



To All Councillors,

You are summoned to a Meeting of Billingshurst Parish Council on **Wednesday 1 July 2026**
at **6.30pm** 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

24 June 2026

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.
4. To elect a Vice Chairman of the Council (following the resignation of Cllr Craig Gale as Vice Chairman.)

Adjournment for

5. To receive update from the Highwood Group on their proposals for *West of Billingshurst*. (Martin Hawthorn + Andrew White) *(15 mins + questions.)*
6. To receive a presentation from Our Place on their proposals for *Land South of Adversane / Kingswood*. (Joseph Baum) *(15 mins + questions.)*
7. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman). They must give their name.
8. Reports from:
 - a. County Councillor
 - b. District Councillors
 - c. Council Representatives on Outside Bodies.

Resume Meeting

9. Approval of the Minutes of the Meeting held on 2 June 2026. (Previously sent)
10. Clerk's Report.

11. Public Car Parking
 - a. To note the decision of HDC to exclude car parks from possible future asset transfers – Appendix **A**.
 - b. To note the advice from HDC regarding reduction of spaces in the HDC car park at Jengers Mead - Appendix **B** - and consider the following suggestions:
 - i. Ask to meet with Naper Parking;
 - ii. Write to John Milne MP.
12. To agree to have drop-in sessions in early 2027 for would-be Parish Council candidates in the May 2027 local elections, as per 2023.
13. To receive Minutes as approved by the following Committees:

a) Planning & Environment	5 May 2026.
b) F&GP	29 April & 27 May 2026.
c) Property	11 February 2026
d) Working Practices	18 February 2026

(all previously circulated / on website.)
14. Neighbourhood Wardens - to receive Wardens' Reports for May and June, previously circulated / on website.

15. Date of Next Meeting – 2 September 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.

Billingshurst Parish Clerk

From: Emma.Grundy <Emma.Grundy@horsham.gov.uk>
Sent: 10 May 2026 14:57
To: Billingshurst Parish Clerk
Cc: Paul.Anderson; Elizabeth.Williams
Subject: Asset transfer
Attachments: COMMUNITY ASSETS TRANSFER PROCESS FOR HORSHAM DISTRICT COUNCIL.docx

Dear Greg

I refer to the above and attach a copy of the process in relation to the CAT of assets. An expression of interest form needs to be completed for each asset you wish to request is transferred. There is also the requirement for a business plan for each asset-the guide sets out what is required in this respect. I hope this is helpful.

In terms of initial feedback, I can confirm that HDC will not be transferring the car parks to the Parish Council as these are income generating assets. In relation to the play areas, these may be connected to section 106 agreements with the residential development. I need to find out what the terms of these agreements are as they may have a bearing on any transfer terms to the Parish. I am looking into this matter.

Kind regards

Emma

Emma Grundy

Asset Manager (Tuesday, Wednesday & Thursday)

Telephone: 01403 215067

Email: Emma.Grundy@horsham.gov.uk



Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

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Billingshurst Parish Clerk

From: Rob.Leet <Rob.Leet@horsham.gov.uk>
Sent: 10 June 2026 08:36
To: Billingshurst Parish Clerk; Pulborough Clerk; West Grinstead Clerk; Slinfold Clerk; Itchingfield Clerk
Cc: Paul.Clarke; Mark.Baynham; Dominic.Bradley
Subject: Jengers Mead Car Park – Upcoming Changes to Parking Layout
Attachments: JMCP 500 Jengers Mead Car Park Proposed.pdf

Dear Councillors and colleagues,

I wanted to make you aware of a forthcoming Cabinet Member Decision relating to Jengers Mead Car Park.

Following a review of land ownership boundaries, it has been identified that part of the existing car park extends beyond land within the Council's ownership. The Council has explored options to retain use of this area but has concluded that this would not represent value for money.

As a result, the Council intends to reconfigure the car park so that it operates entirely within land under its control. This will reduce the number of available spaces from 17 to 10.

Whilst this represents a reduction in capacity, alternative off-street parking remains available nearby and the impact on overall parking provision in the area is not considered significant. The proposed works also provide an opportunity to improve the accessibility of the existing pedestrian access into the car park, creating a more inclusive route for pedestrians, wheelchair users, people with pushchairs and mobility scooter users.

For ease of reference, I have attached the latest layout drawing which illustrates the proposed changes. The light blue line on the right-hand side of the car park denotes the extent of the land that falls outside the Council's control. You will see that, due to the turning and manoeuvring space required, vehicles can no longer be parked along this edge of the car park. However, one additional bay can be accommodated in a perpendicular arrangement, resulting in a revised capacity of 10 spaces.

The Cabinet Member for Finance & Resources has approved the proposal and a formal Cabinet Member Decision Notice will be published in due course.

Should you have any questions, please do not hesitate to contact me.

Kind regards,

Rob

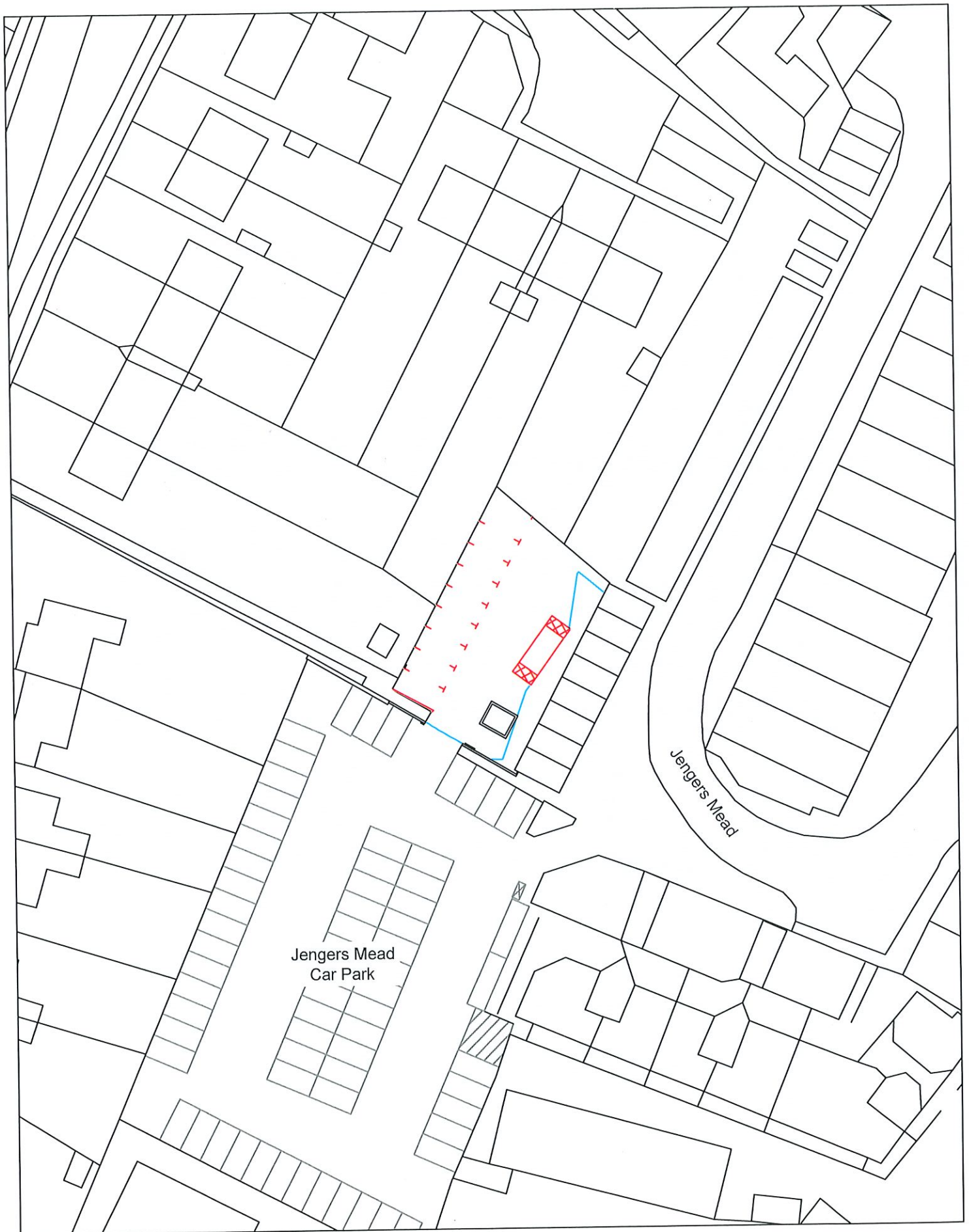
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Horsham District Council Jengens Mead Car Park Proposed Layout

Design HDC	Drawn NhW	Project No.	Date March 2026
Scale 1:500	Drawing No. JMCP / 500		
File	© Crown copyright 2026 OS AC0000820204		