



**Minutes of the Meeting of Billingshurst Parish Council  
Tuesday 5 September 2023  
7.30pm at the Billingshurst Centre.**

**Present**

Cllrs Ken Peters (Chairman), Faye Algar, Paul Berry, Phillip Day, Sandy Duck, Trevor Leonard, Deepak Mahal, James Marchant, Caroline Beresford Pratt, Steve Thomas, Doug Waller and Sarah Wilson

**In attendance**

G C Burt, Clerk to the Council  
District Cllr Sam Bateman

**78/23 Chairman's Announcements.**

The Chairman advised that

1. The meeting was not being streamed to the internet due to technical problems.
2. Cllrs wishing to speak should raise their hand and speak loudly and clearly.

**79/23 Apologies.**

Apologies for absence were received from Cllrs Phillip Day, Craig Gale, Edna Bengier and Roy Margetts due to prior engagements. On the proposal of Cllr Ken Peters, seconded by Cllr Doug Waller, **RESOLVED** that the apologies and reasons given be accepted.

**80/23 To Receive Declarations of Interest and consider any requests for a dispensation.**

None.

*Adjournment for*

**81/23 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**82/23 Reports from:**

- a. County and District Councillors.

District Cllr Sam Bateman reported that she was on the Welfare and Housing Committees; she was getting considerable casework on the latter subject. She also served on the Overview & Scrutiny Panel, which was currently looking at inclusivity issues in the design of open spaces. She would happily submit a written

report in advance in future, which would enable Parish Councillors to formulate questions in advance.

Cllr James Marchant asked about the plans for the new car park behind Lloyds Pharmacy, and the Clerk was able to relay information received the previous week, explaining the delay.

Cllr Caroline Beresford Pratt asked what was involved in being a District Councillor? District Cllr Sam Bateman advised that she worked full time in a primary school, and dedicated a large portion of her evening to Horsham District Council (HDC) matters: meetings and e-mails, etc.

Cllr Deepak Mahal asked which District Councillor was championing the provision of infrastructure? District Cllr Sam Bateman advised that the two planning Committees (North and South) the latter of which she and her two ward colleagues were members, tried to ensure that applications, particularly large strategic developments, delivered the infrastructure that they were supposed to.

Parish Councillors commented that often, despite the plans of developers and HDC, sites were allocated for schools, doctors or dentists, but if no statutory provider wished to operate the facility, it wasn't built.

b. Council Representatives on Outside Bodies.

Cllr Sandy Duck reported that she was attending the AGM of Station Road Community Gardens the following week. She had attended a very good AGM of Horsham Association of Local Councils (HALC) which included a joint meeting with HDC.

*Resume Meeting*

**83/23 Approval of the Minutes of the Meeting held on 12 July 2023.**

The draft minutes of the meeting held on 12 July 2023, previously circulated were taken as read. On the proposal of Cllr Doug Waller, seconded by Cllr Caroline Beresford Pratt, **RESOLVED** that the minutes be accepted and signed as a correct record accordingly.

**84/23 Matters Arising – that are not separate agenda items.**

None.

**85/23 To consider calendar of meetings 2024 and appointments to committees etc.**

Members considered the draft Calendar of Meetings for 2024. They also considered the general pattern of meetings, in the light of some low attendances at meetings in recent months. On the proposal of Cllr James Marchant seconded by Cllr Doug Waller, the Calendar of Meetings for 2024 was **RESOLVED** - Appendix A. [Changes being that Planning & Environment Committee moves to Tuesdays, all meetings start at 7pm (apart from F&GP starting at 7.30pm) and Working Practices meeting quarterly.]

**86/23 To consider an Emergency Plan for the Parish.**

Councillors had previously looked at the suggestion of an Emergency Plan for the parish, however no Councillor had expressed an interest in coming forward to help take the lead. Given that Emergency Planning was a statutory responsibility of principal councils, on the proposal of Cllr Paul Berry, seconded by Cllr Doug Waller, **RESOLVED** that no further action be taken.

[The Clerk would ask if we could see HDC's Emergency Plan.]

**87/23 To consider draft response to proposed changes to railway timetable.**

Cllr James Marchant had kindly drafted a response, previously circulated, to proposed changes to the railway timetable, which adversely affected Billingshurst. Subject to some minor amendments. On the proposal of Cllr Ken Peters, seconded by Cllr Doug Waller, the response was **RESOLVED** accordingly and that Cllr Marchant be thanked for his efforts.

**88/23 To receive Minutes as approved by the following Committees:**

- a) On the proposal of Cllr Caroline Beresford Pratt, seconded by Cllr Doug Waller, **RESOLVED** that the minutes of the Planning & Environment Committee of 8 June, 6 & 26 July 2023 be received.
- b) On the proposal of Cllr Ken Peters, seconded by Cllr Doug Waller, **RESOLVED** that the minutes of the F&GP Committee of 28 June 2023 be received.

**89/23 Neighbourhood Wardens** - to receive Wardens' Report for May, June and July - previously circulated.

NOTED.

**90/23 Any other matters for information only.**

None.

**91/23 Date of Next Meeting – 1 November 2023.**

*Meeting finished at 8.44pm*

# APPENDIX A

BILLINGSHURST PARISH COUNCIL	
COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES	
2023-24	
(The Council has set the max. membership for Committees to 10 members.)	
<b>COMMITTEES</b>	
Planning & Environment	JM, <b>DW</b> , SW, DM, <b>CBP</b> , FA
Property	PB, SD, <b>PD</b> , RM, ST, EB, <b>CG</b>
Finance & General Purposes	PB, <b>PD</b> , RM, KP, EB, <b>CG</b> , ST
Working Practices	<b>DW</b> , SW, RM, <b>ST</b> , CG, KP
Billingshurst Centre	PB, SD, PD, <b>SW</b> , KP, <b>EB</b> , CG
Complaints (5 members Max)	PB, SD, RM, TL, CG
Complaints Chairman	SD
<b>WORKING PARTIES</b>	
Neighbourhood Plan	In abeyance
Internal Audit	PD, KP, RM
Traffic Calming	PB, JM, TL, ST, KP

**Bold** indicates Chairman/Vice Chairman

REPRESENTATIVES ON OUTSIDE BODIES	
Allotments Society	EB
Billigreen & Climate Change liaison	PD, JM, TL
B'hurst Flood Action Group	EB
B'hurst Sports & Recn. Assn. (BSRA)	CG
CPRE	KP, SD
Friends of Station Road Gardens x1	SD
HALC (H'ham Assn Local Councils)	PD, SD
HDC Liasion	DM, TL (Plus Chair or V Chair)
N'hood Warden Steering Group x2	PB, SD, PD
Parish and Neighbourhood Climate Action Network	PD
Rural Market Towns Group (RMTG)	SD
Special Planning Document W/Group	DM, CBP
Sussex Police & Crime Commissioner - Focus Groups x1	CBP (Reserves: RM, ST, TL)
Trustee of Adversane Hall x1	SD
Trustee of Dauxwood Pre-School x1	SD
West Sussex Association Local Councils (WSALC) AGM x2	PD, SD
Youth Council	In abeyance
Youth liasion - all matters	SW, CG

Updated 06/09/2023