



To All Councillors,

You are summoned to the Meeting of Billingshurst Parish Council on **Wednesday 5 November 2025 at 7pm** at the Billingshurst Centre.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman. They must give their name. **AT THIS MEETING, IF ANY MEMBER OF THE PUBLIC WOULD LIKE TO SPEAK, PLEASE CONTACT THE CLERK IN ADVANCE TO RESERVE A 3-MINUTE SPEAKING SLOT.**

G.C. Burt
Clerk to the Council

29 October 2025

Please note that all supporting papers can be found on the Councils' website.

A G E N D A

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and consider any requests for a dispensation.
Adjournment for
4. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman). They must give their name.
5. Reports from:
 - a. County Councillor
 - b. District Councillors
 - c. Council Representatives on Outside Bodies.*Resume Meeting*
6. Approval of the Minutes of the Meeting held on 29 September 2025. (Previously sent)
7. Clerk's Report.
8. To consider latest advice on trees at Willow Drive –Appendix A.
9. To consider improvements to streaming of meetings etc. Appendix B.
10. To consider submitting an *Expression of Interest* to HDC to take over car parks in the village, Appendix C.

11. To consider **RECOMMENDATION** from Working Practices Committee of 20 September that Council (vary Standing Orders) such:
- a) Every councillor to be on a minimum of 2 committees (mandatory, subject to any dispensation agreed with the Council Chairman.)
 - b) Mandatory training courses for:
 - a) Meeting chairs and vice chairs on chairmanship (optional to all other members)
 - b) All members on Code of Conduct
 - c) All P&E members on planning (optional to all members).Refresher courses to be undertaken every two years.
[Co-option application form to be amended accordingly.]
12. To review appointments to Committees and outside bodies etc. Appendix **D**.
13. To receive Minutes as approved by the following Committees:
- a) Planning & Environment 2 September and 7 October 2025.
 - b) F&GP 30 July and 24 September 2025
 - c) Property 16 July 2025
 - d) Working Practices 1 May 2025
- (all previously circulated / on website.)
14. Neighbourhood Wardens - to receive Wardens' Reports for July, August and September 2025 – previously circulated / on website.
15. Date of Next Meeting – 7 January 2026

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

APPENDIX A
BILLINGSHURST PARISH COUNCIL
WEDNESDAY 5 NOVEMBER 2025

TREES AT WILLOW DRIVE

REPORT BY CLERK

FOR DECISION

This report seeks to further update Members and seek a decision, in respect of 2 Oak trees at Willow Drive owned and maintained by the Council, for which a local resident via their insurer, has Tree Preservation Order consent to fell, as they have been able to demonstrate (in all probability) that the roots have caused damage to an extension built on to the property.

To save restating much of what has already been said, Councillors are asked to revisit reports/minutes of meetings of the Property Committee of 20 May, and Council of 3 & 19 September 2025 accordingly.

At the last meeting, I circulated a report asking members to agree to the felling, subject to the inclusion of an indirect consequential indemnity clause and undertaking a professional Bat Survey (to protect all parties) or indemnification of the Council and its agents if no Bat Survey is undertaken.

However, the Council received a solicitor's letter before the meeting, issued on behalf of local residents, asking for a deferment to allow further investigations/alternatives to felling to be explored, or threatening an injunction stopping the felling, should the Council resolve to proceed,

Thus, the Council **RESOLVED** *that in light of correspondence received yesterday on behalf of a group of local residents expressing concern about the proposed felling of the above two trees, and intimating a judicial review if the Council proceeds without giving the contents of their letter proper consideration, the Council DEFER making a decision pending further legal advice.* Min 79/225 refers.

I subsequently sought a Counsel's Opinion via our solicitor. This was circulated to all Councillors last week under separate cover; regrettably I am unable to place it in the public domain in order to protect the Council's position.

The barrister saw all documentation to date and concurred that not only do two reports reach the same conclusion, but that no expert reports have been put forward contradicting them, and therefore recommends that in order to reduce the risk to Council, it should consent to the felling, agreeing that the two caveats previously suggested be sought: Bat Survey and indemnity against further action by the affected resident. He believes that if Council followed the advice given by at least 2 experts plus more than one underwriter, then the Council would be able to *see off* a High Court Injunction and Judicial Review. Moreover, he suggested that conversely, by ignoring the advice given by at least 2 experts plus more than one underwriter, the Council would be at more risk of a Judicial Review (based on irrationality) from the claimants, in that it had ignored more than one source of concurring professional/technical advice.

The Barrister advises that I should address the various points in the letter from Richard Buxton accordingly. Hence I attach the original letter to this report and my corresponding responses are set out below.

1-5	Noted.
6 & 7	Despite numerous reports and opinions, no detailed technical alternatives have been proposed by others.
8, 9 & 10	The barrister advises that the interpretation of 'Coming to nuisance' case law is complicated. Whilst it is suggested that there was <i>no problem</i> until they built their extension, the claimants are entitled to use their land however they so legally wish, without interruption from the Council's tree roots!
11.	No comment.
12.	The point of a Tree Preservation Order (TPO) is to legally protect trees, groups of trees, or woodlands that are significant to the local environment and public enjoyment. A TPO makes it an offence to cut down, uproot, lop, or damage a protected tree without permission from the local planning authority, which ensures the tree's long-term preservation. Horsham District Council (HDC) is the planning authority and therefore when it considers works to trees subject to a TPO, this includes the potential loss of amenity resulting. It was therefore best placed to consider a CAVAT valuation but did not. Parish Councils are consulted on applications to undertake works to TPOs but do not determine them. In this instance, whilst the Parish Council did object to both applications, HDC permitted them. HDC having determined the applications, the Parish Council's primary role at this moment in time is as a responsible landowner.
13.	A root barrier has been suggested numerous times as an alternative but all expert advice have agreed that on this occasion it would not be feasible or practical. No detailed technical alternatives have been proposed by others.
14.	There is broad agreement that a Bat Survey is required prior to felling.
15.	No comment.
16.	No comment.
17.	See response to 8, 9 & 10. Including inadequate foundations!
18.	No comment.
19.	This has been referred to and discounted in all reports. Plus, a root barrier is not in the gift of the Council to deliver on its land. If it were possible to deliver on the affected property, roots would go around the ends. It would need to extend across several gardens and no one can compel a garden owner to accommodate one if they do not wish to.
20.	Noted.
21.	See response to 12.
22.	See response to 12.
23.	There is broad agreement that a Bat Survey is required prior to felling.
24.	Whether or not the trees are having a material effect on other properties is not material to this case.
25.	All evidence so far presented to or separately obtained by the Council does not support the assertion.
26.	We are pleased to hear that Richard Buxton has been successful in saving trees at other locations, but each case must be looked at separately and in this

	instance the circumstances, sadly, do not lend themselves to the solutions and arguments he puts forward.
27.	See response to 19.
28.	The Council refutes the assertion that it has not taken <i>a strong line</i> . It objected to both applications to fell (2 District Councillors for the ward and who sit on the HDC Planning Committee raised no objection.) It has pushed back constantly against the advice of its own insurer and since commissioned two reports, one technical, one legal, both of which support, on balance, felling.
29.	See response to 26.
30.	See responses to 26 & 28.
31.	The Council can demonstrate that is has reviewed, considered and sought additional advice from the outset.
32.	The TPOs have not been removed.
33.	The Council deferred making a decision on 16 September pending additional advice. A barrister has reviewed all matters and concluded that as the Council has sought, reviewed and considered multiple reports and opinions, the basis upon any (albeit reluctant) decision to fell is fair, reasonable and sound.
34.	The TPOs have not been removed.
35.	Noted.

I am awaiting confirmation as to whether the Claimant's insurer is still willing to fund the removal of the trees and hope to have an answer in time for the meeting.

The Council is invited to support to the felling, subject, as before, to an indemnity clause against further claims (from the claimant) and undertaking a professional Bat Survey (to protect all parties) or indemnification of the Council and its agents if no Bat Survey is undertaken.

Billingshurst Parish Council
Billingshurst Centre
Roman Way
Billingshurst
West Sussex RH14 9QW

01223 328933/ 07900 413762
rbuxton@richardbuxton.co.uk

Our ref: TRO2/1

15 September 2025

Attn: Greg Burt, Parish Clerk

By hand and by email: council@billingshurst.gov.uk

+++ URGENT PLEASE +++

Dear Sirs

Intention to fell two oak trees – allegedly causing subsidence-related damage at 8 St Gabriel's Road, Billingshurst, RH14 9TX

1. We are instructed to write to you by a group of local residents called "Save Billi Oaks" who, with many others in the community, are concerned about the proposed felling of the above two trees.
2. We are aware of the Parish Council's decision (its press release of 12.8.25) to fell, although that is subject to reconsideration ie. at the meeting on 16.9.25. The PC itself appears reluctant to fell, for obvious reasons, but (as we understand matters) it is being told by its own insurers that it must do so, to avoid potentially greater liability involved if the house allegedly affected takes other action to deal with the problems said to exist. We have seen follow-up PC papers dated 3.9.25, the agenda papers for the meeting on 16.9.25, and minutes of 20.5.25. We have also seen reports on behalf of the allegedly affected house owners/their insurers and one by Dr Martin Dobson for the PC, as well as the sequence leading to the decision of the DC to lift the TPOs that applied to the trees.
3. We are satisfied from materials we have reviewed that the PC is in danger of wrongly reaching a decision which runs against what it plainly wants to do (which is not to fell the trees), and one that is unlawful as a matter of public law.
4. In drawing attention to public law, we appreciate that at one level the PC is simply a landowner. However, as a public body it must still act with due regard to all material considerations, including amenity of the area. There is overlap between the two, but even on the normal private law basis we believe that the PC is presently misdirecting itself.

5. The PC's approach appears to be that because there is evidence of seasonal desiccation and movement of the soil probably caused by the trees, they must be felled. The alternative is to be liable for damage arising. In the papers we have seen there is a "wringing of hands" to the effect that this is a terribly bad thing, but they and local authorities are caught in a legal trap by insurance companies which effectively gives them no option.
6. To some degree, we accept, there is the unfortunate position that if a tree is responsible for a nuisance that would not otherwise exist, then the owner of the tree may be liable for damage once brought to its attention, or the local authority may be liable if it refuses to lift a tree preservation order (TPO). It will not be liable for past damage where that damage was not foreseeable. But in any event, it has the choice, if it does not wish to fell the tree, to take or pay for remedial or mitigation measures to ensure that the property affected is not damaged in future – for example, by underpinning, vegetation management or installation of a root barrier.

Legal and practical considerations

7. The House of Lords case Delaware Mansions v Westminster City Council [2001] 1 AC 321 and Court of Appeal reasoning in Berent v Family Mosaic Housing [2012] EWCA Civ 961 are useful to consider. The courts take a constructive approach and do not expect trees simply to be felled unless necessary. They recognise their high amenity importance and the need to seek alternative solutions. If it is decided that the only way forward is to fell, that may be the course taken, but that is not necessary if the problem can be managed otherwise.
8. The Supreme Court also made observations in Coventry v Lawrence [2014] UKSC [13] at [47-58] about "coming to the nuisance". So, in circumstances such as the present the oak trees would not be considered a nuisance. Use of the land *inter alia* for the oak trees has long preceded the building of the neighbours' house at 8 St Gabriel's Road, let alone the extension which appears to be the main concern. There are various points in the Coventry judgment to consider in this context, as set out at [56]. (The reference to "senses" at [56(i)] is noted but one observes that the Court said that not all these requirements need be satisfied for there to be no nuisance.)
9. It may be said by way of riposte that the house and its later extension etc. were built before the damage occurred, so that while the existence of the trees as such was not a nuisance, they have become so, as they now abstract water such as to cause damage. We do not agree with that: it could as well be said that it is the lack of water in the area which is the true cause of damage, and the trees are doing no more than they have historically in taking that. One might also consider whether someone carrying out construction works (eg. building a house, or an extension) in the vicinity of trees did so in such a way as to avoid the risk of soil shrinkage to which tree roots may be a contributory cause. One can see from the cases that the approach considered appropriate is a sensible balance between landowners, having regard to all the circumstances. Among those, amenity value of trees ranks high. We note from the materials that oak trees are known to have a high

water demand, such that it is obvious one should be cautious building in proximity to them.

10. We have also reviewed Paterson v Humberside CC Const. L.J. 1996, 12(1), 64-72 referred to we believe by the PC's insurers. That case can hardly be described as a "leading" case, particularly in the light of later House of Lords/Supreme Court and Court of Appeal decisions. Nevertheless, we note on the facts that foundations were 900mm and described as "relatively shallow", which is relevant here where the foundations in question were even shallower. As above, adequacy of foundations as considered there is also likely to be wrong in law in the light of the Coventry decision. We also note the distinction drawn between the soil drying out anyway and the contribution of tree roots.
11. A point of considerable practical importance and among points overlooked here is that even if the tree is contributing to the damage, the tree owner will only be responsible for a contribution towards part of the costs of remedying the situation for the future, given other causative factors.
12. The value of the tree must be considered. A normal landowner may have a sentimental value towards a tree or perhaps take a commercial approach to the value of the timber. However, a public authority such as a local planning authority, or here the PC, must consider the value of the tree to the amenities of the area. This will normally involve carrying out a so-called CAVAT valuation which is designed to translate amenity value into money terms. This means that sensible comparisons can be made between the intrinsic value of the tree to the community and other options.
13. As mentioned above, a root barrier is often an appropriate mitigation option.
14. There may be other important issues, in particular wildlife-related obligations. Here, the local authority has in effect (see the informative on the TPO consent of 18.12.24) required that the trees cannot be removed if there are bats present.
15. Finally, it is likely to be relevant to liability and steps required whether other properties have been affected and/or the extent of damage seen in the allegedly affected property.

Approaches here

16. In the light of the above, we now deal with the various factors arising here. In summary, we do not believe the PC has considered them properly.
17. Engineering studies. We have seen no information relating to the adequacy of the foundations at the allegedly affected property, including how the extension may have been tied in with the house when built, bearing in mind the soil conditions and the presence of two substantial oak trees which builders are advised have a high demand for water. Martin Dobson (who is an arboricultural consultant, not a structural engineer) comments: "The foundations of the property are shallow, especially those of the garage, which seem to be limited to a 200mm thick concrete slab. The main house has foundations 700mm deep, but the depth of conservatory foundations has not been

established.” This is confusing, because the garage does not appear to be in issue, and he does not comment on the depth of the extension foundations other than in relation to those found at trial holes, which suggest a maximum depth (at TH2) of 700mm. This confusion has been picked up in the PC’s papers, but in any event they raise a “red flag” as to the adequacy of foundations in the circumstances. Plainly the PC needs to know more, and it should instruct a structural engineer to feed into its decision-making. If, as appears may well be the case, the extension was inadequately built, the matter is entirely at the door of the owners of No.8 or their predecessors for failing to do their building work with due consideration for the hydrological conditions in the area which might reasonably be foreseeable by the presence of nearby trees such as the oaks in question. It is of course possible to build in such a way as not to be affected. And, of course, it is irrelevant that the current owners of No 8 may not themselves have done the building work.

18. Cost of remedial works. We have seen an estimate of £50-60,000 (QuestGates, we believe acting for claimant insurers) which we assume means underpinning or similar work. On the other hand, they say that “The extent of external and internal crack damage at this property is within BRE Digest 251, category 2 (slight).” In such cases the recommended action is cosmetic, possibly with some pointing, door easing etc. (There are wildly different and unexplained figures of both £50,000 and £296,000 in Dr Dobson’s report.)
19. Root barrier. We have seen reference to the difficulty of installing a root barrier but again no proper costing including dealing with services that it might have to cross. Dr Dobson suggested £20-40,000. Anyway, it is cheaper than the other measures (let alone cosmetic measures even if they had to be repeated). The issue of services is we believe a common problem usually capable of being overcome. The main factor indicated by Dr Dobson appears to be the need for consent from owners of other land (relevantly here, No 8 and adjoining properties). We have seen no evidence that this has in fact been properly investigated. If it would work, it would be extraordinary not to accept the need for this as a mitigation measure. Any Court would frown upon such refusal as contrary to the approach of reasonableness expected between neighbours as discussed in the caselaw.
20. Liability and contribution. There has been no consideration of the quantum of the PC’s potential liability here. Even if (which we would refute, see reference to foundation inadequacy, Coventry, etc. above) the PC were liable at all, the most it would be liable for would be the contribution of the tree roots to the desiccation of the soil, not the desiccation caused by other factors (such as dry summers, climate change etc.).
21. Valuation. Horsham DC did not carry out a CAVAT valuation. This in our view was a serious error and could be remedied (see below as to thoughts on way forward). However, it does not absolve the PC as a public body from an obligation to do the same thing. Our clients have recently arranged for one indicating a value on one tree of £165,629 and the other £144,108. Total, £309,737. We are aware that CAVAT valuation is not a precise science but, in the circumstances, given the huge disparity of those figures, individually let alone in total, to the costs of other remedial measures, then the PC must for this reason alone think again. We attach a copy of that report.

22. We note the observations (we think, from the PC's clerk) about CAVAT in the 16.9.25 papers, including that "this is relatively new and unchartered territory and it is difficult to see who should be applying this here and how?" and going on to suggest that it is the DC's responsibility. Well, as above, that does not absolve the PC from responsibility, indeed, the PC would be in breach of its own financial responsibilities (in addition to those relating to amenity) if it neglected to conserve valuable public property where less expensive solutions were available. Sometimes the difference may be small but the figures here are such that it would be extraordinary not to deal with this properly – and to work out how.
23. Bat presence. We have seen detailed information in the papers from Sarah Mendes da Costa about bats. In the light of that information the PC would be seriously at fault (and potentially open to prosecution under the WCA 1981) if it were not to have the bat presence issue professionally investigated (we understand Ms Mendes da Costa is not herself an expert), probably in conjunction with the Bat Conservation Trust (as suggested by the DC).
24. Effects elsewhere. We understand that it is only No 8 that has claimed in this case, and (anecdotally) understand that the owners are keen to have the trees felled as it would improve the amenity of their garden. We note from the papers (PC minutes of 20.5.20) that they offered to have the trees felled and pay for replacements. By the same token we understand that adjacent properties have not complained of damage, which suggests that the trees are not in fact the problem they are made out to be. As part of its review the PC should, we suggest, investigate fully with engineer advice what has and has not happened at other properties and whether No 8's complaints are justified.
25. Conclusion on the facts. For the above reasons we believe the PC should think again. Its liability may be far, far less than it thinks and indeed (depending on the engineering evidence) zero. It would of course not be liable for damage occurring before it was made aware. And we note that the damage claimed is (as above) in any event minor, such that an expensive solution is probably not justified at all.

Our experience

26. Among other situations where claims such as this, involving insurers, have been successfully resisted, the situation here is especially redolent of a similar claim we had a few years ago involving the protection of a similarly important single oak tree in Essex. In that case, our client was the house owner who was unhappy at the pressure being brought to fell the trees by insurers. We contacted the insurers, and the upshot was that a root barrier was installed, and the tree thrives.
27. We raise this partly because we note that Keoghs solicitors are involved here (we are not sure whether for the PC's or No 8's insurers: we have not seen the letter referred to by Dr Dobson, perhaps you could clarify). Anyway there, including (as we believe here) having reminded insurers of their "green" credentials, sense was seen, and the root barrier solution was adopted. With that experience, we are surprised that this has not been done here rather than involving all the angst which has evidently been occurring.

28. Other cases have not been so straightforward, one involving two rounds of litigation including two interim injunctions in the High Court and involvement of the Court of Appeal, and extraordinary machinations of insurance companies seeking to have a tree felled rather than underpin the properties involved. In the end underpinning is taking place, and the implicated tree still stands. Overall, there is scope for phenomenal waste of time and money in these tree cases by those against whom claims are made not taking a stronger line with insurers in the first place including getting their own engineering and valuation advice.
29. In another recent case a local council's planning committee was persuaded to stand up to a claim and refuse permission to fell TPO'd trees in the light of a combination of CAVAT values and inadequate engineering information.
30. Our experience of these cases is that insurers put unwarranted pressure on tree owners by way of trying to deal cheaply with problems with properties that can be resolved in other ways, albeit possibly at some cost to them. Indeed, sometimes removal of the tree will cause its own problems (heave) and so may not be in the best interests of their insureds. Tree owners do not realise that they can and should stand up to the pressure, and when they are public bodies like the PC here, or local authorities dealing with applications to allow felling of TPO'd trees, they have a duty to do so. The same indeed applies to owners of properties affected who often do not want trees felled and where eg. underpinning or a root barrier is an appropriate solution, albeit more expensive for insurers.

Way forward

31. For all the above reasons it would obviously be inappropriate and in part unlawful to fell the trees here before the position can be reviewed in the light of all the evidence including all the factors mentioned above.
32. We do note in the papers a view that the CAVAT etc. issue should be a matter for Horsham DC rather than the PC. We were surprised by the lack of a CAVAT assessment or any other attempt to quantify the value of the trees in its arboricultural assessment before removing the TPOs. That was in our view a legal error and would have potentially been susceptible to judicial review. It is too late to do that now, but there is no reason why the TPOs should not be reinstated pending proper assessment in that regard, and indeed in other cost-related aspects as above. In parallel with this letter, we are writing to Horsham DC to that effect. As public authorities, you should between you be perfectly capable of sorting out this matter, including we suggest by taking a stronger line with insurers for all the reasons set out above.

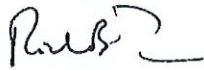
What we ask from you

33. We note the meeting forthcoming tomorrow Tuesday 16.9.25. We trust that it will be decided to defer any felling for (say) six months so that the matter can be fully investigated, including with structural engineering reports and full disclosure of the history of building at No 8, all alternative options, and a solution reached with and

between insurers. There will be no prejudice for such deferral during the winter season even if the trees are causing a nuisance at law, the growing season is when such damage can occur.

34. If that is not the case, and the PC does, despite the foregoing, decide to proceed with felling, we ask that this is deferred for at least six weeks, so our clients have time to assess the legal position and whether to seek judicial review of such decision and if necessary an injunction, as well as see what the DC has to say about reinstating the TPOs. As above, there would be no prejudice in doing so, but by contrast it adds enormously to costs if one needs to seek an out of hours injunction etc. In this regard the PC as a public authority should be aware that if a case had to be brought the claimant would seek (and, in our experience, obtain) costs protection.
35. We trust that the PC appreciates that our client and other residents have no wish to get into a dispute with the PC, and that the points made above are worth proper reflection.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Buxton', with a stylized flourish at the end.

Richard Buxton Solicitors

cc. Horsham DC

APPENDIX B

BILLINGSHURST PARISH COUNCIL

WEDNESDAY 5 NOVEMBER 2025

BROADCASTING OF MEETINGS

REPORT BY CLERK

FOR DECISION

The Council streams all its meetings to the internet using a laptop. Although the visual and audio quality is basic, it is fairly easy to set up therefore minimising staff time required. A few years ago the Billingshurst Centre purchased some microphones for use at full Council meetings, to assist in the broadcast quality.

Councillors and public have commented that sometimes the quality is not always good, particularly if the public are speaking.

I have looked at possible enhancements, that do not overly increase staff requirements, especially bearing in mind that the available window to set up for meetings is quite often short if there is a booking in the room prior.

Several other Councils use what is known as an Owl. Its camera and microphone turn to whoever is speaking so would be good for both Councillors and public.

This costs about £1,000, just plugs into the existing laptop and could be bought using existing budgets. See attached. (It is hoped that we can trial a borrowed Owl from elsewhere in advance before purchasing ourselves.)

The Council is invited to support the purchase of an Owl accordingly.

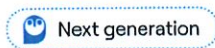
Note.

Statistics on current viewing of meetings:

January	Meeting Stream	Views
7th	Planning and Environment Committee	13
8th	Parish Council and Trustees	8
15th	Property Committee	2
29th	Billingshurst Centre Committee	19
29th	Finance and General Purposes Committee	
February		
4th	Planning and Environment Committee	10
12th	Working Practices Committee	
26th	Billingshurst Centre Committee	11
26th	Finance and General Purposes Committee	
March		
4th	Planning and Environment Committee	20

5th	Annual Parish Meeting of Electors	24
12th	Parish Council and Trustees	35
19th	Property Committee	15
26th	Billingshurst Centre Committee	6*
26th	Finance and General Purposes Committee	
April		
1st	Planning and Environment Committee	10
9th	Working Practices Committee	
30th	Billingshurst Centre Committee	33
30th	Finance and General Purposes Committee	
May		
6th	Planning and Environment Committee	19
7th	Annual Parish Meeting and Trustees	33
14th	Property Committee	3
28th	Billingshurst Centre Committee	5
28th	Finance and General Purposes Committee	
June		
3rd	Planning and Environment Committee	42
11th	Working Practices Committee	
25th	Billingshurst Centre Committee	3*
25th	Finance and General Purposes Committee	
July		
1st	Planning and Environment Committee	26
2nd	Parish Council and Trustees	7
9th	Property Committee	3
30th	Billingshurst Centre Committee	7
30th	Finance and General Purposes Committee	
August		
5th	Planning and Environment Committee	32
September		
2nd	Planning and Environment Committee	36
3rd	Parish Council and Trustees	46
10th	Working Practices Committee	4
16th	Parish Council EXTRAORDINARY	40
24th	Billingshurst Centre Committee	9
24th	Finance and General Purposes Committee	
29th	Parish Council EXTRAORDINARY	25
October		
7th	Planning and Environment Committee	32
8th	Property Committee	3

*Centre Committee was cancelled on the 28 May and the 25 June.



MEETING OWL 3

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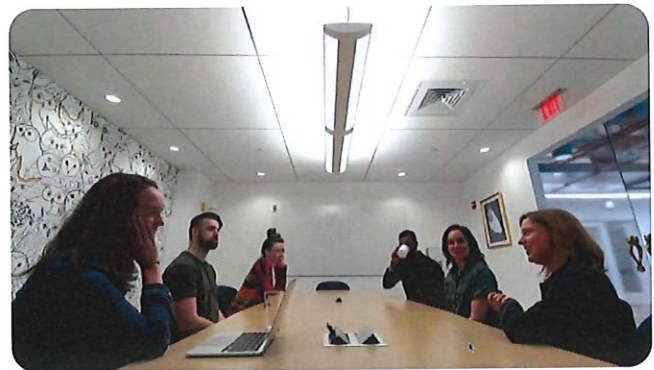


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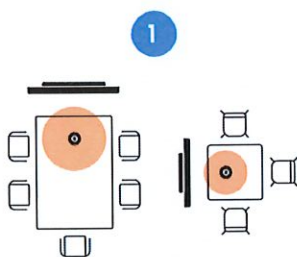


Meeting Owl experience

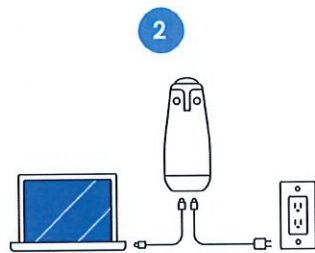


Typical front-of-room camera experience

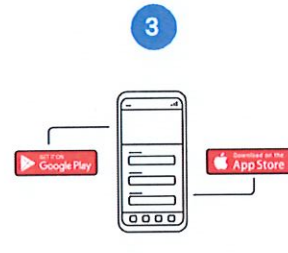
Meeting room setup made simple



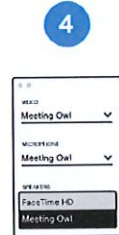
1
Place your Owl on a table or desk.



2
Plug in power. Connect USB-C to an in-room computer or laptop.



3
Download the Meeting Owl App for desktop, mobile or tablet and set up your Owl.



4
In your video conferencing platform, choose Meeting Owl for audio and video.

FEATURED IN

The New York Times

WIRED

FAST COMPANY

Forbes

INSIDER

WSJ

The Boston Globe

TECH TechCrunch

USA TODAY

“

The Meeting Owl has completely transformed our ability to work well across our team and our organisation.

— RORY SUTHERLAND,
VICE CHAIRMAN, OGILVY

[READ CASE STUDY](#) ↗

[Learn More](#)

Meeting Owl® 3 Specifications

Meeting Owl 3

OWL LABS®

Camera	Microphone	Speaker	Connection
Single custom-designed 360° panoramic fisheye camera to eliminate image distortion Camera view shows an optional 360° panoramic view of the room and face-to-face view that auto-focuses on whoever is speaking Output Resolution: 1080p HD Video Pickup Radius: 10' (3m) Field of View: 360°	8 omni-directional beamforming Smart Mics Smart Mics equalise speaker volume to amplify quiet voices Audio Pickup Radius: 18' (5.5 m) Ability to pair two Meeting Owls with Owl Connect to expand video and audio range by 2.5 m in any direction	Three built-in speakers for 360° coverage and clear in-room sound Speaker Output Level: 76 db SPL	Plug and play connection to host computer via USB-C Option to connect to the Expansion Mic via micro-HDMI
Processing Power	Dimensions	Power Supply	Warranty
Qualcomm® Snapdragon™ 605 processor	Dimensions: 4.4" W x 4.4" D x 10.75" H (111 mm W x 111 mm D x 273 mm H) Weight: 2.65 lb (1.2 kg)	AC Input: 100-240V Line cord: Specific to region	2-year warranty

USAGE

Software	Compatibility	Management	Security
AI-powered Owl Intelligence System™ to intelligently focus on whoever is speaking Intelligently autofocuses on the active speaker using vision, voice and motion Options for presenter enhancement, digital whiteboarding capabilities and different camera controls to customise your meeting experience Ability to pair two Meeting Owls using Owl Connect to expand video and audio coverage in larger rooms	Plug and play connection to host computer via USB-C Works with Zoom, Microsoft Teams, Skype for Business, Slack, Webex and many more Compatible with virtually all web-based video conferencing platforms Extend range by pairing with another Meeting Owl (Pro or 3) or add on Expansion Mic	Meeting Owl App: • Mobile: iOS and Android • Tablet: iPad • Desktop: Mac and Windows Required for first-time setup and adjusting settings during meetings The Nest: Manage your fleet of Owls through our web-based portal	Meeting Owl 3 does not record any video or audio content Video and audio are streamed to the host computer via USB-C connection Option to secure the Meeting Owl 3 with Lock Adapter Full security and privacy details

SETUP

What's Included	Setup
Meeting Owl 3 Power adapter and line cord USB-C to USB-C cable Setup Guide Table Card + Owl holder	Placement: 3' (1 m) from the in-room TV or monitor and within 18' (5.5 m) of in-room participants Setup Options: Centre of the table, tripod-mounted or ceiling-mounted



APPENDIX C
BILLINGSHURST PARISH COUNCIL
WEDNESDAY 5 NOVEMBER 2025

ASSET TRANSFERS

REPORT BY CLERK

FOR DECISION

At the last meeting, Councillors resolved to submit expressions of interest to Horsham District Council (HDC) to transfer the following facilities to the Parish Council:

Playgrounds (x4) at Roman Way, Ostlers View, Parbrook and Forge Way (Sadlers Close).
Bus Shelter (x1) in High Street outside Morrisons Local.
Cedars Farm Pond + Orchard

(Min 70/25 refers)

I also advised that Cllr Day and I had attended an initial meeting hosted by Henfield Parish Council involving parishes that contain HDC pay and display car parks, to explore the possibility of transferring these also.

I have since attended a further meeting where a private car park operator was present who explained their business model, what they can potentially offer etc. In their case, they provide all signage and ticket machines etc, passing all monies collected to the parish council (in this case Lancing Parish Council) retaining only fines etc for themselves.

The thinking of the interested parishes is that, ordinarily, they may baulk at the prospect of running a pay and display car park, however they would be interested, if they were to be run by a third party car park operator. The councils think running say 10 cars parks in the rural towns and villages of the district might be more attractive to operators than say each council trying to go it alone. Technology would allow each car park to still be accounted for separately, so each parish council would receive the income from that car park.

The Councils would still be responsible for the upkeep of the asset.

Some data has been shared by HDC on income and costs for its car parks, but much of the costs are aggregated so at the moment it is difficult to see exactly how much each site earns and costs.

Parishes see car parks as vital to the economic and community vibrancy of their local centres and are exploring such a transfer, because they fear that a new unitary council, more removed than at present, may look to dispose of less lucrative rural car parks or scrap existing localised parking incentive schemes such as the parking disc.

HDC has also suggested that transferring some income-generating assets might be justifiable as it can offset the cost of running non-profitable assets being transferred simultaneously.

At the last meeting of the parishes, it was agreed that the best way forward was for each parish to submit an expression of interest to facilitate more detailed consideration.

Submitting such an expression does not commit the Parish Council but merely allows discussions to progress.

The Council is invited to support the submission of an additional expression of interest to Horsham District Council (HDC) in respect of the Library and Six Bells Car Parks accordingly.

APPENDIX D

BILLINGSHURST PARISH COUNCIL	
COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES	
2025-26	
(The Council has set the max. membership for Committees to 10 members.)	
COMMITTEES	
Planning & Environment	DW , FA , KR, DH, AR, JH
Property	PB, SD, PD , EB, CG , CJ, DW, DH
Finance & General Purposes	PB, PD , EB, CG , JH, CJ
Working Practices	DW, CG , KR, AR, CJ, SD, JM,
Billingshurst Centre	PB, SD, PD , EB, JH, CJ , TL
Complaints (5 members Max)	PB, SD, TL, CG
Complaints Chairman	SD
WORKING PARTIES	
Neighbourhood Plan	In abeyance
Internal Audit	PD, CG
Traffic Calming	PB, JM, TL
Sustainable Energy Efficiency	PD, CG, CJ
Mission & Vision	CG, PD, CJ, PB

Bold indicates Chairman/Vice Chairman

REPRESENTATIVES ON OUTSIDE BODIES	
B'hurst Sports & Recn. Assn. (BSRA) x2	CG, SD, (To ensure that two can always attend)
CPRE	DH
Friends of Station Road Gardens x1	CJ
HALC (H'ham Assn Local Councils)	PD, SD
N'hood Warden Steering Group x2	SD, KR
Parish and Neighbourhood Climate Action Network	PD
Rural Market Towns Group (RMTG)	SD
Supplementary Planning Document (SPD) W/Group + S106 meetings. This will wind-up once the BIF is operational.	CG, SD
Better Billingshurst Fund (BIF) x3 + officer.	CG, DW, CJ. (PD = RESERVE)
Trustee of Dauxwood Pre-School x1	SD
West Sussex Association Local Councils (WSALC) AGM x2	PD, SD
Community Partnership x1	KR
Youth liasion - all matters	CG

Updated 28/10/2025