LOWER BEEDING PARISH COUNCIL

Minutes of the meeting held on Tuesday 13th October 2026.

The Meeting was held at Holy Trinity Church Rooms, Lower Beeding.

Present: Cllrs Bamford (Chair), Mercer, Dunckley, Keen, East, Claridge.
Also Present: Cllrs Livingstone and Raby.

The Chair began the meeting at 7:00 pm

122/26 Apologies for absence: Cllrs Smith, Allen and The Clerk

123/26 Approval of minutes

The minutes for the September 2026 parish council meeting were approved by Cllr Dunckley seconded by Cllr East

124/26 Meetings attended by councillors

Cllr Keen attended the September LBA meeting

125/26 Declaration of interests

There were no declarations of interests. Cllr Bamford made a declaration of interest on the Cedar Cottage development raised in the District councillors report.

126/26 Report from District Councillor.
Cllr Livingstone reported the following:
Community Governance Review: The final recommendations of CGR have now been approved by full Council. There were a number of recommendations which required Orders to be issued and these included changes to boundaries between Shipley and Southwater, Steyning and Bramber, Slinfold and Broadbridge Heath, Henfield and Upper Beeding and Small Dole, Horsham and North Horsham (which now combine to be one Town/parish Council) and Kilnwood Vale which becomes a separate council entity.
There are no changes for both Lower Beeding and Nuthurst.
Low Income Family Tracker (LIFT): This is a software package to support low-income local residents access the benefits and support to which they are entitled to. Alongside this the council will directly employ a Cost-of-Living Officer and fund Citizens Advice to employ an advisor. This software system that will allow us to identify who needs support, and enables people to be contacted quickly, without the additional administrative tasks that were necessary previously.
Better Off Calculator: This enables people to self-serve. By entering their details onto the system, it will tell them what additional benefits they may be entitled to, and to help them to start the process of making applications.
It is estimated, based on publicly available data from DWP, HMRC and other public bodies, that there is around £31m of unclaimed benefits from Horsham District residents.
Changes to the Constitution: The HDC Constitution has had to be amended to comply with the forthcoming planning National Scheme of Delegation which becomes mandatory on 31st October this year.
It is important that residents and the parish council still feel free to object/support applications using the HDC portal or by written communications to HDC. However the power to bring to committee for determination of applications is very limited.
When a Parish Council requests that the application be referred to the Committee and wishes to address the Committee. they must explain why the application is considered to raise one or more issues of economic, social or environmental significance to the local area, or one or more significant planning matters having regard to the development plan and any other material considerations.
The Constitution comes into being from the 16th October to allow for the appropriate timescales for application reviews.

Local Plan Hearing
The draft Local Plan with the amendments is moving forward. The inspector hearing dates are from Tuesday 13th October until Friday 23rd October. For more information and for links for live streaming and recordings will be available on the HDC web site.

127/26 Report from County Councillor.
Cllr Raby reporting the following: The WSCC youth strategy survey is now live, and runs until the end of October. WSCC is keen to canvas opinion from young people on the multi-sector provision of opportunities and services. https://yourvoice.westsussex.gov.uk/yps-survey/surveys/yps-youth-friendly-survey

128/26 Public Adjournment
As there was no representative of the Transport Working Party present there was no feedback. The Chair asked for volunteers to join the TWP.

129/26 Accounts September 2026.

Date	Accounts September 2026	AMOUNT £
Balances 31st August 2026		
	Community Account - Balance	£24,747.16
	Business Account - Balance	£20,675.15
	32 Day Notice Account	£53,398.25
07-Sep	HDC - Waste bin emptying	£176.80
07-Sep	London Rd - Storage	£50.00
07-Aug	Parish Maintenance	£75.00
07-Aug	WDALC Annual Membership	£40.00
07-Sep	N Charles Electrician - smart meter in Church Rooms	£250.00
10-Sep	Mrs A Keen expenses	£19.10
15-Sep	Bank Charges	£4.25
16-Sep	MAS Networks	£104.39
21-Sep	PCC Holy Trinity Church - Room Rental	£360.00
28-Sep	Clerk Salary	£1,545.68
28-Sep	Expenses	£16.79
30-Sep	Clerk Workplace Pension -	£2,099.67
01-Oct	HMRC 2Q payment of NI & PAYE	£1,691.95
CREDIT		
28-Sep		£20,521.00
28-Sep		£847.48
	Total Costs	£6,433.63
	Business Account	
09-Sep	Interest	£8.50
	32 Day Notice Account	
30-Sep	Interest	£89.41
Balances at end of August 2026		
	Community Account - Balance	£39,682.01
	Business Account - Balance	£20,683.65
	32 Day Notice Account	£53,487.66
	Total	£113,853.32

130/26 Outstanding payments.

Date	Outstanding Payments	
	Total	£0.00

131/26 Other matters arising which are not covered elsewhere on the agenda.
Updates:

- **Recreation Ground Documents Approval** – Cllr Keen reported that the ongoing conveyance has been stalled by the HDC legal team. Regarding asset transfers and ongoing maintenance, HDC have separately confirmed that no financial support is available.
- Cllr Keen also reported that the Brick Kiln Close pond and surrounding trees have been surveyed by HDC's tree officer and a work order has been raised. The bench will be replaced in due course, Cllr Keen is also liaising with Cllr Raby regarding maintenance of the path and pavement around the pond area.
- **Playground refurbishment** – Cllr Keen reported she is meeting to discuss the matting being installed by the maintenance person, but the bench installation needs to be carried out by a building contractor. For the wet pour, one quote has been received but Cllr Keen will pursue other suppliers to obtain at least one further quote.
- **Bus stop improvements** - Cllr Keen reported that the Leonardslee bus shelter discussion as part of the no:17 BSIP project is still ongoing.
- **Community Cleansing Grant (CCG)** - Cllr Keen carried out an analysis of the 2025-26 spend and established that the grant was consumed by clearing pavements and pathways and bin emptying. For 2026-27. The grant will go towards the provision of further bins and emptying services in line with requests from residents / parish groups. The report was shared and will now be submitted.
- **Stonehouse Farm**: Cllr Mercer reported an ongoing issue with the intransigence of the WSCC PROW team to process an uncontested application to implement a minor diversion to the public foothpath that crosses Stonehouse Farm. The reluctance of the PROW team to process this application is creating a risk to the contracted sale of the former AD plant to Artemis Aerospace. Artemis are the local community's preferred tenant for the site and the only remaining barrier to the completion of this sale is the outstanding PROW diversion. Cllr Raby is aware of the issue and has already attempted an escalation with Highways at WSCC but was equally rebuffed. Cllr Raby will contact John Milne MP as further escalation, but recommends that LBPC should also contact WSCC PROW, John Milne MP and the West Sussex County Times.

132/26 Chair's announcements.

Cllr Bamford shared suggestions for a series of educational training sessions the PC could provide to local residents. These include:

- Pet first aid,
- Using a Defib
- First Aid .

A quote from Dog 1st Aid Sussex is £650 for up to 30 participants. The council agrees to go forward with booking this for a Saturday afternoon in Feburary 2027. The Chair will contact the provider and check with the LBA secretary for booking the Village Hall. Confirmation at November PC meeting to promote in December and January parish mags It is agreed that when promoting the courses they are free to Parish residents

Possible fire safety was also suggested. Cllr Raby will follow up on this.

Date of the next meetings:

133/26 Parish Council Meeting – Tuesday 10th November 2026 at 7:00 pm to be held in the Church Rooms Holy Trinity Church, Lower Beeding.

134/26 Planning Meetings –Tuesday 27th October 2026 at 7:00 pm to be held in the Church Rooms Holy Trinity Church, Lower Beeding.

Please note that Planning Meetings will only take place if there are any applications to review.

The meeting concluded at 8:30 pm

Peter Knox

Clerk to Lower Beeding Parish Council

Email: clerk@lowerbeeding.com