

SLAUGHAM PARISH COUNCIL

Parish Council Meeting MINUTES

Meeting held on Thursday 24th September 2026 at 6.30pm – The Sports Pavilion,
High Street, Handcross

Sally Mclean – Parish Clerk clerk@slaughtam-pc.gov.uk Website: <http://www.slaughtam-pc.co.uk> Tel: 01403 733881

Press and Public are welcome to attend - The Parish Council is an open and transparent local authority and encourages public attendance at meetings.



Present: Cllrs Eric Prescott, Gary Marsh, Lesley Read, Jane MacNaughton, David Dunn, Andrew Barker

Other Present: West Sussex County Councillor Cllr Mel Wynn

1. **Apologies for Absence:** To receive and accept apologies for absence. Cllr Ken Boyle, James Keating, Julia Elliott
2. **Declaration of interest from members in respect of any items on the agenda:** To record any declarations of interest: **None**
3. **Approval of the Minutes of the Previous Meeting/s held - To receive and approve the Minutes of the meetings held on 29th July 2026** (Full Council). Proposer Cllr Dunn, Seconder Cllr Read **APPROVED -RESOLVED:** That the minutes of the meeting held on 29 July 2026 be approved as an accurate record and signed by the Chair
4. **Adjournment for questions from the public:** Council to consider adjournment of the meeting in accordance with Council's Standing Orders, to receive questions from members of the public in attendance in respect of items on the agenda: No members of the public were present.
5. **Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities

5.1. **Mid Sussex District Council (MSDC):** Press Release/s updates *cc'd in advance*

Members received an update on Local Government Reorganisation in West Sussex.

It was reported that the Government had consulted on a modified two-unitary proposal for West Sussex. Under that proposal, one unitary council would cover the coastal area of Adur, Arun and Worthing, and a second would cover Chichester, Crawley, Horsham and Mid Sussex. The consultation closed on 15 June 2026. The Government has said (July) its decision for West Sussex would be delayed until October 2026. And has since announced a pause and review of the LGR programme. West Sussex will be considered within that wider review, alongside 15 other areas. The review followed updated legal advice to ministers.

No timetable has been given for the review or for a decision on the future of local government in West Sussex. The Government has confirmed that the May 2027 local elections will take place on existing council boundaries.

Members received an update on the Mid Sussex District Plan 2021–2040.

It was reported that the Plan was submitted for examination in July 2024, and that after public hearings in February and March 2026 the Planning Inspector recommended a number of Main Modifications. These are changes the Inspector considers necessary for the Plan to be legally compliant and sound.

The Inspector consulted on the Main Modifications for six weeks, from 27 July to 7 September 2026. The consultation covered only the proposed Main Modifications, not the Plan as a whole. The District Council collected the comments for the Inspector, to inform the next steps of the examination.

The Parish Council submitted a representation to the Main Modifications consultation, including on MM88–91 (sites at Handcross and Pease Pottage), which objects to all four sites. The Inspector's report was awaited as at 24 September 2026.

Members noted the Government's introduction of a national scheme of delegation for planning decisions, due to take effect on 31 October 2026. The reforms will require a greater proportion of planning applications, including many minor and householder applications, to be determined by planning officers rather than planning committees. Local councillor call-in arrangements and automatic committee referral triggers based on objection numbers will largely be removed. Planning committees will instead focus on applications raising significant planning, environmental, economic or social issues. Members noted that whilst parish council comments will remain a material planning consideration, an objection from the Parish Council will not necessarily result in an application being considered by the District Council's Planning Committee

5.2. **West Sussex County Council County Local Committee (WSCC/CLC)** – Press Release/s updates *cc'd in advance*

West Sussex County Councillor Mel Wynn reported that West Sussex has the seventh-lowest primary unit of funding in England. The County Council has supported calls for the Department for Education to review the National Funding Formula and provide fairer funding for West Sussex schools. <https://www.westsussex.gov.uk/news/council-backs-call-for-fairer-funding-for-west-sussex-schools/>

6. **Committee Reports:** Council to consider the recommendations, receive and note committee and advisory group/updates: To approve meeting and or briefing notes received in advance of the meeting convened:

6.1. **Finance Governance & Estates Committee:** To update members on current activities and to approve meeting/note minutes from meeting held:

- 6.1.1. To review and consider the revised Complaints Procedure. **Recommendation:** That the Parish Council formally adopts the revised Complaints Procedure.

Members considered a revised Complaints Procedure for the Council, which sets out how members of the public may make a formal complaint about the administration of the Council or its procedures, the timescales for acknowledging and responding to complaints, and the appeal process. **RESOLVED:** That the Complaints Procedure be adopted **APPROVED**

- 6.1.2. Tyrells Quote Water Heater Sports Pavilion, Handcross. **Recommendation:** That the Parish Council accepts the quotation provided by Tyrells for the installation of the water heater at the Sports Pavilion, Handcross.

The Members reviewed the quotation the quotation from Tyrells for the supply and installation of a new water heater at the Sports Pavilion, Handcross, at a cost of £1027.78 exc VAT, be accepted, funded from general reserves, using the Council's powers under section 19 of the Local Government (Miscellaneous Provisions) Act 1976 (Financial Regulation 5.2). **RESOLVED**

- 6.1.3. To consider the following briefing notes and supporting papers relating to the works at MacNaughton Hall and Common Land

a. Briefing Note - Furnace Pond Common Land Remedial works

Members considered three quotations from Sussex Tree Surgeons for works on the common land at Coos Lane, together with site photographs showing the current condition of the ditch, viewpoint and fencing.

Quotation A, for ditch clearance at Furners Pond, covers the removal of fallen trees, limbs, land slips and blockages from the ditch, clearing of pipe overflows and outlets into the lake, and clearing of the settlement pond behind the dip tank - £4,850.00 plus VAT.

Quotation B, for the Furnace Pond viewpoint, covers the supply and installation of new sleepers at the water's edge, backfilling with reclaimed crushed hardcore and compaction of the site - £1,995.00 plus VAT.

Quotation C, for fencing works on Coos Lane, covers the removal of fallen fence sections and the supply and erection of a new Sussex-style post and rail fence - £895.00 plus VAT. **The combined cost of the three quotations is £7,740.00 plus VAT.**

Resolved: That, under s.101 of the Local Government Act 1972, authority is delegated to the Clerk/RFO to procure and award the contract for the ditch clearance, viewpoint and fencing works on the common land at Coos Lane. The works are to be treated as a single contract under Financial Regulation 5.11, and at least three fixed-price quotes are to be obtained in line with Regulation 5.8. In line with Regulations 1.7 and 5.15, expenditure shall not exceed £7,740.00 excluding VAT, funded from general reserves. The Clerk/RFO is to report the outcome to the next meeting of the Council.

b. Briefing Note - Works MacNaughton Hall

Members considered the Car Park Extension Feasibility Report (Founders Group, August 2026, V2), commissioned by Mid Sussex District Council on behalf of the Parish Council, together with the accompanying briefing note.

It was noted that both existing car parks regularly reach or exceed capacity, particularly on match days at the adjacent privately owned football pitch, which is accessed through the site. This leads to overspill parking on Old Brighton Road South, conflict between user groups, and obstruction of the southern car park gate, which is limiting the Council's ability to promote the hall for wider use.

The report assessed two options:-

Option A extends the southern car park into adjacent grassland with a new vehicular access from Old Brighton Road South, retaining most of the existing scrub habitat but constrained by an SGN high-pressure gas main and proximity to ancient woodland:-

Option B extends the northern car park into scrub habitat, avoiding those constraints and being simpler to deliver, but resulting in the loss of habitat the Council has previously indicated it wishes to retain.

The report identifies Option A as the preferred option and assesses both as feasible in principle and deliverable within the available budget, subject to further design work.

Members noted the report's advice that introducing parking charges would require an Off-Street Parking Places Order and formal consultation with West Sussex County Council, and carries a risk of displacing parking onto surrounding roads. The report recommends that charges only be progressed following a parking demand and displacement assessment.

RESOLVED:

(i) That the findings and recommendations of the Car Park Extension Feasibility Report (Founders Group, August 2026, V2) be noted.

(ii) That Option A (Southern Car Park Extension) be agreed as the Council's preferred option.

(iii) That the next stages of work set out in Section 9 of the report be authorised, including the ecological and arboricultural surveys and liaison with West Sussex County Council and the Mid Sussex District Council Drainage Team. It was noted that these works are to be funded by Mid Sussex District Council and involve no expenditure by the Parish Council.

6.2. Recreation: To update members on current activities and to approve meeting/note minutes from meeting held:

6.2.1. Hemsleys Meadow Masterplan Pease Pottage –

Works began on site on 15 October 2025 and were originally expected to take approximately 21 weeks. Works were paused in January 2026 due to wet ground conditions to protect the soil, and resumed at the end of March. MSDC's published update, from August 2026, reported that the play mound is largely complete, new play features have been installed, safety surfacing has been laid, and the final surfaces are being added to the new path network. Tree pits and planting areas are ready for the next planting season, and the new drainage features have begun working as intended, including a lined basin creating a wetland habitat. They have been working towards opening the meadow in early September, subject to completion of the remaining works, an independent RoSPA safety inspection, any final safety works identified, and the new grass becoming established. As at the date of the meeting, the meadow had not yet opened, and no revised opening date had been published.

The Clerk further reported that the contractors carrying out the masterplan works are now parking in the main car park and laying gravel on land leased to the Parish Council, without prior notice to the Parish Council, and that on 23 September 2026 the Parish Council's lock on the rear car park had been cut off to give access to MSDC's Glendales grass-cutting contractor, although that contractor had been given the access code. The Clerk had since spoken to the leisure team and await a response.

Resolved: That the Clerk write to MSDC regarding the use of land leased to the Parish Council without notice and the removal of the Council's lock, and seek an update on the revised opening date.

6.2.2. The acquisition of Woodgate Pavilion, Pease Pottage -

Designs for the Building Regulations compliance works at the pavilion have been confirmed. Contractors are due to begin the works shortly, and they are expected to take around two weeks. The legal work is progressing, and the documentation is expected to be returned to the Council's solicitors within a week. The document pack is in line with the terms previously seen and agreed by the Council. On that basis, Thakeham anticipates that the Council may be able to take possession of the building at the end of October and has asked the Council to confirm whether this timescale is acceptable.

Resolved: Members agreed the proposed end-of-October timescale for taking possession of the pavilion, and the Clerk was instructed to confirm this.

6.3. Neighbourhood Planning: Land at St Martin Close - To update members on current activities to review and approve meeting/note minutes where required: Members were advised that there was no update on current activities, and there were no meeting or note minutes to review or approve. **RESOLVED:** That the position be noted.

6.3.1. Members to receive an update from the District Plan – see item 5

6.4. Planning Committee: Members to consider updates: To approve meeting minutes of meeting/notes (*attached*)

7. Chairman's Report: to receive verbal report from the Chair:

8. Clerks Report – to receive information, verbal or written report from the Clerk papers *cc'd in advance*

8.1. To consider matters relating to the Pease Pottage village sign, including its removal, condition, and any proposed actions. Members considered matters relating to the Pease Pottage village sign, including its removal, condition and any proposed actions. **Resolved:** That the matter be referred to the Recreation Committee to consider and make a recommendation to the Council.

8.2. To review the tree works on the boundary of Hoadlands Grange and the recreation ground. - Members reviewed the tree works on the boundary of Hoadlands Grange and the recreation ground. It was reported that the managing agent's tree surgeons had reinspected the trees and carried out the necessary works. Because of the emergency, works to trees protected by Tree Preservation Orders were agreed with the District Council's Tree Officer. The members **RESOLVED** that the updates be noted.

8.3. To receive an update in relation to the unauthorised vehicles parked at the recreation ground Handcross - Members received an update on the unauthorised vehicles parked at the recreation ground, Handcross. It was reported that the vehicles have now been removed with assistance from the Carparking teams at the District Council. The members **RESOLVED** that the updates be noted

9. Finance Matters Payments and receipts The Committee is asked to RESOLVE to approve:

9.1. Payments and receipts The Committee is asked to RESOLVE to approve: To approve Bank Reconciliation for August & September 2026 - - Correction July & August - Approval in line with scheme delegation (Ref: Bank Payment in advance)

Date:23/09/2026
Time:15:07

Slaugham Parish Council
Bank Reconciliation Statement as at 31/08/2026
for Cashbook 1 - Current Bank A/c

Page 1
User: SM

Date:23/09/2026
Time:13:35

Slaugham Parish Council
Bank Reconciliation Statement as at 31/07/2026
for Cashbook 1 - Current Bank A/c

Page 1
User: SM

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Treasurers Business Account	01/09/2026	103	1,001.00
Instant Access Account	28/08/2026	133	130,541.15
			131,542.15
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			131,542.15
Unpresented Receipts (Plus)			
		0.00	
			0.00
			131,542.15
Balance per Cash Book is :-			131,542.15
Difference is :-			0.00

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Treasurers Business Account	31/07/2026	102	1,001.00
Instant Access Account	29/07/2026	132	138,244.51
			139,245.51
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			139,245.51
Unpresented Receipts (Plus)			
		0.00	
			0.00
			139,245.51
Balance per Cash Book is :-			139,245.51
Difference is :-			0.00

Clerk & RFO:
Name _____ Signed _____ Date _____
Councillor:
Name _____ Signed _____ Date _____

Clerk & RFO:
Name _____ Signed _____ Date _____
Councillor:
Name _____ Signed _____ Date _____

9.2. The Committee is asked to RESOLVE to approve the schedule of payments for September 2026 previously distributed.

Date: 23/09/2026 Time: 15:00		Slaugham Parish Council Cashbook 1 Current Bank A/c				Page 1 User: SM		Date: 24/09/2026 Time: 14:22		Slaugham Parish Council Cashbook 1 Current Bank A/c				Page 1 User: SM																									
Payments made between 01/09/2026 and 31/08/2026														Payments made between 01/09/2026 and 24/09/2026																									
Nominal Ledger Analysis														Nominal Ledger Analysis																									
Date		Payee Name		Reference		£ Total Amnt		£ Creditors		£ VAT		A/c		Centre		£ Amount		Transaction Details		Date		Payee Name		Reference		£ Total Amnt		£ Creditors		£ VAT		A/c		Centre		£ Amount		Transaction Details	
06/09/2026		Adobe Product		DOR		19.97				3.33		4122		101		16.64		IT Support Adobe		03/09/2026		Nobels UK		BACS		129.91				21.85		4414		401		108.26		Equipment Halls	
19/09/2026		Lloyds Bank		STD ORD		8.50						4115		101		8.50		Bank Charges		07/09/2026		Adobe Product		DDR		19.97				3.33		4122		101		16.64		IT Support	
21/09/2026		Land Registry		BACS		14.00						4510		101		14.00		Land Search		16/09/2026		Dorsett Mayhew		BACS		3,049.20		508.20		4613		101		2,541.00		Planning Consultant DP			
21/09/2026		SSE Energy Supply		DD		353.67				50.61		4500		501		253.06		UMS Street Light Energy		16/09/2026		LWVR Services		BACS		540.00				4418		401		540.00		Plumbing Works HK Far			
26/09/2026		Three Mobile PPCC		BACS		40.02						4138		101		40.02		Wit Tel Broadband		19/09/2026		LWVR Services		BACS		200.00				4414		401		200.00		Descalcs works Mac Hall			
26/09/2026		Mulberry & Co		BACS		72.00				12.00		4126		101		60.00		Annual Conference		10/09/2026		LWVR Services		BACS		200.00				4414		401		200.00		Descalcs works Mac Hall			
26/09/2026		Orl Group Electrical and Fire		BACS		240.00				40.00		4414		401		200.00		Fire Service Mac Hall		21/09/2026		SSE Energy Supply		DDR		354.35		59.56		4500		501		295.29		Street Light UMS Energy			
26/09/2026		LWVR Services		BACS		340.00						4418		401		340.00		Plumber Descale Sports Pavilo		21/09/2026		Lloyds Bank		STD ORD		10.00				4115		101		10.00		Bank Charges			
26/09/2026		LWVR Services		BACS		460.00						4414		401		240.00		Legionella Testing MH		22/09/2026		NISBETS UK Ltd		BACS		195.81		33.08		4418		401		165.43		Equipment Halls			
26/09/2026		Lukes Garden Services		BACS		110.00						4414		401		220.00		Legionella Testing Pav		23/09/2026		Parish Office		BACS		272.04				4140		101		227.04		Travel			
26/09/2026		Michael Billing		BACS		371.00						4406		401		60.00		Mac Hall		24/09/2026		Ellis Cleaning Services Ltd		BACS		119.00		19.93		4418		401		49.83		Sanitary Cleaning HK			
26/09/2026		Nelson IT Solutions		BACS		96.24						4414		401		50.00		Village Green		24/09/2026		Nelson IT Solutions		BACS		96.24				16.04		4124		101		80.20		IT Support	
26/09/2026		West Sussex County Council		BACS		5,190.39				16.04		4124		101		80.20		IT Support		24/09/2026		Foster Landscapes Ltd		BACS		225.22		37.54		4415		401		93.84		Playground Inspections Slaugh			
26/09/2026		Foster Landscapes Ltd		BACS		225.22				37.54		4415		401		93.84		Playground Ins Slaugham		24/09/2026		Tynells Ltd		BACS		228.00				38.00		4414		401		190.00		Water Boiler Inspections	
26/09/2026		Aubergine		BACS		120.00				20.00		4124		101		100.00		Domain Slaugham PC		24/09/2026		West Sussex County Council		BACS		8,075.83		4100		101		8,075.83		Staff Salaries Aug 2025					
26/09/2026		Parish Office		BACS		251.44						4145		101		45.00		Home Office		24/09/2026		Nelson IT Solutions		BACS		356.88		59.48		4120		101		297.40		IT Co Pilot Programme AS			
26/09/2026		Warmingil Allocated Lease		BACS		200.00						4200		201		200.00		Warmingil Allocated Lease		24/09/2026		Mid Sussex District Council		BACS		200.00				4200		201		200.00		Warmingil Allocated Lease			
Total Payments:		7,862.41		0.00		179.52				7,682.89										Total Payments:		14,345.75		0.00		828.31				13,516.44									

10. Correspondence/Information Items/Publications/Consultations: (Correspondence cc'd in advance to members)

11. Highways/Footpaths: to review highways projects/consultation items: Members are asked to consider the following:

11.1. Street Lighting - The Council's street lighting contractor has advised that lamps of 70W and above using HID (High Intensity Discharge) technology will become obsolete from February 2027, under the Restriction of Hazardous Substances (RoHS) regulations. Once the regulations take effect, these lamps will no longer be manufactured, meaning any affected lantern that fails after that date cannot simply be re-lamped, the fitting itself will need replacing. Members noted the contractor's advice on the RoHS-driven obsolescence of 70W and above HID lamps, including that 42 lamps across the parish have been identified as affected.

RESOLVED:

(a) That the Clerk obtain quotations for the replacement of the 42 lamps, in line with Financial Regulations, including options for phased replacement and LED conversion.

(b) That the quotations, together with their budget implications, be reported to the next meeting of the Council, so that any order can be placed before the contractor's recommended deadline of 1 December 2026.

12. Police / NHW Report / Resilience Group Reports

12.1. Crime Reports cc'd members – Updates issued to members in advance

13. Any other matters that the Chairman wishes to raise for future discussion:

14. Date of next meeting/s – 29th October 2026

Signed: _____ Date: _____