



To All Councillors,

You are summoned to the Meeting of Billingshurst Parish Council on **Wednesday 11 March 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

4 March 2026

AGENDA

1. Chairman's Announcements.
2. To Receive Declarations of Interest and consider any requests for a dispensation.
Adjournment for
3. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman). They must give their name.
4. Reports from:
 - a. County Councillor
 - b. District Councillors
 - c. Council Representatives on Outside Bodies.*Resume Meeting*
5. Approval of the Minutes of the Meeting held on 7 January 2026. (Previously sent)
6. Clerk's Report.
7. To consider **RECOMMENDATIONS**
 - a) from the F&GP Committee of 28 January 2026 that the Council's Corporate Risk Assessment be approved. (Minute 12/26 refers). [On website under Council Documents.]
8. HDC Community Governance Review – the consultation has not yet begun, but in case it takes place between this and the May meeting, I thought it would be helpful to share these briefing note slides – Appendix A.
9. To note WSCC's approval of the Council's request for a 20mph limit throughout High St.
10. To receive a verbal update from the Clerk on trees at Willow Drive.
11. To resolve to accept a gift of land adjoining Adversane Hall in order to improve the sale offering – Appendix B.

12. To consider appointments to committees and outside appointments etc., attached Appendix C.
13. To receive Minutes as approved by the following Committees:
 - a) Planning & Environment 13 January & 11 February 2026
 - b) F&GP 17 December 2025 & 28 January 2026
 - c) Property Committee 10 December 2025
 - d) Working Practices Committee 10 September 2025
14. Neighbourhood Wardens - to receive Wardens' Reports for December, January and February – previously circulated / on website.
15. Date of Next Meeting – **6 May 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.



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District Wide Community Governance Review

Parish Clerk Briefing

What is a Community Governance Review?



- A CGR evaluates and revises local governance to reflect community identities and interests.
- Conducted under the Local Government and Public Involvement in Health Act 2007 to ensure effective and efficient local governance.
- CGRs adapt governance to growth, demographic changes, and shifts in community identity.
- Structured consultations ensure CGR outcomes reflect community sentiment and maintain strong local democracy.



Why are we conducting a CGR?

- National statutory guidance sets out that principal councils should keep community governance arrangements under regular review, and that best practice is to undertake a Community Governance Review every 10–15 years
- This ensures that parish governance continues to reflect the identities and interests of local communities and supports effective and convenient local government
- HDC's last review concluded in 2013
- Anticipated that the new unitary would not have capacity to undertake a review for a number of years
- Key time to ensure that local governance structures remain strong, coherent and based around communities
- Evolving communities
- New developments occurred, boundaries that previously made sense, may no longer
- Can address any anomalies to ensure that governance arrangements still work well in practice, and confirm that representation is fair and appropriate

Scope of CGRs

 New parishes can be created, or we can merge or abolish parishes

 Boundary changes

 Changes to structure

Warding
Councillor numbers

 Renaming of parishes

 Grouping of parishes

Timeline



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Terms of Reference Publication - detailed the timeline

Initial Community Consultation - Engaging residents, parish councils, and stakeholders early to gather information and shape draft recommendations.

Draft Recommendations and Consultation - Governance Committee drafts proposals

Consultation – second consultation on the draft recommendations

Final recommendations – formed by Governance Committee following the second consultation

Finalisation and Implementation - Final recommendations are approved and implemented via a Reorganisation Order.

Any changes come into effect – normally 1 April after review (2027)

Parish elections – May 2027



What are we asking of our parishes?

Get involved in the consultation – provide a Parish Council response!

- Look in detail at your external boundaries, and any warding arrangements
- Do your external parish boundaries cut through communities? Do they still make sense?
- Are current wards still correct based on developments that have taken place? Are ward boundaries going through communities?
- If you don't have wards – would it be better to have wards? And therefore Councillors that represent distinct parts of your parish?

Promote the consultation

- We would appreciate if you can display our posters, and share our Facebook posts

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Questions?

APPENDIX B

BILLINGSHURST PARISH COUNCIL

WEDNESDAY 11 MARCH 2026

ADVERSANE HALL

REPORT BY CLERK

FOR DECISION

Last September the Council **RESOLVED** *that the Clerk instigate the disposal of Adversane Hall in its entirety, via specialist agents. [Clerk to report further on offers, disposal of proceeds etc.]* (Min 67/25 refers)

To date the agents have had approximately 10 viewings, but no offers to date. He advises that, as expected, the lack of on-site car park is a determining factor, plus its size which limits its potential.

He has suggested two things:

- a. To put it up for auction, if we want a speedy sale. We could still impose a reserve price. I am awaiting details.
- b. To regularise the situation with the garden to the rear. This is a similar sized plot to the rear of the hall, which was 'acquired' by the operator of the playgroup which used to hire the hall. The Council could have it for nil consideration. The agent suggests acquiring this plot would make the plot much longer and therefore increase its potential / attractiveness.

The Council is invited to note this update and to accept the gift of the hall garden at nil consideration, in exercise of Local Government Act 1972 s139, should it be required.

APPENDIX C

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, MM
Property	PB, SD, PD , EB, CG , CJ, DW, DH, JM
Finance & General Purposes	PB, PD , EB, CG , JH, CJ, TL, MM
Working Practices	DW, CG , KR, AR, CJ, SD, JM , MM
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)	SD
N'hood Warden Steering Group x2	SD, KR
Parish and Neighbourhood Climate Action Network	PD
Rural Market Towns Group (RMTG)	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	SD
Community Partnership x1	KR
Youth liasion - all matters	CG

Updated 23/02/2026