12. Report on on-going matters:
  - a. Neighbourhood Plan – Plan (Clerk) **(5)**
  - b. Traffic Management: **(1)**
    - Butts Meadow Double Yellow Lines – update on amendment (Clerk)
    - Durbans Road – School Crossing Patrol – update (Clerk)
  - c. Pavilion:
    - Replacement Pavilion – update on legal advice, approve expenditure, and confirm next meeting date and discussion items (Clerk/SW) **(5)**
  - d. Website and New Email – update and to confirm that Councillor’s old emails will now be closed (Clerk) **(2)**
  - e. Playground Surfacing – update on work inspections, references and acceptance of quotation (Clerk) **(3)**
  - f. Stable Field – update on surface levelling and ditch. To approve expenditure for planning advice regarding gate erection. (Clerk) **(3)**
  - g. WSCC Bus Stop Improvement Programme – update (SW) **(1)**
  - h. Clerk’s Update: **(5)**
    - Songhurst Meadow pond newt survey
    - Abandoned car in Songhurst Meadow car park
    - Songhurst Meadow footpath repairs
    - School Road verge damage
    - The Green – ‘no parking’ cones / plastic sheet to cover cricket pitch
    - Dead deer by post box
    - Any matters to report since the publication of the agenda
  
13. New Items for Discussion:
  - a. Songhurst Meadow – to consider a resident’s request for permission to install a pedestrian gate for more direct access to the footpath (Clerk) **(5)**
  - b. Local Government Re-organisation – latest Government consultation – to agree if the Parish Council makes any response (SW) **(2)**
  - c. Public Space Protection Order, Control of Dogs 2026 – to consider and agree the Council’s response to the CDC consultation (Clerk) **(3)**

- d. [CDC Infrastructure Business Plan Update](#) - to review current Parish Council [Objective's Plan](#) and agree if there are further village projects to be included in the CDC IBP update (Clerk) **(15)**
  - e. Police Camera Site – to approve use of edge of the Green if the layby is unavailable (Clerk) **(1)**
14. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(3)**
15. Planning **(10)**:
- a. To discuss and ratify responses for the following applications:

<b>Application Number and Details</b>
WR/26/00884/LBC 2 High Barn, School Road, Wisborough Green, RH14 0DU Change use of High Barn Lodge from an ancillary curtilage building to an independent, self-contained residential dwelling, together with the associated internal conversion of the ground floor garage to residential. O.S. Grid Ref. 505129/125933 To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TDN5PTERL4M00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TDN5PTERL4M00</a>
SDNP/26/01711/LIS Ingrams Farm, Fittleworth Road, Wisborough Green, RH14 0JA Replacement French doors with double-glazing. <a href="https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=TEAQZKTUKAJ00">https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=TEAQZKTUKAJ00</a>

- b. Enforcement: to report any possible planning breaches or CDC updates
  - c. Solar Farm Planning Application - update (SW)
16. Finance **(10)**:
- a. New Accounts Software – update on setting up (Clerk)
  - b. Accounts for Payment - to receive details and agree payment
  - c. Direct Debits/Debit Card payments- to agree continuance of current payments
  - d. Contract Payments – to agree payment of annual contract
  - e. One Year Fixed Rate Bond – confirmation of Cambridge & Counties bond maturity and reinvestment
17. Other Reports **(3)**:
- a. Health & Safety - any concerns to report (All)
18. 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.)
19. Date of Next Meeting:  
 Planning Committee – Tuesday 2<sup>nd</sup> June 2026 at 7.45 pm (to be called as an extra Full Council meeting if the Pavilion legal advice has been received)  
 Parish Council Meeting – Tuesday 16<sup>th</sup> June 2026 at 7.45 pm