



To All Councillors,

You are summoned to the Meeting of Billingshurst Parish Council on **Wednesday 7 January 2026 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.

G.C. Burt
Clerk to the Council

20 December 2025

A G E N D A

1. Chairman's Announcements.
2. Apologies for Absence.
3. To consider any applications for co-option, to fill 1 (one) casual vacancy. Attached Appendix A and/or to follow.
4. To Receive Declarations of Interest and consider any requests for a dispensation.

Adjournment for

5. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman). They must give their name.
6. Reports from:
 - a. County Councillor
 - b. District Councillors
 - c. Council Representatives on Outside Bodies.

Resume Meeting

7. Approval of the Minutes of the Meeting held on 2 December 2025. (Previously sent)
8. Clerk's Report.
9. To consider RECOMMENDATIONS
 - i. From the Finance and General Purposes Committee of 17 December 2025 to approve a revenue budget of £703,946 for 2026-27 (Minute 126/25 (b) refers)
 - ii. From the Finance and General Purposes Committee of 17 December 2025 to approve a precept of £560,338 for 2026-27 (Minute 126/25 (c) refers)

(Please refer to your F&GP Agenda and Mins of 17 Dec 2025 for supporting information.)

10. To receive an update on CCTV project, attached Appendix B.
11. To receive an update on traffic calming project, attached Appendix C.
12. To receive a verbal update from the Clerk on trees at Willow Drive.
13. To consider a response to proposals for local government reorganisation in East Sussex and Brighton and Hove, and West Sussex. Link to consultation previously sent to all Councillors.
14. To consider appointments to committees and outside appointments etc., attached Appendix D.
15. To receive Minutes as approved by the following Committees:
 - a) Planning & Environment 4 November & 2 December 2025
 - b) F&GP 29 October 2025
 - c) Property Committee 8 October 2025
16. Neighbourhood Wardens - to receive Wardens' Reports for October and November – previously circulated / on website.
17. To appoint Cllr to undertake Clerk's *End of Year Review*. (Standing Order 19b)
18. Date of Next Meeting – **4 March 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.

Please outline below why you would like to become a Parish Councillor and include 3 qualities or talents that you could bring to the organisation.

Reason

I am keen to be involved in matters that affect my local environment.
I am looking to contribute a positive influence to improving the overall experience of village life.

Qualities

From my 35 + years in Insurance employment I have: -

1. Background in Risk and Compliance and Data Analysis, which includes detailed contractual review and implementation of money saving initiatives.
2. Experience of complex administration and project management.
3. Recent experiences of organisation of local events. IE Billingshurst Open Gardens. Inaugural set up and now Chair of 2026 Committee, which includes working with BCP Denise Campbell and HDC to apply for a grant.

Committees – interest in

Finance and General-Purpose Committee
Planning and Environment
Working practices

Much of the detailed work of the Council is exercised through its various Committees. Every councillor must be on a minimum of 2 committees [except Complaints Committee] and any dispensation to be agreed with the Council Chairman. Details of all committees can be found on the Council's website.)

Updated 13 November 2025

A copy of this page will be circulated with the Council agenda to all Councillors.

from

Marie Anne Montoya

I have lived in Billingshurst since 2000, with the exception of a short secondment in Malaysia. My kids both studied at BPS and the Wield and my family is well established in the community.

Generally Billingshurst is a great place to live, and I care deeply about this community. I am particularly interested in sustainable transport solutions such as public transport, walking and cycling and would like to contribute to the community in improving alternatives to car transport. The importance of this increases significantly as our community inevitably grows.

Through my career I have managed diverse teams (both local and remote) and am used to coordinating action between a wide range of stake holders. Such skills may be useful in enabling action in the local community. My LinkedIn profile can be found here; <https://www.linkedin.com/in/johnbromley-barratt/> Business to business experience may also be useful when interacting with developers and other organizations that have an interest in our community.

Although I enjoy full time work, this is predominantly work from home with much flexibility in terms of time, providing flexibility needed to join parish council meetings and to take any appropriate follow-up actions.

I would be proud to use some of this flexibility in working time and my experience to contribute towards continuing to make Billingshurst a happy and safe community for all its residents and visitors, giving back a little to the community I have grown so fond of.

from

John Bromley - Barratt

APPENDIX B
BILLINGSHURST PARISH COUNCIL
WEDNESDAY 7 JANUARY 2026

CCTV

REPORT BY CLERK

FOR INFORMATION

The Council has been progressing the provision of public realm CCTV.

Following approval of a specification, the Council appointed a contractor last Spring.

Since then I have been seeking permissions from third parties for consent to attach equipment to their properties. The attached table show the current status relating to each camera site.

In some instances, for example where the Parish Council is the landowner, few consents are required.

Some landowners have been very cooperative and agreements reached easily. Some initially consented but then changed their mind.

Two sites have encountered particular problems:

- a. At Library Car Park, HDC has declined the use of a lighting column due to its height and robustness to carry additional equipment. I have enquired if we can replace the column but no answer has been forthcoming. This in itself has held us up gaining permissions from WSCC's streetlighting contractor (enerveo) as I had hoped to submit one bulk application for all columns upon which we wished to install kit. In this instance the hold-up is created as the original design involved installing relays on several High Street columns in order to carry the signal from that particular camera back to the Billingshurst Centre. The contractor is now looking at transmission alternatives in this location that do not require relays.
- b. At the Jubilee Skate Park, the cost to bury a cable from the clubhouse is £32,000 and there is no low voltage supply on the adjoining A29. Thus I am encouraging the contractor to consider alternatives including solar and battery, but the load required is significant as not only is night vision required but it then has to transmit the signal onwards.

I am meeting the contractor in the New Year on site to look at some of the difficult sites, but we have agreed that where permissions are now in place, work can commence.

The Council is invited to note this report

BILLINGSHURST CCTV					
Camera No.	Schedule of locations and permission required etc.	Position of camera	Column No. if known.	Permissions required.	Status
1.	Jubilee Fields - car park	On lamppost owned by BPC		No permission required	No permission required
2.	Jubilee Fields – entrance	On lamppost owned by Viridor		Permission to be requested	Permission given. We are going to pay Viridor to put a dedicated supply to this column thru' existing trunking.
3.	Jubilee Fields – skate park	To go on new pole.		Permission denied to take supply from nearby WSCC column.	Private supply from clubhouse - EXPENSIVE. Alt supply from A29 not possible. Need to rethink.
4.	Lower Station Road Rec. Ground – play area & skate park	To go on lamppost owned by WSCC	11	Permission required to mount camera on WSCC column	NOT YET SOUGHT
5.	Lower Station Road Rec. Ground – Scouts/Tennis	On lamppost owned by BPC		No permission required	No permission required
6.	Amblehurst Green - large main play area abutting bypass	To go on lamppost owned by WSCC	8	Permission requested to mount camera on WSCC column	NOT YET SOUGHT
7.	Amblehurst Green - large main play area abutting bypass	To go on lamppost owned by MANCO	?	Permission requested to mount camera on MANCO column	Permission given by MANCO
8.	Cherry Tree Close play area	To go on new pole.		Permission requested to take supply from Hsg Assn column	Consent given from Housing Association to take supply from their bollard. Wayleave agreement finalised.
9.	Manor Fields play area & allotments	To go on new pole.		No permission required / supply from pot-ended supply	No permission required / supply from pot-ended supply
10	Station Road Community Gardens	To go on new pole.		No permission required / supply from Men's Shed TBC	Confirmation from Men's Shed received.
11	High Street	To go on lamppost owned by WSCC	23	Permission requested to mount camera on WSCC column	NOT YET SOUGHT
12	Library Car Park	To go on lamppost owned by HDC	1	Permission requested to mount camera on HDC column	Consent declined due to inadequacy of column. Need to revisit.

13	Jengers Mead	To go on wall		Permission to mount on wall and take supply from private	CONSENT WITHDRAWN
14	Railway Station, Lower Station Road	To go on lamppost owned by WSCC	8	Permission requested to mount camera on WSCC column	NOT YET SOUGHT
15	Hammonds Mill play area	To go on lamppost owned by MANCO	6	Permission requested to mount camera on MANCO column	Permission given by MANCO
16	Hammonds Mill play area	To go on lamppost owned by MANCO	8	Permission requested to mount camera on MANCO column	Permission given by MANCO

Updated 11/012/2025

Notes MANCO = Estate Management Co.
 WSCC = West Sussex County Council
 HDC = Horsham District Council
 BPC = Billingshurst Parish Council

Permission not yet sought or refused
Permission awaited / expected
Permission given or none required

APPENDIX C

BILLINGSHURST PARISH COUNCIL

7 JANUARY 2026

HIGH STREET AND EAST STREET TRAFFIC CALMING

REPORT BY CLERK TO THE COUNCIL

FOR INFORMATION

Having submitted several schemes in recent years for comprehensive traffic calming schemes in High Street and East Street, all to no avail, WSCC suggested that more modest schemes might be more successful.

As a result, the Council submitted an application to reduce the speed limit to 20mph in High Street from Hilland Roundabout to West Street.

The proposal has received detailed assessment and was awaiting moderation in October. I was advised last week that the results of the moderation have yet to be released. I hope to be able to report further at the meeting.

The tandem scheme, for which we now have a detailed specification, involves so-called gateway-features and speed indicator devices. This can be implemented once any change to the speed limit in High Street is confirmed.

The Council is invited to note this report.

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, TL
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 08/11/2025