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**DRAFT MINUTES TO BE AGREED ON 16<sup>TH</sup> JUNE 2026**

Date: Tuesday 2<sup>nd</sup> June 2026

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

Apologies: Mr P Drummond (PD), Mr F Vickery (FV), Mr M Watson (MW)

In Attendance: Mrs L Davies, Parish Council Clerk

Members of Public: None

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

1. Apologies for Absence:  
Apologies were received and accepted from Mr Drummond, Mr Vickery and Mr Watson.
2. Declaration of Members' Interests:  
AB and TW both declared that they were friends with the Old Taynards planning applicant. No other interests were declared.
3. Minutes of the Last Meeting:  
The Minutes of the meeting held on Tuesday 19<sup>th</sup> May 2026 were approved as a correct record and signed by the Chair.
4. Public Questions:  
There were no members of public present.
5. Report on on-going matters:
  - a. Neighbourhood Plan (NP):  
To progress the NP, two reports were required to support the site selection: a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA). For the first NP and the reviewed NP that was abandoned, both reports were commissioned through Locality as free support packages in addition to grant funding used to complete other reports. Unfortunately, Government funding had now been withdrawn. The Clerk had made enquiries from Chichester District Council and the Locality Advisor to ascertain the cost for both reports. Although the work had previously been undertaken, all elements had to be revisited for completeness to avoid future challenges. AECOM, who had undertaken the previous reports for Wisborough Green and also for the Chichester Local Plan, had quoted £6,058 ex VAT for the HRA and £11,316 ex VAT for the SEA. A further company had been contacted for the HRA but were unable to complete the work this year. Loxwood Parish Council was using AECOM for the HRA at a similar cost. In terms of the SEA, both CDC and the Locality Advisor suggested that there were few options available. The Clerk had obtained one further quotation for the SEA for £5,000, however, this was from the Planning Consultant who was advising on other elements of the NP and the Steering Group felt that input and validation from an independent third party was required

to avoid future challenge. CDC had confirmed that Community Infrastructure Funding could be used, and it was agreed that this was preferable (reinvesting what was obtained from development into further development) rather than using public funds. After some further discussion about the cost and explanation, **it was agreed that the Clerk should contact the Locality Advisor to ask if the cost could be reduced. Acknowledging the importance and urgency for these reports to be progressed, members delegated the decision to the Chair and Clerk.**

b. Playground Resurfacing:

The work would start during the week commencing 15<sup>th</sup> June and take up to 3 weeks. Notices had been displayed on the fence and the village Facebook page. **Members approved giving notice to release funds from the Redwood 35-day notice account.**

c. Stable Field:

Advice had been obtained from a planning consultant regarding the locked path; the full details had been circulated. As highlighted by the consultant, there were omissions in the Enforcement Officer's initial response and there was a case to request that the issues raised be given proper consideration by CDC Enforcement. Annoyance that the landowner had reneged on the original proposal and taken this stance were expressed. **It was therefore agreed that the matter should be taken up with CDC Enforcement again as the path's closure would have a significant impact upon the safety of residents and the use of Stable Field for sport. Delegated to PD, SW and the Clerk, to be copied to the District Councillors.**

d. Website:

The Clerk was now working through the new website to update information on the community pages and would add June news to the noticeboard pages in the hope that the new website could be published later this month. The Parish Council information would require further work; she was just getting used to the new layout and editing. **Members approved the draft Accessibility Statement noting that it might require slight amendment when the final site was checked; this amendment was delegated to the Clerk.**

e. Clerk's Update

- Tree by the Public Toilets: The tree surgeon had now confirmed removal on Tuesday 23<sup>rd</sup> June; this was when the café was closed. The toilets would need to be closed for the day. Notices to be put up in the facilities and on the village Facebook page.
- Stable Field Grass Cutting: A section of field had now been cut in preparation for RunWisborough, the cost of which would be met by the developer. The Clerk would review the growth in preparation for School Fair parking. The Clerk also highlighted wooden blocks left in the grass by Wisborough Green Sports and that there were old nets and a goal in the hedge. Now that this was a public area, health and safety must be taken into consideration. To be discussed further at the next meeting.
- Next Newsletter: Would include the Byelaws consultation but any other ideas welcomed.

6. 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 Number and Details
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WR/26/00887/FUL Old Tanyard Farm Petworth Road Wisborough Green Conversion of an existing barn and attached stable to form 1 no. dwelling, together with single storey linked extension to replace detached stable block. Construction of replacement barn style garage and store. O.S. Grid Ref. 504642/125618
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The Parish Council has no objection to this application. However, in view of the Parish Council's support for dark sky initiatives and policies, and with this property being in a dark area of the Parish with an identified bat movement network close by, the Parish Council requests a solid roof on the glass link and automatic dusk to dawn blinds on the skylight to reduce the egress of light at night.

WR/26/01136/TPA - 2 Barnfield Shaw Wisborough Green

Reduce north and north-east sectors (overhanging gardens) by 2.5m (to suitable reduction points) on 1 no. English Oak tree (T1) within Group, G1 subject to WR/92/01117/TPO.

O.S. Grid Ref. 504660/126413

The Parish Council objects to this application. This is an old Oak tree with a good shape and is part of a rural area. The clearing of leaves and acorns is part of rural life, and the applicant was aware of the tree when the house was purchased.

WR/26/01088/PLD - Orfold Farm Billingshurst Road Wisborough Green

Proposed lawful development - single storey side extensions, 2 storey rear extensions and detached garage building. O.S. Grid Ref. 505733/125174

No Objection

WR/26/01082/TCA - Wisborough Green Parish Council

3 White House Cottages School Road Wisborough Green

Notification of intention to fell 1 no. Cherry tree. O.S. Grid Ref. 505104/126008

The Parish Council supports this application.

b. Enforcement:

- E P Clarks Yard: Following the last meeting, Cllr Todhunter was asked to investigate the concerns relating to the yard's use and had subsequently spoken with the resident. CDC Environmental Health was now involved, and Enforcement would be undertaking a site visit shortly.

7. Other Reports:

- a. Allotments: The tenant serviced notice to quit had left the plot in an untidy condition; details were provided. It would now be necessary to organise clearance, the cost of which would exceed the £30 deposit. A further allotment remained unworked due to poor health. Members agreed it should be monitored and considered further at the next meeting.
- b. Health & Safety:
- AB raised concern about the double yellow line parking outside the Cricketers Arms, especially on a Friday evening. Members were reminded that they could all report to CDC through the website, but the District Councillors to be contacted as CDC had not responded to the request for enforcement officers to attend.

8. Any Other Matters to Report: There were no further matters.

9. Date of Next Meeting:

Parish Council Meeting – Tuesday 16<sup>th</sup> June 2026 at 7.45 pm

There being no further business, the meeting closed at 8.40 pm.

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