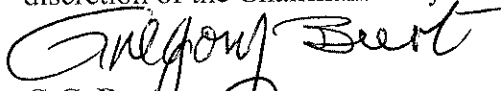




To All Councillors,

You are summoned to the Annual Meeting of Billingshurst Parish Council on **Wednesday 6 May 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

30 April 2026

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

AGENDA

1. Election of Chairman.
2. Chairman's Announcements.
3. Election of Vice Chairman
4. Apologies for Absence.
5. To Receive Declarations of Interest and consider any requests for a dispensation.
6. Council Structure 2026-27
 - a. To Review Committee Structure – Appendix A. (No amendments suggested.)
 - b. To Review Committee Terms of Reference – Appendix B. (No amendments suggested.)
 - c. To Appoint *en bloc* Committees, Working Parties and representatives on outside organisations - Appendix C.
 - d. To Appoint Chairs & Vice Chairs to Committees. (The Chairman will invite only those members of each Cttee to vote for these.)
7. To refer *en bloc* the following to the Finance & General Purposes Committee:
Annual review of inventory of land and other assets including buildings and office equipment; Confirmation of arrangements for insurance cover in respect of all insurable risks; review of the Council's and/or staff subscriptions to other bodies; review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses; review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.
8. To refer *en bloc* to the Working Practices Committee:
Ongoing review of all of the Council's policies, including disciplinary, freedom of information and Data Protection etc.

9. To review and readopt Standing Orders (In Members Handbook / on website)
10. To review and readopt Financial Regulations (In Members Handbook / on website)

End of Annual Meeting business / Short Adjournment / Resume ordinary business

Adjournment for

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

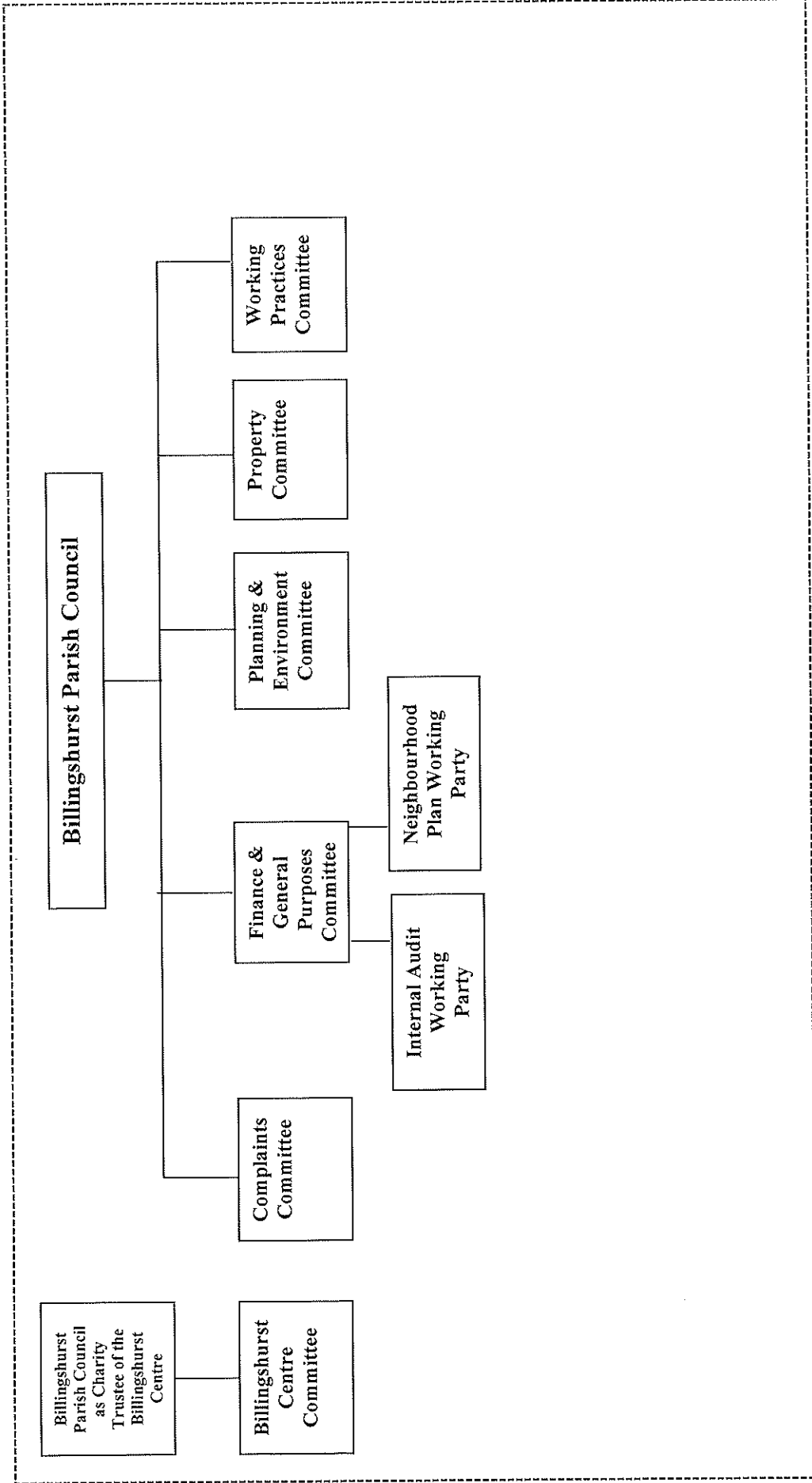
Resume Meeting

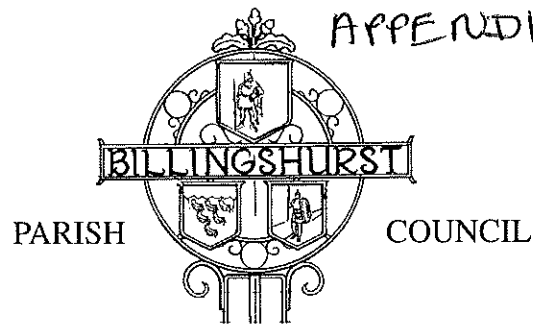
13. Approval of the Minutes of the Meeting held on 11 March 2026. (Previously sent)
14. Clerk's Report.
15. To consider making a response to the Horsham District Council Community Governance Review – previously circulated.
16. To receive an update on CCTV installation - Appendix **D**.
17. To receive Minutes as approved by the following Committees:
 - a) Planning & Environment 3 March and 7 April 2026.
 - b) F&GP 25 February & 25 March 2026.(all previously circulated / on website.)
18. Neighbourhood Wardens - to receive Wardens' Reports for March & April – previously circulated / on website.
19. To receive the minutes of the 2026 Annual Parish Meeting of Electors and to consider any matters requiring the attention of the Council - previously circulated.
20. Date of Next Meeting – **1 July 2026**
21. Exclusion of Press & Public
22. To receive an update on Oak trees at Willow Drive - Appendix **E** [This is for information only – no decisions are being taken.]

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 Structure May 2026





TERMS OF REFERENCE FOR COMMITTEES

MAY 2026

PREAMBLE

All Full Committees have delegated authority on all matters within their remit, except

- a) For those items where the law prescribes that such decisions are taken by Full Council (in which case a Committee may make recommendations to Council as appropriate.)
- b) Where a Committee consider that the matter should be resolved by all Councillors.

FINANCE & GENERAL PURPOSES COMMITTEE

Main Function:

The undertaking of all financial matters and other miscellaneous matters. The efficient and effective administration of the Council's affairs with specific attention to resource allocation and financial well-being.

Terms of References:

- (a) To approve monthly accounts for payment.
- (b) To review the monthly bank reconciliation
- (c) To prepare a budget for each year and to monitor the Parish Council's expenditure.
- (d) Dealing with matters specifically referred by the Council or any other Committee and with matters not specifically referred or delegated to any other Committee.
- (e) To consider all grant applications.

- (f) Giving consideration to, agreeing and making appropriate recommendations in respect of the Council's revenue estimates, including reimbursable expenditure.
- (g) To ensure the Council is meeting its obligations to HMRC.
- (h) To ensure that the Council has appropriate insurance policies and reviews annually the Council's Risk Assessment.
- (i) To review annually the Council's Fixed Asset Register and ensure that property valuations and insurance cover are adequate.
- (j) To maintain bi-annual Internal Audits of the Council using a suitable independent Internal Auditor.
- (k) To review the year-end accounts and annual return for the External Auditor and recommend to the full Council for approval.
- (l) To consider all highway (excl. footpath/ROW) matters and public transport issues.
- (m) To consider matters relating to crime and disorder including the provision of CCTV.
- (n) The maximum membership of this Committee is 10.

Policy:

The Committee will:-

- (i) Look to provide the Council's services at the minimum cost, commensurate with full and effective fulfillment of the Council's operational role and policy aims.
- (ii) Seek to ensure the most profitable and efficient investment management policies.
- (iii) Recognise the need for good business management in operating its services, and will, as appropriate, undertake performance and systems reviews to ensure an economic, effective and efficient Council. Where beneficial, consider opportunities for the introduction of new technology within the Council's office systems.
- (iv) Recognise the need for, and benefits of, Member and staff training. Initiate and react to positive and appropriate opportunities within the context of overall budget resources.

PROPERTY COMMITTEE

Main Functions:

The management of all Council property including playing fields and open spaces, together with provision and maintenance of playground equipment. The upkeep and repair of Churchyard and provision and maintenance of parish street lighting.

Terms of Reference:

- (a) Dealing with the maintenance of the Adversane Hall, Public Conveniences, Jubilee Fields Sports Pavilion, Council-owned open spaces and play equipment within the Committee's approved budget and the making of recommendations annually to the Finance and General Purposes Committee to rents and charges.
- (b) Dealing with the provision of:-
 - i. Bus shelters
 - ii. War Memorial
 - iii. Public Notice Boards
 - iv. Public Seats
 - v. Christmas Lights
- (c) Dealing with the maintenance of the Churchyard.
- (d) Dealing with Parish footway lighting and all up-grading schemes.
- (e) Review the schedule of inspection of Council property and open spaces including five yearly electrical safety inspections.
- (f) Review the Risk Assessments for individual property, open spaces and working practices in relation to property matters.
- (g) The maximum membership of this Committee is 10.

Strategy:

The efficient and effective administration and maintenance of all Parish property.

Policy:

- (h) Seek to maintain and enhance the appearance of all its landholdings recognizing the significance and importance of such standards.

PLANNING AND ENVIRONMENT COMMITTEE

Main Functions:

The consideration of planning and licensing applications and other planning issues relating to the Parish.

Terms of Reference:

- (a) To consider all planning and licensing applications for the Parish.
- (b) The making of representations in respect of appeals against the refusal of planning permission.
- (c) To make recommendations regarding street naming.
- (d) To consider and monitor Parish development plans (Local Development Framework).
- (e) To seek to ensure that the general environment within the Parish is monitored, so far as is possible and to report to the appropriate authority any potential hazards, breaches, etc.
- (f) To bear in mind environmental aspects when considering planning applications.
- (g) To seek to ensure that appropriate landscaping is incorporated sympathetically in planning applications, when appropriate, to enhance the environment.
- (h) To consider and respond to various environmental statutory documents.
- (i) Public Footpath and R.O.W. matters.
- (j) To co-ordinate the investigation of the incidences and cause of flooding in the parish.
 - i. To gather and document evidence of flooding.
 - ii. To work with stakeholders in a joined-up approach to investigate and seek to resolve parish flooding issues.
 - iii. To submit applications to Operation Watershed for funding for works to alleviate flooding.
- (k) The maximum membership of this Committee is 10.

Strategy

To seek to ensure high standards to planning for all new developmental activity within the Parish boundary with specific attention to all appropriate

local and statutory plan policies and to seek to ensure that any development is commensurate with the character of the Parish.

Policy:

- (i) To ensure positive and constructive input to Horsham District Council in respect of all planning applications submitted.
- (ii) To monitor the Conservation Areas and ensure that the style of development and general decoration, including signage, shop fronts and street furniture, is in keeping with those Listed Buildings situated therein, in accordance with any Conservation Area documents.
- (iii) To monitor and review the success of the Parish Design Statement and Neighbourhood Plan in influencing local planning authority decisions.
- (iii) To seek to ensure, within overall resources, maximum publicity and awareness of planning applications by means of public notices.
- (iv) To give due consideration, where possible, to sustainable development policies.
- (v) To positively contribute to discussions, evaluations and consultations in respect of major or contentious new development activity, including the establishment of formal meetings with professional planning staff, to exchange views and consider details proposals whenever necessary.
- (vi) Work to retain public open space, including playing fields whenever possible.
- (vii) To seek at least a like-for-like replacement of TPO/Conservation Area trees where they are felled, on or off site, as appropriate.

WORKING PRACTICES COMMITTEE

Main Function:

The consideration of all employment-related matters and Council policy and procedure documents.

Terms of Reference:

To make recommendations to the Council on all employment related matters including contracts, salary reviews and superannuation.

To review Council policy documents in accordance with statutory advice: Standing Orders, Financial Regulations, Code of Conduct, Scheme of Members Allowances, Discipline and Grievance Procedure.

To ensure there are policies to maintain good working relationship with Councillors, staff and the general public including Dignity at Work, Councillor/Staff Protocol and Code of Practice for Handling Complaints.

To ensure the Council's Health and Safety Policy is reviewed and updated in accordance with latest legislation.

Adopt positive staffing policies and ensure compliance with national conditions of service, welfare and health and safety at work legislation, and any other legal requirements.

The maximum membership of this Committee is 10.

Billingshurst Parish Council as Trustee

Terms of Reference

Accounts

- To review the twice yearly internal audit report.
- To set the budget annually.
- To review the year-end accounts and Trustees report.
- To review the submission of the annual return to the Charity Commission.

Billingshurst Centre Committee

Committee Size: Maximum 10 Councillors

Terms of Reference

Health and Safety

- To review the Centre's insurance.

Marketing

- To approve the Business Plan and market the Centre and its facilities.

Hiring

- To approve the annual review of the schedule of hire charges.
- To approve the review terms and conditions of hire.

Licensing

- To approve the licensing policy.

Management

- To consider queries relating to the day to day operation of the Centre raised by the Clerk.

Accounting

- To approve monthly accounts for payment.

- To review the monthly bank reconciliation, profit and loss account and balance sheet.
- To make a recommendation to the Council as Trustee:
 - To review the twice yearly internal audit report.
 - To set the budget annually.
 - To review the year-end accounts and Trustees report.
 - To review the submission of the annual return to the Charity Commission.

Health and Safety

- Annual risk assessment for the Centre.
- Annual Health and Safety check.
- Fire risk assessment and compliance.
- To make a recommendation to the Council as Trustee on insurance.
- Food Hygiene.

Maintenance

- To review the Fixed Asset Register for the Centre.
- To create and operate a program of maintenance.
- To consider maintenance issues as they arise.

IT/Audio

- To review and update IT facilities at the Centre.
- To review and update stage facilities at the Centre.

Marketing

- To create a Business Plan for the approval of the Council as Trustee and market the Centre and its facilities.

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Hiring

- To formulate and review annually the schedule of hire charges and make a recommendation to the Council as Trustee for approval.
- To produce and review hiring agreements.
- To produce and review terms and conditions of hire and make a recommendation to Council as Trustee for approval.
- To review debtor list.
- To consider hirers' complaints, that cannot be dealt with by the Manager or Clerk.

Licensing

- To ensure the Centre meets the Licensing Act requirements.
- To formulate policy for licensing and make a recommendation to the Council as Trustee for approval.

NEIGHBOURHOOD PLAN WORKING PARTY

Main Function:

Consultation with the community and stakeholders for the creation of a Neighbourhood Plan for Billingshurst.

Membership:

6 Councillors (max), plus non-Councillor members and District and County Councillors as appropriate.

Terms of Reference:

- To define a timetable for the preparation of the Neighbourhood Plan.
- To produce a statement of community and stakeholder engagement.
- To implement the statement of community and stakeholder engagement at the earliest opportunity and throughout the process.
- To apply for grant funding for the Neighbourhood Plan process.
- To prepare a brief to seek quotations for specialist help in the creation of the Neighbourhood Plan.
- To prepare a brief detailing quotation obtained for specialist help to prepare the Neighbourhood Plan and recommendation of selection of specialist for approval and appointment by the Council.
- To work with the specialists and the community to develop a vision for the parish for approval by the Parish Council.
- To appoint focus groups to develop further the different aspects of the vision for the parish.
- To build an evidence base to support the Neighbourhood Plan.
- To develop policy, guidance and proposals for the Neighbourhood Plan.
- To call for site allocations.
- To present the pre-submission consultation Neighbourhood Plan to the Council for approval.
- To present the submission Neighbourhood Plan and consultation statement to the Council for approval.
- To consider any modifications recommended by the Independent Examiner and make a recommendation to the Council.

Secretariat

Billingshurst Parish Council to provide full secretariat support to the Working Party in accordance with Standing Orders. The Neighbourhood Plan agendas, minutes, consultations and updates can be added to the Council's website.

Financial

Billingshurst Parish Council to retain full responsibility for the administration of the finances of the Neighbourhood Plan in accordance with Financial Regulations.

Focus Groups

- The Neighbourhood Plan Working Party may appoint Focus Groups to investigate specific Neighbourhood Plan issues.
- These Focus Groups may be comprised of all non-Councillor members.
- Their role will be to investigate and make a report to the Steering Committee.
- Members will have no voting rights, as they are an advisory group only.

Footnote

As a Working Party, it has no delegated powers as per an ordinary Committee, thus, all significant decisions must be made in the form of a recommendation to the parent committee, F&GP.

APPENDIX C

BILLINGSHURST PARISH COUNCIL

WEDNESDAY 6 MAY 2026

APPOINTMENT OF COMMITTEES ETC

REPORT BY CLERK

FOR DECISION

At the Annual Meeting of the Council, the Council reviews the membership of all committees, working parties and appointments to outside bodies etc.

All Councillors were invited to inform the office of their intentions by the 30 April – four responded. The attached sets out members' preferences. Where Cllrs did not respond, I have assumed that they had no changes

Cllrs are asked to check that it is accurate and inform the meeting of any corrections required.

The Council is invited to appoint committees, working parties and representatives to outside bodies etc. accordingly.

[Where there are more offers than there are vacancies for a particular role, members may need to vote on those.]

BILLINGSHURST PARISH COUNCIL**COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES****2026-27**

(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, MM
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) + Assistant Clerk
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	
West Sussex Association Local Councils (WSALC) AGM x2	SD
Community Partnership x1	KR
Youth liasion - all matters	CG

Updated 30/04/2026

APPENDIX D

BILLINGSHURST PARISH COUNCIL

WEDNESDAY 6 MAY 2026

CCTV

REPORT BY CLERK

FOR INFORMATION

Members have requested a further update on the implementation of public realm CCTV.

This project is becoming increasingly complicated but I summarise the situation at each location below:

Cameras have now been installed at the following locations:

Challen Street Play Area x1

Newman Way Play Area x2

Entrance to Jubilee Fields x1 by HWRC (We have had to fund a new separate supply to the column belonging to Veolia for operational reasons.)

Lower Station Road Recreation Ground (By Scout Hut) x1. Although our column, Enerveo who maintain this thorough our agreement with WSSC, have objected to its installation on a drop-down column. We are now having to fund the installation of a separate column alongside.

In respect of other sites:

Jubilee Fields Car Park x1. To do.

Manor Fields x1. We are arranging the installation of a new column and supply.

Cherry Tree Close x1. We had hoped to take a supply from the adjoining car park belonging to Saxon Weald, but having entered into a wayleave agreement with them, they are now insisting on unreasonable conditions. As a result we are now making alternative arrangements.

Station Rd Community Gardens x1. We are arranging the installation of a new column and supply.

Skate Park @ Jubilee Fields x1. I met Cllr Harris on site as he thought he could assist with moling the cable the lengthy distance; he was going to liaise directly with the main contractor.

High St x1, Mill Lane (x2), Challen Street x1, LSRRG by skate park x1, LSR opp. Tesco Express x1, awaiting permissions to go on WSCC/Enerveo columns.

Total number of cameras = 16.

The contractor is struggling to find an electrician with the appropriate accreditation for working on the highway and subject to a meeting I am due to have with them on the 8 May, I may ask if Enerveo themselves can assist. I am already arranging with them the installation of poles and supplies at some sites.

Recording and monitoring equipment has been installed in the Neighbourhood Wardens' office.

Signage including details of the scheme's operator, to accompany each camera has been agreed.

We have created a dedicated **page on our website:**

http://www.billingshurst.gov.uk/CCTV_for_Billingshurst_52648.aspx

I have tasked the Assistant Clerk to update his own accreditation for looking at cctv images and check the Wardens. It may be appropriate to deem the Wardens as Officers of the Council to overcome the fact that they will be processing the data which is not theirs as we the Parish Council are the data controller.

Although the Council had hoped to receive some contribution toward running costs from sites which are privately owned, in the case of Amblehurst, I have agreed to a notional annual contribution towards the cost of electricity.

The Council is invited to note this report