



AGENDA FOR A MEETING OF THE PARISH COUNCIL

Parish council members are summoned to a meeting
to be held on Wednesday, 22nd January, 2025 commencing at 18.00 hrs in Borden village hall
Members of the public are encouraged to attend but are asked to pre-notify the clerk that they wish to come
NB: Meeting papers will be available on our website "What's on" page at least 3 days ahead of the meeting

Neil Ryder, clerk 17th January 2025

1. **Apologies for absence**
2. **Disclosure of Interests:** To receive any disclosure by members of personal interests in matters on the agenda.
3. **Public questions**
The next ten minutes are available for the public to comment on / ask about relevant matters on the agenda.
4. **Reports from district and county councillors.**
5. **Minutes from the council meeting held on 3rd December**

Reference	Who	Action	By when
20240925-7e & f	MM	Discuss with team 1: popular paths, new conservation areas, identifying landowners	ASAP
20241203-5	NR	Draft notice to call for volunteers for PC membership	ASAP
20241203-7c	NR	Complete transfer of bank accounts	ASAP
20241203-8	ALL	All team leaders arrange team meetings before January PC meeting	ASAP
20241203-9c	DF / NR	Meet Borden Village Hall trustees	ASAP
20241203-9d	NR	Convene working party for charity setup	ASAP
20241203-10a	DD	Arrange meeting with horse-owners	ASAP
20241203-11b	NR	Apply to WSCC Highways for grit bin positions and order bins	ASAP
20241203-13	NR	Liaise with VC re compost bins and river monitoring	

Matters arising from minutes not already on agenda and approval of minutes

6. **Finance** see meeting papers
 - a. Current position – budget update, bank statements; new bank account
 - b. Agree purchase of grit bins from CIL funds (see quote) and transfer of funds to new charity when set up
 - c. Revised budget for 2025 – 26
7. **PC membership:** Acceptance of resignations and approval of draft resignation notice and procedure

Priority action team updates:

8. **Action team 1: Local environment [MM]**
 - a. Action plan update
 - b. Suggestion of new conservation areas: Chithurst bridge / church / manor / farm and Terwick Mill area
 - c. Consultation on new speed limits in Rogate
9. **Action team 2: Community facilities / infrastructure [CC / NR]**
 - a. Update: minutes of meeting on 13th January
 - b. Update on lost paths project
 - c. Agree steps for walkway project
 - d. Summary of meeting of work party on set-up of community charity (to be held on 20th January)
10. **Action team 3: Community events & activities [AS / SS]**
 - a. Fete and bonfire dates / plans
 - b. First Friday plans
 - c. Other dates / proposals for next year
11. **Action team 4: Community support [DF]**
 - a. Action plan update
 - b. Grit bins – approve application to WSCC for locations and specification of bins
12. **Action team 5: Housing and planning [NR]**
 - a. Update re START / Aylings site
 - b. Consultation on SDNPA local plan review
 - c. Planning applications: (see meeting papers):
 - 1&2 Nursery Cottages: skylights and new outbuilding [SDNP/24/04914/LDP]
 - Chithurst Farm: conversion of barn into habitable accommodation [SDNP/25/00046/LIS]
13. **Action team 6: sustainability & biodiversity [KM / VC]**
Action plan update
14. **Information for councillors that are considered urgent or to be included on future agenda.**
15. **Date of next meeting:** 26th March 2025 (regular PC meeting)

County and district reports for Trotton Parish Council 22rd Jan 2025

1. WSCC county report (Kate O’Kelly)

Highways

Damage to the bridge on the A286 in Midhurst has caused more travel disruption. Thankfully it was only fully closed for 1 day and they have installed 4 way traffic lights. All parties appear to be moving fast let’s hope the repair is swift, but it is another blow to retail trade in Midhurst. Latest update from Highways below.

Following a road traffic collision over the weekend, West Sussex County Council is now arranging works to repair the damage sustained to North Mill Bridge. As we recognise the temporary lights are having a significant impact on the local community we will send out regular updates on the progress of the work to keep people informed.

Since the weekend the following work has been undertaken:

- Concrete barriers have been placed alongside the road,
- 4 way temporary traffic lights have been placed to allow the road to be partially re opened - these lights are manually controlled at peak hours so traffic flow can be accounted for,
- A Stonemason has attended site and scoped the works required,
- Orders have been placed for the additional stone necessary to undertake the repairs,
- Works have been programmed for next week to salvage the stone that can be potentially re-used,
- A review of parking near the BP garage which is having an impact on the queuing traffic.

Unfortunately these repair works cannot all be delivered immediately as the lead in time for the additional new stone is up to 8 weeks, and the works themselves will take up to 4 weeks. This means the road will remain under temporary lights for a number of weeks and we will monitor the impact on the wider network. If we believe further restrictions on the surrounding network are required we will put these in place and I will provide updates via these emails.

Devolution / Local Gov Reorganisation

Gov White paper published just before Xmas. Direction of travel is unitary authorities. WSCC leaders have put in a request to join the fast track to become a Sussex Strategic Mayoralty Authority with Brighton and Hove and East Sussex. There is no agreed plan in place for Local Gov reorganisation including the geographical make-up of the unitaries as no work has been done on this. Our group view is that this is too hasty and while the Strategic Authority is desirable for large strategic projects the detailed work needs to be done. All stakeholders need to be consulted as to the best way to reorganise the area into unitary councils and how this will work for parish and town Councils. There is a danger of taking decisions further away from the communities with this so-called devolution. We have made the case to go ahead with devolution, as this is definitely happening, but not in the first wave so the detailed work can be done and local elections for the County in 2025 should go ahead as planned. We expect to know the request outcome by the end of the month.

Health and Adult Social Care Committee

At the meeting in November we scrutinised the Winter Plan as presented to us by the NHS leaders.

Not enough data was presented we asked for evidence rather than warm words.

Vaccination rates for Covid, Flu and the new RSV vaccine take up was around national average but only 53% for Covid and 36% for Flu in eligible groups.

We asked for data on bed occupancy as we go into Winter, they have already had to escalate their systems as they are at max occupancy which means more beds in a bay and more time waiting in the Emergency Dept for a bed.

We asked again of evidence of their ‘improvement journey’ to improve times for discharge of medically fit patients.

Overall a worrying picture at that stage of the Winter.

HASC in January we scrutinised access to NHS dentistry and Primary Care services. The situation regarding Primary care appointments is improving across the area, but the access to NHS dentistry is still very challenging.

Sussex HealthWatch have a survey running on NHS Dentistry access

<https://www.smartsurvey.co.uk/s/Dentistry2025/>

Full Council

Full Council – in December there was a motion on family farms and also on breast cancer awareness. We also reviewed the armed forces covenant.

West Sussex Waste Prevention Community Grant

The Waste Prevention Community Grant Fund is now open for applications from community-based projects in West Sussex to encourage people to repair and reuse items instead of throwing them away.

The fund is a joint initiative between West Sussex County Council and Biffa to help local groups deliver innovative projects which reduce household waste by encouraging repair, reuse and waste prevention.

Community groups, residents' associations, charities, community interest companies (CICs) and social enterprises in West Sussex with new ideas for relevant initiatives can apply for grants of up to £5,000 for projects that:

- Reduce waste at its source by encouraging practices that minimise the production of household waste.
- Support projects that facilitate the reuse or repair of items to extend their lifespan.
- Reduce household food waste in alignment with existing surplus food rescue services and education campaigns.
- Engage the community by empowering residents to take part in waste prevention activities and promote a culture of sustainability.

Eligible groups can sign up for the webinar and ask questions ahead of time, email wasteprevention.fund@westsussex.gov.uk

For full details on the Waste Prevention Community Grant Fund, including criteria, required documents and to apply, please visit: [Waste Prevention Community Grant Fund - West Sussex County Council](#)

2. Chichester District Council report (Tim O'Kelly)

Devolution: In December the government published a paper to outline plans for both devolution and local government reorganisation.

The Government wants to introduce "Strategic Authorities" with an elected mayor across England, so that it can hand more powers down from Whitehall. Streamlining local government is being presented as a way to enable the creation of more powerful local mayors, in an attempt to unblock infrastructure and attract greater investment.

Strategic Authorities and elected mayors would then oversee areas representing a population of around 1.5m people. For this area this is likely to include two or more County Councils.

Mayors will potentially be given new strategic powers and priorities including:

- Housing and Planning
- Transport
- Economic Development
- Environment
- Police & Crime Commissioners and Fire & Rescue Authorities

(will fall to mayors where geographies align)

County Councils and existing Unitary Councils that wish to join the fast track process to become a Mayoral Strategic Authority have to apply to the government by 10 January.

West Sussex County Council (and Brighton and Hove Council (Unitary) and East Sussex County Council) held special Cabinet meetings on 9th January to discuss this and have agreed, together with East Sussex County Council and Brighton and Hove Unitary authority, to submit an expression of interest to be considered for the Government's Devolution Priority Programme indicating support for a Sussex Mayoral Strategic Authority.

Local Government Reorganisation

This is separate to devolution, but links with the government's overall aims. The government wants all areas to have unitary councils, with each serving a minimum of 500,000 residents. West Sussex covers a total population of 900,000. Chichester District Council a population of circa. 125,000. The government is liable to create two unitary authorities within our area, one probably centred around Brighton and Hove, currently a unitary but well under the ½ million necessary to stay on it's own, and the rest forming the other. Chichester District Council is expecting a further letter from government in the next few weeks.

Sustainable Support Grants

Online applications for the Sustainable Support Grants are now open. Applicants will have until Friday 31 January at midnight to submit their application. Submissions must be made online.

The grant can be used for the purchase and installation of materials and equipment, as well as specialist expertise / support. Grants of up to £1,000 are available for projects which will make a positive and sustainable contribution to

your business. The grant made will be 75% of eligible costs, up to a maximum contribution of £1,000.

Grants of up to £7,500 are for climate-friendly projects. You will need to show that the grant will future-proof your business and also underpin your business' climate and growth ambitions. The grant made will be 50% of eligible costs, up to a maximum contribution of £7,500.

The council is releasing a limited amount of funds for use by Small to Medium Enterprises (SMEs) to help on their sustainability journey. The grant can be used for the purchase and installation of materials and equipment, as well as specialist expertise / support. Grants of up to £1,000 are available for projects which will make a positive and sustainable contribution to your business. The grant made will be 75% of eligible costs, up to a maximum contribution of £1,000. Grants of up to £7,500 are for climate-friendly projects. You will need to show that the grant will future-proof your business and also underpin your business' climate and growth ambitions. The grant made will be 50% of eligible costs, up to a maximum contribution of £7,500.

Climate Change

Between 1 July and 30 September last year, 1,382 people visited the 'Let's Talk: Climate Change' online survey to have their say. The response was almost seven times the number of the previous climate change consultation in 2020, and one of the best consultation responses the council has ever received.

Respondents shared their views on a number of project proposals that could help individuals and communities in the Chichester District to reduce their carbon emissions. All of this feedback has now been reviewed and is currently being used to help inform the development of the council's new Climate Emergency Action Plan, which will run from the second half of 2025 to 2030.

One of the key findings from the survey is that people are keen for the council to prioritise projects that help increase home energy efficiency and home renewable energy generation. The proposal to employ a Tree Strategy Officer when the current Government-funded post ends later this year, was also very popular. Over the past four years, the current Tree Officer role has led to more than 50,000 trees being planted across the district and supported 200 individual planting projects



MINUTES OF A PARISH COUNCIL MEETING

held on Tuesday, 3rd December, 2024 in Borden Wood Hall, commencing at 18:00 hrs

Present: Chris Cullen, Dominic Ferguson, Kathryn MacKellar, Max Maharajh, Neil Ryder, Anne Stephens plus Kate & Tim O'Kelly (WSCC and DC), V Carter, B Cooper, A & R Whittle

1. Apologies: Dave Dawtrey
2. Disclosure of Interests: None
3. Public input: The chairman invited members of the public to speak in relevant parts of the meeting
4. Reports from district and county councillors: copies attached to minutes on website.
Referring to KO'K's piece on drainage and riparian-related flooding, NR asked how he could identify which roadside drains / gullies / culverts were the responsibility of the CC or of the owners. KO'K advised him to contact WSCC Highways directly.
5. Parish council membership: CC advised members that he wishes to retire as soon as they can recruit a replacement. It was agreed that NR should draft a public notice calling for volunteers.
6. Previous minutes: items arising were all on the agenda and the minutes from 25th September were approved.
7. Finance:
 - a. Current position: NR had circulated a budget update and bank statements. He pointed out that there was still £6,231 owed to WSCC Operation Watershed from their earlier grant to cover VAT for drainage work but that WSCC had suggested this be retained for future projects (see para 9 below – infrastructure). NR also pointed out there was also still £806.56 of Community Infrastructure Levy which would be lost if it was not spent by 31st March. It was agreed that this should be used towards buying grit bins (see para 11 below – community support). Finally, there was ~£2,000 of unspent “amenity project” money in the budget; it was agreed that this should be paid over to the new charity to be set up for community projects (see para 9).
 - b. Preliminary budget and precept proposal: the draft budget circulated with the meeting papers was approved, subject to changes by 31st March. Members agreed to retain the precept for 2024-5 at £4,000.
 - c. Bank account: Members discussed the difficulties experienced with changing the signatories on the NatWest bank accounts, the closure of NatWest's branches in Midhurst and Petersfield, and the difficulties with paying cash into the accounts. It was agreed that the PC should transfer its accounts to Unity Trust Bank, which specialises in trade unions, parish councils and small organisations. Members agreed:
 - Its bank signatories should be MM, NR and KM who would comprise the finance committee
 - These three should replace the signatories for the NatWest account and the new Unity Account
 - NR should transfer the money from NatWest to Unity and close the NatWest account
 - The new mandate(s) should continue to allow single signatures for payments of less than £1,000 if they are within the agreed budget; otherwise, two signatures should be required
 - All three signatories should have internet banking authority and the use of a suitable payment card

Priority action team updates:

8. Action team 1: Local environment
 - a. Harting traffic scheme: members did not wish to respond to the consultation
 - b. Action plan update: MM agreed to email his members to NR and to arrange a meeting early in the New Year. He had received suggestions about speed restrictions on Terwick / Dumpford Lane: members felt there was little chance of this being accepted due to the low level of traffic most of the time (an application would require evidence from traffic monitoring over several weeks) but that informal signs might be equally or more effective. MM agreed to discuss this with local residents and use it to recruit members for his team.
 - c. Flooding on Chithurst Lane: Members discussed the recent flooding on Chithurst Lane, believed to be caused by the clearance of the land attached to 1&2 Nursery Cottages. NR agreed to visit the site and talk to the residents to see if he could encourage any mitigating remedies.
 - d. Chithurst extension graveyard: NR summarised his efforts to find out who should be responsible for maintaining this area. An agreement by the PC in the last century to do this appeared to have depended on the belief that the extension had been officially closed for burials but this had been called into doubt and now seemed to rest on the Rector finding out when the extension was consecrated.
 - e. Briar Lane: DF reported that the repairs had been done very well and the lane is now open again.

9. Action team 2: Community facilities / infrastructure
- Walkway project: Following his meeting with 3 WSCC departments NR had just received an email suggesting that the project, as proposed, was unlikely to be accepted as a Community Highways Scheme. The team would meet in January to discuss breaking the project into parts that could be proposed to the different WSCC departments, and to press for a new bus stop sign at Old Rectory Lane.
 - Lost / disputed paths: The January meeting would attempt to press for further progress on this project.
 - Community hall / facilities: DF reported that the trustees for the Borden Village Hall had been changed but he believed the new members would still be keen to discuss some form of agreement for this to be used as our primary community centre. He and NR would try to meet the new trustees.
 - Charity proposal: NR reported that the management committee of R&T News had declined to be part of a new local community charity. Members agreed to set up a working party of 2 or 3 PC members and 2-4 others to approach START Community Trust to see if they would like to be involved, and to agree a detailed proposal for the PC to consider in January.
10. Action team 3: Community events & activities
- Review of bonfire: Feedback confirmed that the bonfire had been a great success and that most felt the "Hop field" as a venue had significant advantages. However, there had been highly critical feedback from some horse-owners. Members agreed that these should be taken seriously but that this was a popular community event and DD had twice before reduced the noise element of the fireworks to mitigate the problem for horses. There were doubts as to whether some owners had followed guidelines from the British Horse Society and others but members agreed that a meeting should be sought to try to find a compromise.
 - Trotton Fete: The Parker family had expressed their willingness to be approached if necessary but were happy for the fete to use the Old Rectory as a venue when possible.
 - First Fridays: the team would meet in the NY to plan events following the January Southdowns Manor party.
11. Action team 4: Community support
- Midhurst Community Forum: DF would attend the next Forum meeting in January and report back.
 - PC winter / emergency plan: DF and NR had drafted a new Winter Plan and agreed the details with WSCC. The plan was agreed with minor amendments. Members agreed in principle to buy 5 or 6 new grit bins as proposed but to check the locations with WSCC before delivery.
12. Action team 5: Housing and planning
- New housing: NR reported that the SDNPA Local Plan review will lead to a consultation on a new housing site opposite Rogate village hall, and that Hyde Housing has sought pre-planning advice for some new houses at the entrance to the Parsonage estate in Rogate. He also agreed to press START Community Trust over the lack of progress with the proposal for a housing site adjacent to Aylings Garden Centre.
 - Planning update: A new survey by CPRE Sussex suggested that PCs should scrutinise planning applications more carefully regarding provisions for sewage treatment and potential flooding.
 - Tree applications: Members had no objections to the 4 current applications listed on the agenda.
 - Enforcement actions: The PC's complaints against Crocker Hill Stables were being investigated
 - Planning application: Members had looked at SDNP/24/04787/HOUS and had no objections.
13. Action team 6: sustainability & biodiversity [KM / VC]
- Action plan update: ERA proposed to apply for a WSCC Waste Prevention Community Grant to buy compost bins for residents. NR agreed to discuss a survey of residents to identify recipients.
 - River monitoring: Members agreed that they would be willing to support an ERA plan to buy Fluidion monitoring equipment if a formal proposal was made.
14. Date of next meeting:
22nd January 2025 (regular PC meeting)

Follow-up actions

Reference	Who	Action	By when
20240925-7e & f	MM	Discuss with team 1: popular paths, new conservation areas, identifying landowners	ASAP
20241203-5	NR	Draft notice to call for volunteers for PC membership	ASAP
20241203-7c	NR	Complete transfer of bank accounts	ASAP
20241203-8	ALL	All team leaders arrange team meetings before January PC meeting	ASAP
20241203-9c	DF / NR	Meet Borden Village Hall trustees	ASAP
20241203-9d	NR	Convene working party for charity setup	ASAP
20241203-10a	DD	Arrange meeting with horse-owners	ASAP
20241203-11b	NR	Apply to WSCC Highways for grit bin positions and order bins	ASAP
20241203-13	NR	Liaise with VC re compost bins and river monitoring	



Item	2023-24 actual	2024-25 budget	2024-25 to date	2024-25 planned	2024-25 expected	% variance re budget	
Brought forward	£9,144.80	£16,145.24	£16,145.24		£16,145.24		
Precept	£4,000.00	£4,000.00	£4,000.00	£0.00	£4,000.00	0.0%	Held steady for fourth year
Interest income	£108.03	£110.17	£88.73	£30.00	£118.73	7.8%	Assumes interest rates remain ~ £10 pcm
VAT reclaim	£6,891.75	-£5,961.30	£269.71	£0.00	£269.71	-104.5%	£269.71 VAT from last year received. £6,231 VAT on op. watershed retained for further project.
Funding	£761.56	£0.00	£0.00	£0.00	£0.00	0.0%	No grant applications currently planned
CIL income	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	CIL will be payable on work at New Barn Farm, Dumpford Lane but amount and timing not yet known
Other income	£97.62	£0.00	£0.00	£0.00	£0.00	0.0%	None anticipated
Sub-total: income	£11,858.96	-£1,851.13	£4,358.44	£30.00	£4,388.44	-337.1%	
Wages	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	Clerk does not take salary - notional £800 salary used for churchyard maintenance (see below)
Training / professional bodies	-£38.55	-£100.00	£0.00	£0.00	£0.00	-100.0%	Allowance for training / conferences not needed
Travel	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	No claims expected
Interest / finance costs	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	No borrowing planned
Insurance	-£428.00	£0.00	£0.00	£0.00	£0.00	0.0%	Final year of 3-year fixed cost contract paid early (March 2024)
CIL spending	£0.00	-£3,944.78	£0.00	-£1,709.34	-£1,709.34	-56.7%	Hope to buy 5 grit bins by 31 March 2025 (awaits WSCC approval of locations)
Legal and auditing	-£252.00	£0.00	£0.00	£0.00	£0.00	0.0%	Fee for external audit should not be required this year (last year's income and spending < £25k)
Dues and subscriptions	-£575.00	-£221.00	-£196.00	-£25.00	-£221.00	0.0%	ICO registration £35; Parish online mapping £36 ; venue for PC meetings (now £25 per meeting)
Office supplies & postage	-£593.75	-£360.00	-£496.87	-£23.01	-£519.88	44.4%	Annual report to residents £167; rest for paper, ink etc
Online services	-£883.39	-£760.00	-£356.66	-£400.00	-£756.66	-0.4%	Website hosting £300; MS365 system ~£400; domain fees £56.66
Repairs & maintenance	-£49.10	-£250.00	£0.00	-£50.00	-£50.00	-80.0%	£50 petrol for lawnmower; no other maintenance spending now expected
Churchyard maintenance	-£965.00	-£1,170.00	-£585.00	-£585.00	-£1,170.00	0.0%	£800 for Troton (in lieu of clerk salary); £370 for Chithurst (not optional).
Donations / community fund	-£1,073.73	-£2,460.40	-£350.00	-£2,000.00	-£2,350.00	-4.5%	Midhurst Community Bus £350; £2,000 unspent "amenity fund" to community charity
Other / contingency	£0.00	-£250.00	£0.00	£0.00	£0.00	-100.0%	£614.09 spent on fete but repaid from fete funds. General contingency: £250 not needed
Sub-total: expenditure	-£4,858.52	-£9,516.18	-£1,984.53	-£4,792.35	-£6,776.88	-28.8%	
Net surplus / deficit for year	£7,000.44	-£11,367.31	£2,373.91	-£4,762.35	-£2,388.44	-79.0%	
CARRIED FORWARD	£16,145.24	£4,777.93	£18,519.15		£13,756.80	187.9%	Includes £6,231.01 owed back to CDC from Op Watershed project in 2022-23 - so real reserve = £7,525.79 (less than 2x precept)
Latest bank balances - total:	£16,145.24		£18,519.15				
Current a/c:	£7,997.16		£10,282.34				
Reserve a/c:	£8,148.08		£8,236.81				

If amount carried forward exceeds 2x precept, auditors require reasons
 Bank balance should agree with "Carried forward" for "to date" column



Transaction breakdown: 2024-25 - by date

		Opening balance / brought forward:	Current	Reserve	Total
			£7,997.16	£8,148.08	£16,145.24
Date (cleared)	Item				Gross
19-Apr-24	Precept	Precept - first 50%			£2,000.00
23-Apr-24	VAT reclaim	VAT calculated from 2023-24			£269.71
30-Apr-24	Interest income	Interest from reserve account			£10.68
07-May-24	Office supplies & postage	Print annual report to residents: 200 x A3 double-sided on 160 gsm paper folded to 4 x A4			-£167.00
09-May-24	Dues and subscriptions	Annual data protection fee			-£35.00
31-May-24	Interest income	Interest from reserve account			£10.05
10-Jun-24	Dues and subscriptions	Annual digital mapping sub			-£36.00
19-Jun-24	Other / contingency	Portable WCs for fete - deposit			-£150.00
28-Jun-24	Interest income	Interest from reserve account			£9.09
18-Jul-24	Office supplies & postage	Set of HP 953XL print cartridges			-£169.99
25-Jul-24	Dues and subscriptions	PC meetings @ Borden village hall			-£25.00
31-Jul-24	Interest income	Interest from reserve account			£10.72
16-Aug-24	Other / contingency	Portable WCs for fete - final payment			-£150.00
30-Aug-24	Interest income	Interest from reserve account			£9.76
09-Sep-24	Other / contingency	Fete expenses - see claim form (repayable from fete proceeds)			-£314.09
13-Sep-24	Precept	Precept - second 50%			£2,000.00
30-Sep-24	Interest income	Interest from reserve account			£10.10
30-Sep-24	Other / contingency	Repayment from fete takings (via NR bank ac) for fete loos and other expenses			£614.09
21-Oct-24	Donations / community fund	Donation			-£350.00
31-Oct-24	Interest income	Interest from reserve account			£9.77
08-Nov-24	Online services	Annual website hosting			-£300.00
19-Nov-24	Churchyard maintenance	Lawn mowing both churchyards Apr - Sep 2024 - 4.5 days @ £130			-£585.00
29-Nov-24	Interest income	Interest from reserve account			£8.82
05-Dec-24	Dues and subscriptions	PC meetings @ Borden village hall			-£25.00
05-Dec-24	Dues and subscriptions	PC meetings @ Borden village hall			-£25.00
05-Dec-24	Dues and subscriptions	PC meetings @ Borden village hall			-£25.00
05-Dec-24	Dues and subscriptions	PC meetings @ Borden village hall			-£25.00
06-Dec-24	Online services	Annual domain fee - trotton.community (1 yr)			-£56.66
09-Dec-24	Office supplies & postage	Envelopes & print cartridges			-£159.88
31-Dec-24	Interest income	Interest from reserve account			£9.74
Surplus / deficit for year to date:					£2,373.91
Closing balance / carried forward:					£18,519.15
Closing bank balances:		Current	£10,282.34	Reserve	£8,236.81
				Total	£18,519.15



Transaction breakdown: 2024-25 to date - by category

		Opening balance / brought forward:	Current	Reserve	Total
			£7,997.16	£8,148.08	£16,145.24
Date (cleared)	Item				Gross
Income					
19-Apr-24	Precept	Precept - first 50%			£2,000.00
13-Sep-24		Precept - second 50%			£2,000.00
30-Apr-24	Interest income	Interest from reserve account			£10.68
31-May-24		Interest from reserve account			£10.05
28-Jun-24		Interest from reserve account			£9.09
31-Jul-24		Interest from reserve account			£10.72
30-Aug-24		Interest from reserve account			£9.76
30-Sep-24		Interest from reserve account			£10.10
31-Oct-24		Interest from reserve account			£9.77
29-Nov-24		Interest from reserve account			£8.82
31-Dec-24		Interest from reserve account			£9.74
23-Apr-24	VAT reclaim	VAT calculated from 2023-24			£269.71
				Total Income	£4,358.44
Expenditure					
09-May-24	Dues and subscriptions	Annual data protection fee			-£35.00
10-Jun-24		Annual digital mapping sub			-£36.00
25-Jul-24		PC meetings @ Borden village hall			-£25.00
05-Dec-24		PC meetings @ Borden village hall			-£25.00
05-Dec-24		PC meetings @ Borden village hall			-£25.00
05-Dec-24		PC meetings @ Borden village hall			-£25.00
05-Dec-24		PC meetings @ Borden village hall			-£25.00
07-May-24	Office supplies & postage	Print annual report to residents: 200 x A3 double-sided on 160 gsm paper folded to 4 x A4			-£167.00
18-Jul-24		Set of HP 953XL print cartridges			-£169.99
09-Dec-24		Envelopes & print cartridges			-£159.88
08-Nov-24	Online services	Annual website hosting			-£300.00
06-Dec-24		Annual domain fee - trotton.community (1 yr)			-£56.66
19-Nov-24	Churchyard maintenance	Lawn mowing both churchyards Apr - Sep 2024 - 4.5 days @ £130			-£585.00
21-Oct-24	Donations / community fund	Donation			-£350.00
19-Jun-24	Other / contingency	Portable WCs for fete - deposit			-£150.00
16-Aug-24		Portable WCs for fete - final payment			-£150.00
09-Sep-24		Fete expenses - see claim form (repayable from fete proceeds)			-£314.09
30-Sep-24		Repayment from fete takings (via NR bank ac) for fete loos and other expenses			£614.09
				Total Expenditure	-£1,984.53
Surplus / deficit for year:					£2,373.91
Closing balance / carried forward:					£18,519.15
Closing bank balances:		Current	£10,282.34	Reserve	£8,236.81
				Total	£18,519.15

Glasdon UK Limited (uk.glasdon.com) Customer Generated Quote ref: RC27139044



Glasdon UK Limited <ukenquiries@glasdon-uk.co.uk>
To Clerk



Quote

Customer Address

A Neil Ryder
Trotton-With-Chithurst Parish Council
Steps
Trotton
Nr Petersfield
W Sussex
GU31 5EP
UNITED KINGDOM
Telephone: 01730207447
Email: clerk@trotton-with-chithurst.org.uk

Delivery Address

A Neil Ryder
Trotton-With-Chithurst Parish Council
Steps
Trotton
Nr Petersfield
W Sussex
GU31 5EP
UNITED KINGDOM
01730207447

14 January 2025
RC27139044

Telephone: 01253 600410
Email: enquiries@glasdon-uk.co.uk

Thank you for your quote request which we have pleasure in detailing below.

If you would like to place an order then please click the green bar below. Alternatively, or for any other queries, please email enquiries@glasdon-uk.co.uk detailing your quote request number.

Mailing Preferences

How did you hear about us? : **Referred** Updates via Email : **No** Updates via Post : **No**

	Qty	Unit Price	Total Price
Nestor™ 400 Grit Bin (Lid: Grit/Salt lid, Colour: D Grn, Lock: Padlock Bracket (Hasp & Staple), Ground Fixing Kit: Ground Fixing Kit)	5	£284.89	£1,424.45

Sub Total	£1,424.45
Carriage	£0.00
Total Tax	£284.89
Total	£1,709.34

All details remain firm until 30 days from the issuance of this quote.

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

[Click here to proceed with this quote using a credit card or by paying on account](#)

We'll plant a tree for every Quote request we receive.

You can also keep track of our tree-planting initiatives via our virtual forest at <https://ecologi.com/glasdonuk>



Item	2024-25 actual	2025-26 budget	% variance re budget	
Brought forward	£16,145.24	£13,756.80		
Precept	£4,000.00	£4,000.00	0.0%	Held steady for fourth year
Interest income	£118.73	£120.00	1.1%	Assumes interest rates remain ~ £10 pcm
VAT reclaim	£269.71	-£4,894.39	-1914.7%	£6,231.01 owed to CDC less estimate for VAT spent in 24/5 (£1,336.62)
Funding	£0.00	£0.00	0.0%	No grant applications currently planned
CIL income	£0.00	£0.00	0.0%	CIL may be payable on work at New Barn Farm, Dumpford Lane but amount and timing not yet known
Other income	£0.00	£0.00	0.0%	None anticipated
Sub-total: income	£4,388.44	-£774.39		
Wages	£0.00	£0.00	0.0%	Clerk does not take salary - notional £800 salary used for churchyard maintenance (see below)
Training / professional bodies	£0.00	-£100.00	0.0%	Allowance for training / conferences
Travel	£0.00	£0.00	0.0%	No claims expected
Interest / finance costs	£0.00	£0.00	0.0%	No borrowing planned
Insurance	£0.00	-£250.00	0.0%	Estimate for new insurance contract - previous 3-yr contract was £214pa
CIL spending	-£1,709.34	-£2,235.44	30.8%	Assumes all remaining £2,235.44 CIL funds spent (must be spent by April 2027)
Legal and auditing	£0.00	£0.00	0.0%	Fee for external audit should not be required this year (last year's income and spending < £25k)
Dues and subscriptions	-£221.00	-£221.00	0.0%	ICO registration £35; Parish online mapping £36 ; Assumes regular PC meetings only (now £25 per meeting)
Office supplies & postage	-£519.88	-£575.00	10.6%	Annual report to residents £175; allowance for paper, ink etc £400
Online services	-£756.66	-£760.00	0.4%	Website hosting £300; MS365 system £400; domain fees £60
Repairs & maintenance	-£50.00	-£250.00	400.0%	£50 petrol for lawnmower; £200 other maintenance spending
Churchyard maintenance	-£1,170.00	-£1,370.00	17.1%	Expected £1,000 for Troton (in lieu of clerk salary - via community charity); £370 for Chithurst (not optional).
Donations / community fund	-£2,350.00	-£350.00	-85.1%	Midhurst Community Bus £350;
Other / contingency	£0.00	-£250.00	0.0%	General contingency fund
Sub-total: expenditure	-£6,776.88	-£6,361.44		
Net surplus / deficit for year	-£2,388.44	-£7,135.83		
CARRIED FORWARD	£13,756.80	£6,620.97		Assumes £6,231.01 paid back to CDC from 2022-23 Op Watershed project (awaits CDC decision)

If amount carried forward exceeds 2x precept, auditors require reasons



PARISH COUNCIL VACANCIES

Two members, Chris Cullen (current co-chair) and Anne Stephens have resigned from the PC as they feel unable to dedicate the necessary time to the PC along with their growing commitments elsewhere.

Vacancies therefore now exist for two residents to replace these members. By law, the council must now fill the vacancies, either by holding an election or by co-opting a new member.

If ten or more registered electors in the parish notify the returning officer at Chichester district council (see instructions below) that they wish to fill the vacancy by election, the parish council will be ordered to hold an election (with the costs of the election collected from residents via their council tax bills).

The request for an election must be received by the returning officer by 7th February at:

The returning officer
Chichester district council
E Pallant House, 1 East Pallant
Chichester, PO19 1TY
(Telephone 01243 521010).

. . . either in writing or on a form from the same address, and must be signed by at least 10 registered electors in the parish and give their elector numbers (which I can supply).

If no such notice is received by 7th February 2025, the parish council will be required to fill the vacancy by co-option, until the next scheduled parish election in May 2027. In this case, we will publish another notice asking for volunteers to fill this role, and the parish council will then select and co-opt the most suitable volunteer.

Date: 23rd January 2025

Signed: Neil Ryder, clerk to the council (see address above)

TRAFFIC REGULATION ORDER (TRO) CONSULTATION

CHI8016RC – Rogate: A272, Habin Lane & Adjoining Roads

16/1/25 – 6/2/25

Contents

Notice	Page 2
Statement of Reasons	Page 3
Draft Order	Page 4
Plan "chi8016_proposed_speed_limits_amended" - proposals	Page 6

WEST SUSSEX COUNTY COUNCIL
(ROGATE: A272, HABIN LANE & ADJOINING ROADS)
(20MPH & 40MPH SPEED LIMIT) ORDER 202*

NOTICE is hereby given that West Sussex County Council proposes to introduce a permanent Order under the provisions of the Road Traffic Regulation Act 1984, the effect of which will be to introduce:-

- (i) a 20mph speed limit on lengths of the A272, Habin Lane, North Street, Parsonage Estate and School Lane; and
- (ii) a 40mph speed limit on lengths of the A272

Full details of the proposals in this Notice can be viewed on our website www.westsussex.gov.uk/tro. The website includes a response form for comments or objections.

Paper copies of documents will not be available to view in council offices or libraries. People without access to a computer who wish to view details of the scheme should telephone the West Sussex County Council Contact Centre on 01243 642105 to receive the documents by post.

Any objections or comments about the proposal must be received by 6 February 2025. These may be sent via the response form on the website, in writing to: TRO Team, West Sussex County Council, The Grange, Tower Street, Chichester, PO19 1RH; or by e-mail to: tro.consultation@westsussex.gov.uk. All correspondence should be addressed to the undersigned, quoting the reference TRO/CHI8016/RC. Only correspondence including a full name and address will be considered.

Dated 16 January 2025

Director of Law & Assurance
County Hall
Chichester

WEST SUSSEX COUNTY COUNCIL
(ROGATE: A272, HABIN LANE & ADJOINING ROADS)
(20MPH & 40MPH SPEED LIMIT) ORDER 202*

Statement Of Reasons For Proposing To Make The Order

The County Council in exercise of their powers under the Road Traffic Regulation Act 1984, propose to make a permanent Order, the effect of which will be to introduce:-

- (i) a 20mph speed limit on lengths of the A272, Habin Lane, North Street, Parsonage Estate and School Lane; and
- (ii) a 40mph speed limit on lengths of the A272

The Parish Council submitted a community highway scheme application for a 20mph speed limit in Rogate.

The purpose of the scheme is to reduce traffic speeds and improve road safety through the village. A couple of speed related traffic incidents have occurred recently. The lack of footways within some sections of Rogate was also raised as a concern and reducing the speed limit aims to make pedestrians feel safer in these locations.

This Order is proposed so as to reduce danger to persons or other traffic using the road or to minimise the likelihood of any such danger arising and for facilitating the safe passage of any class of traffic (including pedestrians).

Drawing CHI8016 Rogate Proposed Speed Limit (28.11.2024) shows the lengths of roads, which are the subject of the proposed order.

Director of Law & Assurance
County Hall
Chichester

WEST SUSSEX COUNTY COUNCIL
(ROGATE: A272, HABIN LANE & ADJOINING ROADS)
(20MPH & 40MPH SPEED LIMIT) ORDER 202*

West Sussex County Council in exercise of their powers under Sections 82 (2), 83 (2) and 84 (1) (a) of the Road Traffic Regulation Act 1984 ("the Act"), and Part IV of Schedule 9 of the Act and of all other enabling powers, and after consultation with the chief officer of police in accordance with Part III and Part IV of Schedule 9 to the Act hereby make the following Order:-

1. This Order shall come into operation on the X day of X 202* and may be cited as "West Sussex County Council (Rogate: A272, Habin Lane & Adjoining Roads) (20mph & 40mph Speed Limit) Order 202*"
- 2, The Order in the First Schedule to this Order is hereby revoked.
3. No person shall cause or permit any vehicle to proceed at a speed exceeding 20 miles per hour on the lengths of roads specified in the Second Schedule to this Order.
4. No person shall cause or permit any vehicle to proceed at a speed exceeding 40 miles per hour on the lengths of roads specified in the Third Schedule to this Order.
5. Nothing in Paragraphs 3 and 4 shall apply to a vehicle being used by naval, military or air force purposes while being driven by a person for the timebeing subject to the orders of a member of the armed forces of the Crown on an occasion when –
 - (a) the person driving the vehicle is a member of the special forces as defined by the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011; and
 - (b) the vehicle is being driven-
 - (i) in response, or for practice in responding, to a national security emergency by a person who has been trained in driving vehicles at high speeds; or
 - (ii) for the purpose of training a person in driving vehicles at high speeds.

FIRST SCHEDULE
Orders to be revoked

The County Council of West Sussex
(Rogate: The Midhurst to Petersfield
Road (A272)) (40 MPH Speed Limit)
(And Parsonage Estate)(Speed Limit
Consolidation) Order 1996

The entire Order

West Sussex County Council (Rogate:
The Midhurst to Petersfield Road (A272)
and Parsonage Estate) (30 MPH and 40 MPH
Speed Limit)(Consolidation) Order 2005

The entire Order

SECOND SCHEDULE
(20mph speed limit)

Lengths of roads in Rogate

A272	From a point 18 metres west of Parsonage Estate eastwards to a point 150 metres west of Garbits Lane
Habin Lane	From the A272 southwards for a distance of 455 metres
North Street	From the A272 northwards for a distance of 323 metres
Parsonage Estate	The entire length
School Lane	The entire length

THIRD SCHEDULE
(40mph Speed Limit)

Lengths of road in Rogate

A272	(i) From a point 18 metres west of Parsonage Estate westwards for a distance of 525 metres
	(ii) From a point 150 metres west of Garbits Lane eastwards for a distance of 423 metres

For and on behalf of WEST SUSSEX COUNTY COUNCIL

Authorised Signatory:

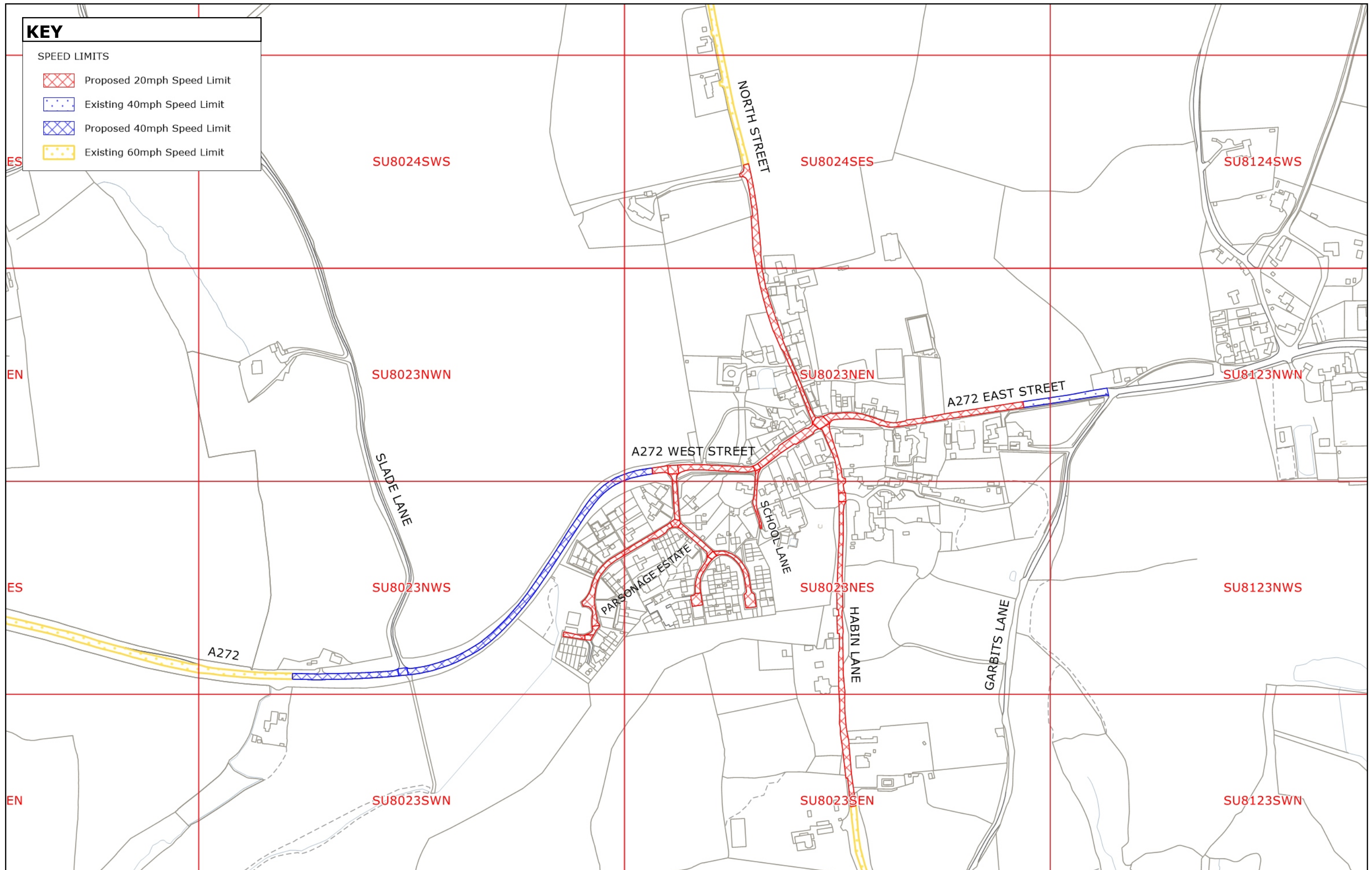
NAME:

DATE MADE:

KEY

SPEED LIMITS

- Proposed 20mph Speed Limit
- Existing 40mph Speed Limit
- Proposed 40mph Speed Limit
- Existing 60mph Speed Limit



© Crown copyright and database rights 2024 OS AC0000849983. You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form.



CHICHESTER DISTRICT: ROGATE - A272
PROPOSED SPEED LIMIT (28.11.2024)

CHI8016

N
1:4000
at A3 size



PC action team 2 – Facilities & infrastructure: Minutes of a meeting on 13th January 2025

Present: Dominic Ferguson, Caroline Pilley, Duncan Robinson, Neil Ryder, Pete Upfold

Apologies: Jayne Collins, Barry Cooper, Chris Cullen, Dave Dawtrey, Michael Morgan, Annie Portman, Amanda Townshend

1. Minutes of last meeting: The minutes of the meeting on 24th June 2024 were approved

2. Access to existing paths:

The map showing “lost” and disputed paths, which members had agreed to research, had been circulated with the agenda and NR summarised the feedback so far:

- a. CC: research complete but report awaited; in CC’s view, no need to pursue any of these
- b. NR: research complete and reported; path through Trotton Place properly diverted just post war
- c. BC: affected landowners interviewed (items d,e & f on agreed research points) and strong objections reported; no research yet on points a-c (maps etc). NR agreed to ask another member to complete this task
- d. DF: research incomplete – to be done by next meeting
- e. AP: had walked the paths and reported some blocked in places and going through fenced off areas; DF agreed to brief AP on some of these.

Members agreed to complete the assigned research before the next meeting so that undisputed paths could be reported back to the Ramblers Association and the team could decide what further action was required on any others.

3. Trotton walkway project (improve pedestrian / cycling facilities)

a. NR had circulated notes on his meetings with Kate O’Kelly and various WSCC officials, and follow-up emails as follows:

- Highways and PROW teams: suggest that project is too ambitious (as expected) and unlikely to be approved and funded in its current form
- Operation Watershed: satisfied that drainage project (Rother Lane to Rectory Lane) meets the WSCC criteria and worth applying for

b. The team discussion the possibility of breaking the project into phases as follows:

- Phase 1: Apply for Operation Watershed grant for new drain from Rother Lane to Rectory Lane (should create clear but unofficial path along A272); BC to approach bus company to discuss move of bus stops;
- Phase 2: Create unofficial path from Trotton bridge to Terwick Lane (local volunteers)
- Phase 3: Apply for diversion of right of way (in exchange for grant of permissive paths by CP)
- Phase 4 - Community Highway Scheme Proposal:- 30mph limit from Rother Lane to Chithurst Lane; Village “Gateways” at Aylings and Crocker Hill parish boundaries; move of traffic lights and lines on road to create pedestrian / cycle lane over bridge and up to church

4. Traffic speed / noise: PU agreed to liaise with Rogate PC clerk (Debbie Harknett) re possible joint Rogate / Trotton meeting with Andrew Griffiths MP

5. Local charity: NR had circulated the draft charity constitution and it was agreed:

- a. Name and objects should be broad enough to accommodate possible future enlargement;
- b. Working party to finalise application asap: Neil, Kathryn & Dominic (PC members) + Simon Southern, Jon Butler & Amanda Townshend. NR to investigate funds left over from cricket club

6. Next meeting: 6pm on 3rd March



Notes on a meeting of the Charity Working Party on 20th January 2025



Present: Jon Butler, Kathy MacKellar, Neil Ryder, Simon Southern, Amanda Townshend

Apologies: Dominic Ferguson

1. Letter from Joint Council of Rogate & Trotton parishes and NR background paper (see appendix)
 - a. AT outlined the concerns of the Joint Council. She assured members that the money from the local fete and parish council had been, and remained, very important to the local churches and that any reduction in this support would be very serious.
 - b. AT asked NR to summarise the history and intent of the current proposal as she had not had time to absorb the circulated paper fully, which he did. Members agreed that the parish council and local community had been highly supportive of the local church(es) in recent years, and KM and SS pointed out that NR, in particular, had constantly pressed to retain this support. They still see St George's as the only public building capable of providing an in-parish community centre – any reduction of this commitment had come from the church side. They reiterated, though, that there had been growing pressure from the local community and event volunteers to improve community facilities and support, and to have more say in the use of funds.
 - c. All present agreed that the central aims of the new charity would be to increase community activity and facilities and to raise more funds to help doing so, not to divert existing fund-raising to different purposes. Members hoped to see more co-operation with the church authorities to achieve these aims.
2. Charity legal structure
 - a. NR summarised the reasons for his recommendation of the “association model” Community Interest Organisation (CIO) as the preferred structure for the new charity (see appendix). However, in a discussion about nominated versus elected trustees, he outlined another option - the “foundation” CIO – which would have appointed trustees and no other voting members.
 - b. Those present strongly agreed to opt for the association model as it was felt that local credibility would be key to the charity's success and this would provide much more community accountability and engagement.
3. Agreed constitution
 - a. It was therefore agreed that, subject to final approval by the PC, the existing working party members would form a temporarily unregistered charity, based on the Charity Commission “association” CIO model constitution, with themselves as the initial trustees. If the PC approved this step, and the transfer of initial funds, NR would circulate a modified draft constitution.
 - b. Members agreed to limit the area of operation initially to “Trotton area”), and a provisional name of Trotton Area Support Consumer Association (to be known as TASC-force — trustees might commission something more professional than logos above!!).
4. Proposed timing
 - a. 22 Jan: Seek PC approval for plan and for transfer of amenity funds (£2k) and fete profit (£1k)
 - b. By 27 Jan: NR to apply for bank account and circulate draft constitution and draft local community (parish residents) survey to recruit members, collect views (on use of funds etc), agree or amend name, area and constitution and nominate trustees
 - c. By 10 Feb: Send out survey to all parish households (email and home delivery)
 - d. By 28 Feb: collect and analyse survey results
 - e. Early March: Hold inaugural meeting – adopt constitution, elect trustees
 - f. By end-March: register charity with Charity Commission
 - g. Apply for Square card reader account and free website, and free MS365 account