

**FINDON PARISH COUNCIL  
34 NORMANDY LANE  
EAST PRESTON VILLAGE  
WEST SUSSEX BN16 1LY**

**TO: ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend the meeting of Findon Parish Council (FPC) to be held on **Monday 1 December 2025** at **7.30pm in Nepcote Hall** for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

**Miss Fiona MacLeod**  
**Clerk to the Parish Council**  
**26/11/2025**

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**AGENDA**

**25.128 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**

**25.129 CHAIRMAN'S ANNOUNCEMENTS**

**25.130 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests they may have in relation to items on this Agenda.

The interest should be declared by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest
- d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Public Question Time

Members and Officers will then need to re-declare any prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

**25.131 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 20 OCTOBER 2025.**

**25.132 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA**

To note the update report.

**25.133 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**

**25.134 PUBLIC QUESTION TIME OF UP TO FIFTEEN MINUTES**

The Question Time is the only opportunity for the public to address the meeting, make representations, answer questions and give evidence in respect of any item within the remit of the Council, and not limited to matters of the agenda for that meeting. (Standing Order 1d). Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

**25.135 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR NOTING/RATIFYING**

- a) Open Spaces Working Group (PW)
- b) Trees Working Group (including Community Orchard) to include prioritisation of tree works (JW)
- c) Allotment Gardens (JW)
- d) Village Hall Trust (SH)
- e) Community Resilience Plan (DP)
- f) Roads and Parking Working Group (LK)
- g) Wattle House Feasibility Study Working Group (CG)

- h) FPC and Findon Village Pre-School Working Group (SH)
- i) Community Infrastructure Levy (CIL) Working Group (KD)

**25.136 GRASS CUTTING TENDER PROCESS**

To ratify tender documentation (as previously circulated to councillors).

**25.137 NEPCOTE GREEN POND MAINTENANCE**

To agree arrangements/costs for maintenance.

**25.138 VILLAGE DEFIBRILLATORS**

To receive an update.

**25.139 USE OF ARTIFICIAL INTELLIGENCE (AI)**

To inform and to introduce a new policy document.

**25.140 CLERKS REPORT**

To note the report and consider any items for ratification/approval.

**25.141 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**

- a) Planning.
- b) Finance & Governance.

**25.142 FINANCE**

- a) To note Receipts and Bank Reconciliations as circulated.
- b) To approve Payments as circulated.

**25.143 ITEMS TO BE REFERRED TO NEXT AGENDA**

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>1 December 2025</b>
From	<b>Cllr Dean</b>
Title of Report	<b>Community Infrastructure Levy (CIL) Working Group</b>
Purpose of Report	<b>For information and consideration – Pond Green Regeneration</b>

**1. For information**

**1.1 Roundhouse Shelter with accessible pathway.**

I will re-submit the application for the Roundhouse Shelter. With the Sycamore Tree felled, this has opened up the space and I feel that the Roundhouse would be better positioned at that end of the green. I will contact the groups who organise events on Pond Green throughout the year and ask for their input.

**1.2 Parking (CIL & Roads/Parking Group)**

I will include in the application, a new request for funding to re-surface and paint/mark out the parking area.

**2. For consideration by full Council**

**2.1 Dead Space behind Sylvan Oak/Antique Shop**

A few ideas that have come up for discussion at the meeting.

- Community Pétanque Area - Pétanque sets at Village shop? Would paying a deposit to use them put people off?
- Community Herb Garden - Will require someone to oversee it.
- Wooden Tractor (image attached) and seating for parents/carers - Apart from the park at the northern end of the village, there is nothing else for children to play on in the village. It ties in nicely with the history of Pond Green, being part of the original Findon Farmhouse. It requires very little maintenance. Guaranteed for 10 years. £1830 (inclusive of VAT) - plus

cost of seating/picnic area.



## Recommendations from Connick Survey 2025

Connick Tree Care carried out their annual tree survey on 6 October 2025. It contains several recommendations for work to be carried out on behalf of the Parish Council as part of its duty of care. It would be advisable to carry out the highest priority work. John Wilson and I have looked through the report and below are listed the most important for safety reasons.

### 1.1 Zoning

A simple way of deciding the risks associated with individual trees is:

**High Risk:** if the tree fell or shed a limb it is likely that persons, vehicles, buildings or power lines would be hit. Examples would be trees overhanging busy roads, buildings, footpaths or powerlines.

**Medium Risk:** the chances of hitting one of the above would be minimal, lesser used footpaths, quiet roads etc.

**Low Risk:** trees in open spaces or on boundaries where there is little or no footfall and people rarely congregate.

### 1.2 Priority list

Using these criteria I have drawn up a priority list of work to be carried out from the survey.

**1. TO26,** The Sycamore overhanging the pre-school playground, this tree shed a limb earlier this year thankfully when there were no children present. Connick's recommendations are for to remove dead wood and reduce the crown by 2.5 metres but I think a greater reduction would be desirable so that it did not have to be worked on again. Work to this tree would have to be done in school holiday times. High risk.

**2. TO91,** group of sycamores in North Wood, Nepcote Green, damaged and diseased they would fall on power lines. Recommendation is to pollard down to 5 metres. High Risk.

**3. TO63 and 65,** mixed species in the copse at the top of North Green, dead and diseased trees (including Elms) overhanging the public footpath. Recommendation is to remove dead wood, probably fell in the end. High Risk.

**4. T105,** Bird Cherry at north wood, dead stem on west side overhanging road, remove. High priority.

**5. T102,** group of dead Elms near football net and pond Nepcote Green, fell. Medium Priority.

## 2. For consideration by FPC

2.1 Agreement to the Priority List.

2.2 Obtain three quotes (if possible) for the works outlined in 1.2 of the report.

2.3 Apply for planning permission where applicable.

Matthew Ward, Findon Village Tree Warden, November 2025

**Agenda Item  
25.132**

Report to **Findon Parish Council**  
 Meeting Date **1 December 2025**  
 From **Fiona MacLeod, Clerk**  
 Title of Report **Previous actions not covered elsewhere on the Agenda**  
 Purpose of Report **To note**

**Updates for noting**

25.29 c	ADC to be contacted for contribution	Carried forward.
25.117	CLlr Dean to investigate Connected County funds	Update at meeting.
25.124	A24 Worthing to Horsham and Dorking Transport Improvements	Completed.
25.125	SDNPA Active Travel Network Plan	Completed.
25.127 d	SSE Protect tariff contract	Completed.

Findon Village Hall Trust – FVHT

West Sussex County Council – WSCC

Arun District Council – ADC

South Downs National Park Authority - SDNPA

**Agenda Item 25.137**

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>1 December 2025</b>
From	<b>Cllr Gilbert</b>
Title of Report	<b>Nepcote Green Pond Maintenance</b>
Purpose of Report	<b>Maintenance Proposals update</b>

**1. Update**

- 1.1 The Pond looks to be in good health and a provisional date of 23 January 2026 has been agreed with the South Downs National Park Rangers for scrub clearance.
- 1.2 Pete the Pond will be contacted regarding his maintenance proposals and costs to meet FPC financial limits to properly maintain the Pond.

**2. Issues for discussion/ratification by full Council (if applicable)**

- 2.1 None.

**Agenda Item 25.135**  
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Report to	<b>Findon Parish Council</b>
Meeting Date	<b>1 December 2025</b>
From	<b>Cllr Gilbert</b>
Title of Report	<b>Wattle House Feasibility Study Working Group (WG)</b>
Purpose of Report	<b>Update and Next Steps</b>

**1. Update**

- 1.1 The WG has worked up and submitted an Expression of Interest (Eoi) to the Heritage Lottery Fund (HLF). The HLF say they revert within 20 working days advising whether an application is successful. If there is a positive response, FPC then has 12 months to submit an application in full.



Report to : Full Council  
Title of Report : Use of Artificial Intelligence (AI)  
Purpose of Report : To inform and to introduce a new policy document  
Date of Report : November 2025

## **What is AI?**

Artificial Intelligence (AI) is becoming a normal part of everyday life.

AI refers to computer systems that can do tasks that usually need human thinking. These systems come in many forms, and the definition of AI keeps changing as the technology develops.

## **Opportunities**

AI is being used more and more across many industries, including the public sector, because it can help improve services and save time and money.

Used safely and correctly, AI can:

- Improve how we deliver services to customers and residents
- Help us manage and understand large amounts of data
- Make communication faster and easier

Examples of what AI can do:

- Create useful content (text, audio, images, code) without needing someone to manually write it all
- Understand and respond to normal everyday language, making it easier for anyone to use, even those whose first language is not English

- Analyse different types of data and turn unstructured information into clear, workable outputs

AI is likely to continue improving, giving Councils and public services more ways to deliver high-quality services efficiently and at lower cost to taxpayers.

## **Information Governance and GDPR**

There is no law written specifically for AI yet. However, if AI uses or processes personal data, it must follow:

- UK GDPR
- Data Protection Act 2018

This applies when personal data is:

- Used to train or test an AI system
- Processed by an AI tool as part of Council work

It covers any personal data the Council holds about colleagues, customers, residents, or service users.

## **Confidentiality**

Alongside data protection law, staff must think about the risks of sharing confidential or commercially sensitive information.

Confidential or personal information must never be put into a public AI tool (e.g., ChatGPT, Google Gemini, Copilot).

This is because:

- The information could be stored or shared outside the Council
- The system could be hacked
- It could result in a breach of confidence, copyright issues, or legal action

## **Recommendations**

1. The Council should adopt the attached AI policy.
2. A Privacy Impact Assessment must be completed and approved by the Data Protection Officer before using AI for any data analysis.

# Artificial Intelligence (AI) Policy

## 1. Purpose of This Policy

This policy explains how staff, councillors, contractors, temporary workers and consultants can safely use AI tools (like ChatGPT, Copilot, Bard, Bing, Grammarly and similar tools).

Our aim is to:

- Make sure AI is used safely and legally
- Protect people's personal information
- Keep our work accurate, ethical and secure

AI is changing quickly, so this policy will be reviewed every six months.

## 2. What We Mean by "AI"

AI means computer systems that can do tasks that normally need human thinking.

Examples include:

- Chatbots and virtual assistants
- Tools that predict, analyse or summarise information
- Machine Learning
- Autocorrect, translation, or grammar tools
- Facial recognition tools
- Smart devices and monitoring tools

Some of these features may appear inside everyday software like email or video-calling tools.

## 3. The Most Important Rule

**NEVER** put personal, sensitive, or confidential information into a public AI tool.

Do not enter:

- Names, addresses, contact details
- Case notes or personal stories
- Health information
- HR information or financial details
- Anything that can identify a person

Why?

Most public AI tools store what you type and may use it to train their systems. This means your data could appear in answers given to other users. This is a data protection risk.

## 4. Traffic-Light Guide to Safe AI Use



### **RED – Do Not Do This (High Risk)**

Never use AI for:

- Any personal data (even if the name is removed)
- Asking for advice about real people or real cases
- Making important decisions (e.g., hiring, funding, or assessments)

These actions break data protection laws.



### **AMBER – Use with Care (Medium Risk)**

Allowed only if the information is fully anonymised:

- Summarising non-sensitive documents
- Writing newsletters or general communications
- Analysing feedback where all personal details are removed
- Brainstorming ideas

Before using AI, remove:

- Names → use [Person]
- Places and addresses → use [Location]
- Contact details
- Birth dates, ages, or anything that could identify someone
- Job titles that point to a single person (e.g., "the headteacher at [School]")

## **GREEN – Safe to Use (Low Risk)**

These tasks do not involve any confidential information:

- Research on public topics
- Learning new skills (e.g., Excel formulas)
- Improving your own writing
- Creating public images or posters

## **5. Your Duty: Turn Off Data Training**

If you use a public AI tool, you must switch off data training in your account settings.

- ChatGPT: Settings → Data Controls → turn off "Improve the model for everyone"
- Google Gemini: [myactivity.google.com](https://myactivity.google.com) → turn off "Gemini Apps Activity"
- Microsoft Copilot (personal): Privacy → turn off model training for text and voice

This protects your information from being used to train AI systems.

## **6. Accountability**

- Human responsibility: You must check all AI-generated content for accuracy, fairness and tone before using it.
- Transparency: If AI is used in a major way (e.g., a chatbot for service users), we will make this clear to the public.

- Compliance: Breaking this policy—especially the RED rules—may lead to disciplinary action.

**If you are unsure, stop and ask for help before using AI.**

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>1 December 2025</b>
From	<b>Councillor Paula Whitby</b>
Title of Report	<b>Update on Open Spaces</b>
Purpose of Report	<b>To Note/Consider</b>

## **1. Updates for noting/background**

### **1.1 Saturday Working Party. Work Completed in November.**

Work has been limited this month due to wet weather conditions.

- Installation of a Wooden Bollard at Steep Lane/Cross Lane Junction

### **1.2 Wednesday Working Party. Work Completed From 22 Oct to 19 Nov 2025**

- Clearance of the Twitten leading from the A24 past Vale House.
- Clearance of the Cycle Route from the Black Horse to opposite Bost Hill
- Clearance of the footpath [A24] going southwards from The Quadrangle

The formation of this Working Party started 10 years ago. The Volunteers marked the occasion with a celebratory lunch.

Robin Carr will be stepping down as Team Lead of the Working Party, but he will Deputise, as required, for the new Team Lead, Nick Keating.

### **1.3 Drains**

- West Sussex County Council (WSSC) Highways have been requested to clear four gulleys on Nepcote Lane as they are full to the brim with debris. WSSC Contractors will be clearing these in November – December 2025.
- WSSC Highways report that 90% of gulleys on the A24 at Findon have been cleaned.
- WSSC Highways have made an on-site visit to assess drainage issues and possible improvements on the Horsham Road at the site of the Village Shop and The Willows.

### **1.4 Memorial Bench**

- Memorial Bench is planned to be installed at the top of Nepcote Green. This is to replace an existing deteriorating bench.
- This installation will complete the FPC planned programme of replacements and renovations of all 15 benches within the Village.

## **2. For Consideration**

### **2.1 Dog Waste Bin –**

**To consider purchase of one bin to be placed at the bottom of the footpath that runs alongside Findon Manor Hotel**

**To assess a cost contribution to be made by the Hotel.**

- Cost of bin to purchase and install £296.55
- Annual Service Charge (Waste Collection) £298.93. Cost will be pro rata 2025 - end of March 2026