



**Minutes of the Meeting of Billingshurst Parish Council  
Wednesday 11 March 2026  
7pm at the Billingshurst Centre**

**Present**

Cllrs Paul Berry (Chairman), Faye Algar, Edna Benger, Phillip Day, Sandy Duck, Jeremy Harris, Craig Jones, Trevor Leonard, James Marchant, Anna Rhodes, Kate Rowbottom and Doug Waller.

**In attendance**

G C Burt, Clerk to the Council  
Cty Cllr Mrs A Jupp  
Approximately 4 Members of the Public

**18/26 Chairman's Announcements**

The Chairman advised that:

1. The meeting was being streamed to the internet.
2. Cllrs wishing to speak should raise their hand and speak loudly and clearly.
3. Mobile phones should either be switched off or silenced.
4. We were very sad to hear of the death of the local RBL President Colin Banks last week. Colin and the local Legion have been a great friend and supporter of the Parish Council on countless occasions over the years and will be truly missed by all of us who had close connections with him; Colin was the epitome of the word gentleman.

**19/26 Apologies**

Apologies for absence were received from Cllrs Craig Gale and Marie Montoya for approved reasons. On the proposal of Cllr James Marchant seconded by Cllr Craig Jones **RESOLVED** that the apologies and reasons given be accepted.  
Retrospective apology received from Cllr David Hingamp.

*Adjournment for*

**20/26 Reports from:**

a. County Councillor

Cty Cllr Mrs Amanda Jupp had submitted a report in advance, copied to all Cllrs, attached Appendix A. She then highlighted a plan to jet all gullies on the A272 east of Hammonds Roundabout in an effort to reduce flooding, costing £5k. The highways contractor Volker also was now offering to assist volunteers who wished to litter pick busy roads with kit and highway management.  
Cllr James Marchant hoped that the new 20mph High St limit reduction could be implemented sooner than suggested; Cty Cllr Mrs Amanda Jupp said she would see what she could do.

WSCC was complimented on clearing the footways to Adversane and Five Oaks but agreed they needed widening if possible.

She said that highway gullies in areas prone to flooding would now be emptied yearly. [The Clerk advised that WSCC had now added a drain gully near the entrance to the HWRC to their inventory for cleaning, which should reduce the constant flooding.]

The Chairman commented on the need for the mini roundabouts at Natts Lane and Chapel Corner to be repainted.

b. District Councillors

Dis Cllrs Sam Bateman, Mark Baynham and John Trollope tendered their apologies but had submitted a report in advance, copied to all Cllrs, attached Appendix B.

c. Parish Council representatives on outside bodies.

Cllr Craig Jones reported on the recent meeting of the Better Billingshurst Spending Panel he attended with Cllr Doug Waller and the Clerk. He said that the Billingshurst representatives had presented a united front at the meeting; he said that despite headlines to the contrary stating the funding pot was £2.4 million. The meeting only looked at the £1 million pot!

The Clerk reported that he had attended a briefing for local Clerks from the local police Chief Inspector today, in which it was confirmed that Billingshurst would now have a dedicated PCSO.

**21/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None

*Resume Meeting*

**22/26 Approval of the Minutes of the Meeting held on 7 January 2026.**

The draft minutes of the meeting held on 7 January 2026, previously circulated, were taken as read. On the proposal of Cllr Doug Waller seconded by Cllr Craig Jones **RESOLVED** that the minutes be accepted and signed as a correct record accordingly.

**23/26 Clerk's Report**

The Clerk reported that he had met with Martin Hawthorn earlier from the Highwood Group. He had advised that the Tennis Club had confirmed that they no longer wished to move to a revamped Jubilee Fields. This meant that the plan for Jubilee Fields, to which the Council is party to, would be adjusted accordingly. Martin Hawthorn would be invited to present to May Council accordingly [Post meeting note: He cannot make the 8 May so an alternative date will be arranged.] Clerk advised that Martin Hawthorn had confirmed that should any element of the plan for Jubilee no longer be required as it had already been delivered as part of the Better Billingshurst program, than a commensurate improvement or facility could be provided *in lieu*. Cllr James Marchant highlighted the need for some space for local internment of ashes.

**24/26 To consider RECOMMENDATIONS**

From the F&GP Committee of 28 January 2026 that the Council's Corporate Risk Assessment be approved. (Minute 12/26 refers).

On the proposal of Cllr Paul Berry seconded by Cllr Phillip Day **RESOLVED** that the Council's Corporate Risk Assessment be approved accordingly.

**25/26 HDC Community Governance Review**

Councillors had been sent briefing notes from a recent presentation to clerks about a forthcoming consultation, dates tbc. The Clerk thought it would helpful for members to be aware of the subject in advance. The Clerk then gave examples of what the review might look at: amalgamating small unviable parishes, regularising boundary anomalies e.g. where a boundary divided a community, or warding. The latter he felt might be most relevant as the Parish is not warded, all 15 Cllrs representing the parish. As the village grew, it may be appropriate to create wards to improve representation in different parts and also reduce the cost in the event of a by-election. NOTED.

**26/26 To note WSCC's approval of the Council's request for a 20mph limit throughout High St.**

As reported to Cllrs by e-mail, WSCC had advised that our *Community Highways Scheme (CHS)* has passed moderation and is progressing to the next phase: Design. Please note that although the scheme is moving forward, it remains subject to the Key Decision for the Annual Delivery Programme, where funding and resources are formally allocated.

Councillors were pleased to hear this excellent news and hoped that the simultaneous scheme to install village gateways and SIDs could also now progress. The Chairman commented that whilst the Council and residents had wanted a more comprehensive scheme, this was likely to be the best that could be achieved.

NOTED

**27/26 To receive a verbal update from the Clerk on trees at Willow Drive.**

The Clerk advised that there was nothing notable to report, suffice to say that the Council continued to liaise with the Council's insurers/loss adjustors and solicitors. An order had been placed to undertake a bat survey in May which was the recommended *optimum window*, in the region of £500. Officers had struggled to find a contractor to undertake a new *Tree Root Subsidence Report* as many declined to assist as they had already been party to others' reports, giving them an interest. However we had now hopefully sourced a suitable contractor and a price was awaited. Dead-wooding had recently been undertaken, as recommended by the annual tree survey.

NOTED.

**28/26 To resolve to accept a gift of land adjoining Adversane Hall in order to improve the sale offering.**

Councillors had received an update on the disposal of the property. Despite considerable interest, there had been no offers. The lack of on-site or nearby parking appearing to be the main reason, the Agents had suggested putting it into an auction, and or regularising the ownership of the rear garden which would increase the size of the plot. However there was some confusion about what the reserve price at auction might be plus it would be helpful

to know how much the legal fees would be to register the garden as Council property. **DEFER** pending further information.

**29/26 To review appointments to Committees and outside bodies etc.**

On the proposal of Cllr Paul Berry seconded by Cllr Craig Jones **RESOLVED** the revisions as set out in Appendix C.

**30/26 To receive Minutes as approved by the following Committees:**

- a) On the proposal of Cllr Doug Waller seconded by Cllr Anna Rhodes **RESOLVED** that the minutes of the Planning & Environment Committee of 13 January and 11 February 2026 be received.
- b) On the proposal of Cllr Phillip Day, seconded by Cllr Craig Jones **RESOLVED** that the minutes of the F&GP Committee of 17 December 2025 and 28 January 2026 be received.
- c) On the proposal of Cllr Phillip Day seconded by Cllr Doug Waller **RESOLVED** that the minutes of the Property Committee of 10 December 2025 be received.
- d) On the proposal of Cllr Doug Waller seconded by Cllr Craig Jones **RESOLVED** that the minutes of the Working Practices Committee of 10 September 2025 be received.

**31/26 Neighbourhood Wardens** - to receive Wardens' Report for December and January - previously circulated. NOTED

**32/26 Date of Next Meeting – 6 May 2026.**

*Meeting finished at 7.46pm*

Chairman.....

Date.....

**APPENDIX A**

**County Cllr Report from Cllr Mrs Amanda Jupp**

**Latest update from Highways:**

- In February over 3,700 potholes were repaired across the county, in addition to the 3,095 that were fixed in January.
- Recent heavy and persistent rainfall has again led to a rise in the number of new potholes appearing.
- There are 22 crews working on reactive repairs, with extended hours into evenings and weekends to increase capacity.

- During continuous wet weather, there have been changes to the method of fixing potholes. Where a pothole presents a safety risk to road users, a temporary repair will be undertaken to make it safe. Once the weather improves, then a full 'sidesawn and sealed' repair will be made
- Each week there is currently clearing or repairing of around 2,000 drainage assets to help reduce standing water and prevent further potholes forming.
- The Annual Delivery capital programme for 2026/27 was published last week – further details on the following link [Highways, Transport and Planning Delivery Programme 2026/27](#) HT11(25/26)

### **Secondary School Places:**

On Friday 6<sup>th</sup> March, the County Council confirmed that all 8,906 applicants in the county have been allocated a secondary school place. Of those, 86.5 per cent will be offered their first preference school, while 97.1 per cent will be offered one of their three preferences. The Admissions Team continues to look at opportunities to help give parents and carers more information on the process through attendance at secondary school open events and briefings for parents in areas where there are currently pressures. Those with questions about their child's allocated place or who wish to discuss options such as lodging an independent admission appeal can contact the admissions team on 03330 142903, or by emailing [admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk) or [admissions.north@westsussex.gov.uk](mailto:admissions.north@westsussex.gov.uk).

## **APPENDIX B**

### **District Cllrs Report**

Cllr Baynham reports that we have raised the HDC precept by 2.94% (£5.15 per year for a Band D) and we are pleased to report that we have the lowest Council Tax in Sussex (East and West) and are in the bottom quartile nationwide.

The appointment of a new Planning Inspector will see the reopening of the Local Plan hearings shortly. Despite the 18-month delay caused by the previous Inspector, our prospects to get the Plan adopted are now much brighter.

On Local Government Review, we will find out what our Unitary will look like by the end of the month. Before that happens there's not much more to report.

The Better Billingshurst Fund Spending Panel has now met twice and we have reached a good level of consensus on what projects should be supported. There are some issues remaining but these are being addressed.

Finally, HDC has initiated a Governance Review for the parish structures in the District. The last one was conducted in 2013 and good practice dictates that this should happen every 10-15 years. A comprehensive consultation with residents, the parish councils and other stakeholders will follow. Subjects to be covered will include looking at the parish boundaries, the number of councillors and whether a system of dividing parishes into

smaller sub sections for the purpose of councillor representation would be beneficial. Note that as this is just a review, the outcome may be that we are happy with what we have. It is a ground level up review and it comes with no preconceptions as to the outcome.

The idea of connecting the library car park and the Jengers Mead car park is not new but there are connectivity issues that HDC are currently investigating.

Cllr Bateman also reports she has dealt with numerous issues with the car parks including lighting and potholes. She further reported that the library car park lighting issues have been resolved; the lighting in HDC's car park in Jengers Mead is currently being assessed as there have been a few complaints that it is too dark.

Cllr Bateman is currently seeking assurance on the levels built up to at Platt's roundabout and possible planning violations and reviewing the application for housing developments at the trade park.

The caddies for food waste should be delivered to Billingshurst by mid-March with the actual collections starting sometime in April.

## 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.)	
<b>COMMITTEES</b>	
Planning & Environment	<b>DW</b> , FA, KR, DH, AR, JH, MM
Property	PB, SD, <b>PD</b> , EB, <b>CG</b> , CJ, DW, DH, JM
Finance & General Purposes	PB, <b>PD</b> , EB, CG, JH, CJ, TL, MM
Working Practices	DW, <b>CG</b> , KR, AR, CJ, SD, <b>JM</b> , MM
Billingshurst Centre	PB, SD, <b>PD</b> , EB, JH, <b>CJ</b> , TL, MM
Complaints (5 members Max)	PB, SD, TL, CG
Complaints Chairman	<b>SD</b>
<b>WORKING PARTIES</b>	
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 12/03/2026*