

**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 19 October 2026** 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
13/10/2026

AGENDA

26.122 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

26.123 CHAIRMAN'S ANNOUNCEMENTS

26.124 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.

26.125 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 14 JULY 2026.

26.126 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA

To note the update report (FM).

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

26.128 TO RECEIVE A SHORT PRESENTATION FROM NATURE MAKERS

26.129 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.

26.130 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR NOTING/RATIFYING

- a) Open Spaces Working Group (PS)
- b) Trees Working Group including Community Orchard (AG)
- c) Allotment Gardens (JW)
- d) Village Hall Trust (SH)
- e) Community Resilience Plan incl Emergency Community Hubs (DP/ SH)
- f) Roads and Parking Working Group including Long Furlong emergency

closure (LK)

- g) Wattle House Project Working Group incl any matched funding opportunities (KD)
- h) FPC and Findon Village Pre-School Working Group (SH)
- i) Community Infrastructure Levy (CIL) Working Group (KD/tbc)
- j) Communications Strategy Working Group incl Terms of Reference (LK)

26.131 VILLAGE DEFIBRILLATORS

To note progress. (AJ/JW).

26.132 VILLAGE SHOP PARISH COUNCIL NOTICE BOARD

To note progress and consider any approvals. (JW)

26.133 CLERKS REPORT

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

26.134 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING

- a) Planning [Planning Committees and the National Scheme of Delegation of Planning Functions: Guidance for local planning authorities in England - GOV.UK](#)
- b) Finance & Governance.

26.135 FINANCE (FM)

- a) To note Receipts and Bank Reconciliations as circulated.
- b) To approve Payments as circulated.
- c) To note 1/4ly budget reporting.
- d) 2027/2028 budget
- e) Consider new contract offer from SEE and set up Working Group to review street lighting provision.
- d) To ratify FPC insurance renewal

26.136 ITEMS TO BE REFERRED TO NEXT AGENDA

Community Infrastructure Levy (CIL) Update Report

Author: Cllr Kelly Dean

Full Parish Council Meeting 19 October 2026.

Purpose: To update Members on current CIL-funded projects.

1. Interpretation Boards (Pond Green & Nepcote)

The supplier was contacted this week and has confirmed that the interpretation boards remain in manufacture. No delivery date has yet been provided.

2. "A Winning Goal for Nepcote"

Updated quotations have been received for the goal, backstop posts and nets. Whilst there has been a slight increase in costs, the project remains within the approved budget and contingency allowance.

The supplier has advised a lead time of 3-4 weeks from order. I have contacted the grounds contractors/tree surgeons regarding their quotation and availability to undertake the installation works and am awaiting a response. It is intended that delivery and installation are coordinated where possible.

3. Call for CIL Project Suggestions

Further to the article and appeal published in the *Findon News* seeking suggestions for potential CIL-funded projects, no responses have been received.

Recommendation

Council is asked to note the report.

Wattle House Working Group Report to Parish Council

October 2026

Introduction

This report provides an update on recent community engagement, application progress, stakeholder relationships and other matters relating to the Wattle House project.

Community Presentation

The community presentation to share our ideas for the future of Wattle House was well attended and received an overall positive response. Whilst attendance was not formally recorded, it was reported that there may have been as many as 80-90 people present.

The Working Group is grateful to Councillors Kenna and Hellett for giving up their time to assist with the community presentation, and to Adrian Riches for providing IT support which helped ensure the event ran smoothly.

Residents engaged constructively with the proposals and there was clear interest in exploring opportunities to bring the building back into sustainable community use.

My thanks to Councillors Kenna and Hellett for helping on the day. Their support was greatly appreciated.

During the presentation, questions and comments were received regarding:

- Parking provision;
- Potential increases in traffic movements;
- Whether sufficient information was currently available for residents to decide whether they supported the project; and
- The extent to which the building's historic character and original features would be retained.

It was explained that the conservation of Wattle House is a key priority of the project. The Working Group is working closely with conservation architects, conservation planners and heritage construction specialists to ensure that as much of the building's historic fabric and character as possible is conserved.

Alongside the physical conservation of the building, the project aims to provide heritage interpretation that tells the story of Wattle House throughout its life, helping residents and visitors better understand its significance and place within the history of Findon.

Our approach is guided not only by professional expertise but also by a genuine affection for the building and a shared desire to secure its long-term future. The aim is to conserve as much of the building as possible whilst finding a sustainable use that will allow it to continue serving the community for generations to come.

One attendee also questioned the value of preserving heritage and the inclusion of heritage craft workshops aimed at young people.

Working Group member Victoria Prior responded by speaking about the importance of providing opportunities that inspire people to engage with heritage. She highlighted the role that projects such as Wattle House can play in sparking an interest in local history, traditional crafts and the stories that shape our community.

I also noted the significant investment that national heritage organisations continue to make in heritage skills, education and public engagement. This reflects a widely recognised need to encourage future generations to understand, value and care for our historic environment.

The discussion was further reinforced by a younger attendee who took the time to speak with me after the presentation. They expressed a genuine interest in heritage and demonstrated that there are young people who value opportunities to learn about local history and traditional skills.

The conversation raised an important question: without opportunities such as those proposed at Wattle House, how do we inspire future generations to become involved in heritage? The project seeks not only to conserve an important historic building, but also to create opportunities for people of all ages to connect with, learn about and participate in our shared heritage.

It was also explained that the project is currently at an early stage. The purpose of the presentation was to share initial ideas and gauge support for further exploration of the project. Detailed work relating to heritage requirements, activity planning, business planning and viability assessments would be undertaken during the next phase should funding be secured.

One attendee commented during the presentation, and subsequently expanded on this point in a follow-up email, that they did not feel there was sufficient information available at this stage to determine whether they supported the project. Their view was that further detail regarding the proposals, business planning and future operation of the building would be needed before they could form a position.

It was explained that the purpose of both the presentation and survey was to gauge support for further exploration of the project rather than seek approval for a final proposal. The detailed information requested would normally be developed during the next phase through specialist heritage, activity planning and business development work funded by the National Lottery Heritage Fund, should an application be successful.

Two residents also questioned what the alternative would be if the project did not proceed and whether the Parish Council has a fully costed plan for maintaining Wattle House in its current form.

It was explained that consideration of alternative options falls outside the remit of the Working Group, whose purpose is to explore the feasibility of a heritage-led community project and gauge community support for further development. However, the consultation highlighted that some residents wish to understand the "do nothing" or "maintain as is" option alongside any proposals for change. Whilst this falls outside the remit of the Working Group, it may be a matter the Parish Council wishes to consider in the future should similar questions arise.

Community Survey

As of 13 October, the survey results are:

- **In favour:** 57 responses (**72.2%**)
- **Against:** 21 responses (**26.6%**)
- **Neutral:** 1 response (**1.3%**)

The survey responses provided valuable insight into community views and identified a number of themes, including requests for further information about the project as it develops.

They also provided useful insight into the reasons behind both support and opposition to the project.

Several respondents stated that their support was conditional on the project remaining respectful of Wattle House's heritage significance and conservation setting.

The majority of supportive comments recognised the opportunities and benefits that the project could bring, including the conservation of an important historic building, increased community use, heritage learning opportunities and securing a sustainable future for Wattle House.

A small number of respondents who did not support the proposal cited a lack of available information as a reason for their position. The information requested commonly related to detailed business planning, operational arrangements, financial projections and heritage assessments. Whilst others did not give a reason for their response.

It is important to note that this level of detail is not currently available and would not normally be expected at this stage of the process. Such work forms part of the next phase of development and would be funded through the National Lottery Heritage Fund should an application be successful.

At this stage, the objective is to present:

- Initial ideas for the future use of Wattle House;
- An outline business case demonstrating potential viability;
- High-level indicative cost estimates; and
- Evidence of community support for further investigation and development.

The next phase would provide access to specialist expertise required to undertake detailed heritage evaluation, activity planning, business development work and financial modelling. This work would enable informed decisions to be made regarding the future of the project.

Sheep Fair Storage

Several survey responses raised concerns regarding the storage of Sheep Fair equipment and the potential impact that the proposals may have on existing storage arrangements.

The Working Group is aware of these concerns and is actively working with representatives of the Sheep Fair, together with the project's architects and planners, to explore options for providing storage for essential on-site equipment at Wattle House.

In parallel, the Sheep Fair Committee is also considering alternative approaches to reduce future storage requirements. One suggestion being explored is the hiring of certain items of equipment when required, rather than storing equipment that is only used once each year.

The Working Group recognises the importance of supporting the continued success of the Sheep Fair and is committed to working collaboratively with all stakeholders to identify practical and sustainable solutions as the project develops.

Application Update

Following submission of the Expression of Interest, our application fell between two National Lottery Heritage Fund decision dates. As a result, we were given the option of submitting our Delivery Phase application for either the November or February deadline.

NLHF will allow us to have this extra time if needed. We still aim to submit in December but have this extra time if needed.

National Lottery Heritage Fund Engagement

My recent meeting with the National Lottery Heritage Fund was very positive, supportive and encouraging.

The discussion provided an opportunity to update the Fund on the project's progress, including community engagement, partnership development and preparation for the Delivery Phase application. The feedback received was constructive and reassuring, providing confidence that we are progressing in the right direction.

The meeting also reinforced the importance of the Development Phase in providing access to the specialist expertise required to fully assess viability, refine proposals and develop the evidence base needed to support future decision-making.

Partnerships and Stakeholder Engagement

Our partnership relationships continue to grow and strengthen as the project progresses.

The Working Group is also grateful to the **Weald & Downland Living Museum**, our delivery partner for heritage craft and educational workshops. The Museum kindly provided their Rural Life Interpreter, **Jon Roberts**, who attended the event and demonstrated the heritage skill of wood carving, providing a practical example of the type of heritage learning, skills development and community engagement opportunities that could be delivered through the Wattle House project. The support received reflects the strength of the partnership that is developing and the shared commitment to inspiring people of all ages to engage with heritage and traditional crafts.

The Working Group has been particularly encouraged by the interest shown in the project and is pleased to report that a new volunteer has recently come forward to offer their support.

The individual appears to bring a wealth of relevant experience, including history and heritage, education, grant funding and governance. Equally importantly, they have indicated that they have the time and capacity to commit to supporting the project and taking on specific areas of work.

A meeting has been arranged to discuss how their skills and experience may best contribute to the project and where they may be able to add the greatest value as the project moves forward.

The continued interest shown by volunteers and partner organisations demonstrates the positive momentum behind the project and the growing network of support available to help develop it further.

Advisory Support

We are also pleased to report that **Norman Allcorn**, a former Parish Councillor who worked hard to develop proposals for Wattle House in 2001, has offered to support the Working Group in an advisory capacity.

Norman brings with him a wealth of knowledge, experience and historical understanding of both Wattle House and the efforts made over many years to secure its future. Since becoming involved in the current project, he has already provided valuable guidance and helped direct me towards useful information and contacts.

His involvement could be of considerable benefit to the Working Group. It could also help ensure that the knowledge, experience and aspirations of those who have worked to safeguard Wattle House in the past are not lost.

In many ways, we see Norman's involvement as part of his legacy to the village. His continued willingness to support the project demonstrates his longstanding commitment to Wattle House, and we would welcome his formal recognition within the project in an advisory role.

Conclusion

The community presentation and survey have provided valuable feedback and helped identify the issues that matter most to residents as the project develops. Whilst some respondents would like more information before deciding whether they support the proposals, this is understandable given the early stage of the project and reinforces the importance of the next phase of development work.

The Working Group has been encouraged by the level of engagement from residents, the positive response received at the community presentation, and the willingness of people to share their views and suggestions. The feedback received will help shape future discussions and ensure that areas of concern are properly considered as the project progresses.

Partnerships continue to grow, new volunteers have come forward offering valuable skills and expertise, and discussions with the National Lottery Heritage Fund have been positive and supportive. The offer of advisory support from Norman Allcorn also provides an opportunity to draw upon the knowledge and experience gained through previous efforts to secure the future of Wattle House.

The Working Group remains committed to conserving and celebrating the heritage of Wattle House whilst exploring opportunities to secure a sustainable future for the building that benefits both current and future generations of the Findon community.

Thank you.

Wattle House Working Group. Councillor Kelly Dean, Councillor Chris Gilbert, Sheep Fair Representatives Vicky Riches and Victoria Prior.

Findon Parish Council Communications Working Group

Background Evidence and Emerging Direction

Prepared for Full Council | October 2026

Purpose

This note summarises the evidence reviewed so far, the main themes emerging from the review, the areas likely to form the basis of the Working Group's eventual recommendations, and the next stage of work before final recommendations are brought to Full Council. The Working Group has reviewed FPC's current communications and relevant practice elsewhere. The next stage, as set out in the agreed Terms of Reference, is to gather resident evidence and then bring the findings together into final recommendations. Fuller supporting papers are available separately if required.

Review FPC current arrangements -> external research -> resident evidence -> final recommendations

1. FPC's current communications

FPC already uses a broad range of channels: the website, Findon News, village noticeboards, Council meetings and Public Question Time, direct contact with the Parish Clerk and councillors, surveys and consultations, posters and QR codes, and other community routes where appropriate. There are examples of effective multi-channel communication, including the 2025 Roads & Parking consultation.

However, most established channels depend on residents finding or noticing information themselves. FPC does not currently operate a standing public opt-in "push" channel through which important information can be sent directly to residents by email or WhatsApp. The distinction between publishing information and actively bringing significant information to residents' attention has therefore been an important theme in the review.

2. External research

The Working Group carried out a broad scan of several dozen parish and town councils, followed by closer examination of selected councils with relevant and potentially transferable practice, together with national and local-government guidance. The research was illustrative rather than statistically representative and did not identify one "best" model. Its strongest recurring finding was that effective communication depends less on the number of channels used than on how deliberately they are managed.

- Distinguish significant or time-sensitive matters from routine Council business.
- Provide concise context, prominence and persistence where an issue warrants it.
- Use direct opt-in channels selectively, alongside rather than instead of existing channels.
- Retain accessible offline routes and opportunities for residents to engage and respond.
- Keep communication proportionate so important information is not lost among routine updates.

3. Areas already emerging from the evidence

A. A Significant Matters Framework

A simple framework could help FPC decide which matters warrant enhanced communication, how prominently they should be communicated, what context residents need, whether there is a deadline or action residents should know about, and which combination of channels is appropriate. The aim is not to communicate everything more often; it is to distinguish more consistently between routine business and matters where proactive communication is justified.

B. Direct opt-in communication

The research also supports considering direct "push" channels so residents can choose to receive important information rather than having to discover it themselves. Two practical options identified are email updates and a one-way WhatsApp Channel.

What is a WhatsApp Channel?

A WhatsApp Channel is different from the WhatsApp groups many residents will know. It is a one-way broadcast channel: FPC publishes updates; residents choose whether to join; followers do not chat with each other or see one another's contact details. It would be used selectively for important or time-sensitive matters rather than routine Council news.

Email and WhatsApp should be regarded as alternative ways for residents to receive broadly the same significant information. Some residents may prefer one and not use the other; neither should become the only route through which important information is brought to residents' attention.

4. Practicality, cost and resource

The Working Group has already explored whether email alerts and a WhatsApp Channel are technically and operationally deliverable. Initial work indicates that they are realistic options.

Before any final recommendation is presented, the Working Group will consider likely take-up, set-up and ongoing costs, staff/admin time, account ownership and continuity, governance/data-protection requirements, and fit with existing FPC systems and responsibilities. The practical implications will also be discussed with the Parish Clerk so that the Working Group and Council understand the resource implications before any decision is requested.

5. Resident evidence

The review has established how FPC currently communicates, identified relevant practice elsewhere and highlighted several potential areas for improvement. The next stage is to understand how residents themselves experience FPC communications and how they would respond to some of the options being considered. The proposed survey will explore:

- whether residents currently feel adequately informed and hear about important matters early enough;
- whether FPC information is easy to find when they look for it;
- which existing communication routes they actually use or encounter;
- whether they would use optional FPC email alerts and/or a one-way WhatsApp Channel; and
- whether residents identify an important communication issue the Working Group has missed.

This resident evidence will complement the research already completed and inform the Working Group's final recommendations.

6. Proposed resident survey

The proposed survey is deliberately short and focused on the areas where resident experience and preferences can add to the evidence already gathered. It will give residents a direct opportunity to contribute before the Working Group finalises its recommendations.

Each question has been tested against the same principle:

Only ask a question where residents are particularly well placed to provide the evidence, and where the answer could genuinely influence what the Working Group recommends or how a recommendation is implemented.

The questions are designed to work together as a connected evidence set. For example, if residents say they hear about important matters too late, but that the information is easy to find once they know to look for it, that points primarily to an awareness/timeliness problem and strengthens the case for proactive channels such as email or WhatsApp. If they hear about matters in time but then struggle to find the detailed information they need, that points instead towards signposting, website organisation and keeping important information visible. If both score poorly, the eventual recommendations may need to address both problems. Responses on likely use of email and WhatsApp can then help identify which proactive channels are most likely to address any reach/timeliness gap.

7. Next stage

Subject to Council approval, the Working Group will:

1. carry out the resident survey;
2. analyse the findings alongside the evidence already gathered;
3. assess the practical and resource implications of proposed changes;
4. develop a concise set of recommendations; and
5. return those recommendations to Full Council for decision at its meeting on 30 November 2026.

Supporting material

Fuller Working Group papers are available covering the agreed Terms of Reference, external communications research, FPC's current communications baseline, strengths/gaps and remaining resident evidence needs, and the rationale for the proposed resident survey.

Keeping Findon Informed

Findon Parish Council Communications & Engagement Survey – Draft KDv1c.

Findon Parish Council (FPC) is reviewing how it communicates and engages with residents.

We would like your views on:

- how well current communications work for you;
- how you currently find out about FPC information;
- what information is most important to you;
- how you would like to engage with the Parish Council; and
- whether additional ways of receiving important information would be useful.

This survey should take no more than 3-4 minutes to complete.

This survey is not a vote and does not commit FPC to introducing any particular service.

Q1. Do FPC's communications currently keep you informed about matters that affect or interest you?

- ☐ Yes
- ☐ Somewhat
- ☐ No
- ☐ Not sure

Why are we asking this?

To understand whether residents feel current communication arrangements are generally effective.

How could it influence recommendations?

- *Helps identify whether residents feel informed overall.*
- *Provides evidence as to whether changes or improvements are needed.*
- *Acts as a baseline measure of communication effectiveness.*

Q2. Do you generally receive information about important matters early enough to understand them and respond if you wish?

- ☐ Yes
- ☐ Somewhat
- ☐ No
- ☐ Not sure

Why are we asking this?

Timeliness is one of the communication principles identified within the Terms of Reference.

How could it influence recommendations?

- *Helps assess whether communications about significant matters are reaching residents early enough.*
- *May support recommendations for enhanced communications.*
- *May support the introduction of additional communication channels for important or time-sensitive matters.*

Q3. When you look for information about something FPC is dealing with, how easy or difficult is it generally to find?

- ☐ Easy
- ☐ Neither easy nor difficult
- ☐ Difficult
- ☐ I haven't tried

Why are we asking this?

Accessibility and ease of finding information are important elements of effective communication.

How could it influence recommendations?

- *May identify a need for improvements to the website.*
- *May identify opportunities for better signposting of information.*
- *May support changes to improve accessibility and navigation.*

Q4. How do you currently find out about Parish Council information or matters affecting Findon?

Tick all that apply.

- ☐ Findon News
- ☐ FPC website
- ☐ Noticeboards
- ☐ Parish Council meetings
- ☐ Parish Clerk or councillors
- ☐ Social media
- ☐ Other _____

Why are we asking this?

To understand which communication channels residents currently use.

How could it influence recommendations?

- *Helps identify which channels are valued and should be maintained.*
- *Helps identify where communication effort should be focused.*
- *Helps avoid investment in channels that are rarely used.*

Q5. What information is most important for you to receive from FPC?

Select up to five.

- ☐ Planning and development matters
- ☐ Major consultations
- ☐ Parish Council decisions
- ☐ Parish Council projects and initiatives
- ☐ Parish Council events
- ☐ Emergency road closures and urgent local disruptions
- ☐ Local issues affecting the village
- ☐ Other _____

Why are we asking this?

To understand what residents most want to hear about.

How could it influence recommendations?

- *Helps determine what information should be prioritised.*
- *Helps inform the Communications Strategy.*
- *Helps identify what residents consider to be significant matters.*

Q6. If FPC offered optional alerts about important or time-sensitive local matters (such as significant consultation or deadline, road closures, infrastructure issues), would you be interested in signing up to either of the following?

Email update

- ☐ Yes
- ☐ Possibly
- ☐ No
- ☐ I don't use Email

One-Way WhatsApp Channel

- ☐ Yes
- ☐ Possibly
- ☐ No
- ☐ I don't use WhatsApp

Why are we asking this?

To assess demand for an optional email and/or Whatsapp subscription service.

How could it influence recommendations?

- *Provides evidence for or against introducing an email update service.*
- *Helps assess whether the benefit would justify the cost and administration involved.*

Q7. How would you prefer to communicate or engage with FPC?

Tick all that apply.

- ☐ Email
- ☐ Website contact form
- ☐ Telephone
- ☐ Speaking with a councillor
- ☐ Speaking with the Parish Clerk
- ☐ Attending a Parish Council meeting
- ☐ Online surveys or consultations
- ☐ Written correspondence
- ☐ Other _____

Why are we asking this?

The Terms of Reference cover both communication and engagement.

How could it influence recommendations?

- *Helps identify preferred engagement methods.*
- *Helps determine whether current opportunities for engagement are sufficient.*
- *Helps shape future consultation and engagement approaches.*

Q8. If you could improve one thing about how FPC communicates or engages with residents, what would it be?

Optional.

Why are we asking this?

To provide residents with the opportunity to raise issues or suggestions not covered elsewhere in the survey.

How could it influence recommendations?

- *May identify improvements not previously considered.*

- *Provides supporting qualitative evidence alongside the survey results.*

Q9. How did you hear about this survey?

Tick all that apply.

- ☐ FPC website
- ☐ FPC noticeboard
- ☐ Paper copy at the Village Shop
- ☐ Findon News
- ☐ Community WhatsApp group
- ☐ Friend / neighbour
- ☐ Councillor or Parish Clerk
- ☐ Other _____

Why are we asking this?

To understand which methods are most effective at reaching residents.

How could it influence recommendations?

- *Helps inform future consultations and engagement exercises.*
- *Provides evidence about which communication channels successfully reach residents.*

**Agenda Item 26.135
d**

Report to	Findon Parish Council
Meeting Date	19 October 2026
From	Fiona MacLeod, Clerk
Title of Report	2027/2028 precept and budget
Purpose of Report	For information and action by councillors

1. For information/action

- 1.1 It is the time of the financial year when Findon Parish Council (FPC) needs to start thinking about its precept and budget for the 2027/2028 financial year. This will inform a draft Precept and Summary Position to be taken to a future Finance & Governance meeting.
- 1.2 The final Precept requirement, together with a Summary Position will be taken to the FPC meeting on 18 January 2027 for approval.
- 1.3 Councillors are asked to consider future anticipated expenditure on but not limited to Open Spaces activities/equipment, Working Groups, and Projects as examples. I will be doing the same for our known Fixed Costs. Please feel free to use the quarterly budget reporting spreadsheet as a guide (Agenda item 26.135 c).

2. Action by full Council

- 2.1 Councillors to provide the information requested in para 1.3 of the report to the Clerk no later than Friday 13 November 2026.

Roads and Parking Working Group

October 2026 update from Cllr Kenna

1 Cissbury Ring Road – Speed Reduction

- i) Following West Sussex County Council (WSCC) rejecting our application to reduce the speed limit on Cissbury Ring Road, Findon Parish Council (FPC) has installed four ‘Slow Down’ signs along the road. We hope these will encourage motorists and cyclists to be more mindful of their speed.
- ii) We intend to continue pressing WSCC on this issue and would welcome evidence of speeding or dangerous driving from residents, walkers, cyclists and horse riders.
 - Cllr Jagfeldt to contact horse riders in the village to get letter of support for speed reduction / linked to previous experience
 - Cllr Kenna has requested letters of support from three houses at the top of Nephote Green

2 School Hill – One-Way TRO

- i) Despite strong community backing, WSCC has also decided not to proceed with the scheme to make School Hill one way. In their assessment, the evidence does not support the proposal, citing relatively low traffic speeds, light traffic volumes and no recorded injury accidents in the past five years.
- ii) One resident from School Hill has requested that the trees and vegetation is cut back – we are still trying to find out who owns that part of the road and who would pay for this.

3 Village Road Signs

- i) Cllr Kenna has raised concerns with WSCC about the missing 20mph sign on Cross Lane and the broken chevron sign on the A24 - WSCC has confirmed that these are on its list of works, subject to available funding.

4 Long Furlong Closure

- i) The recent emergency closure of Long Furlong, caused by a burst water main, created significant traffic problems for Findon and surrounding villages. Unfortunately, it took several days to secure appropriate signage from WSCC to discourage drivers from using village roads as a cut-through.
- ii) We are exploring the possibility of having our own temporary signs that can be deployed quickly should similar incidents occur in future.

5 Nepcote – Traffic Speeds

- i) We have been discussing with WSCC what measures might be available to reduce vehicle speeds through Nepcote. Residents do not want speed bumps or extra lighting on the road but did suggest additional 20mph signs and possible light up signs when drivers exceed the speed limit.
- ii) WSCC has confirmed it would not support additional 20mph repeater signs at this location which is already signed in accordance with the prescribed requirements and, in this case, WSCC can see very little benefit from installing additional repeater signs.
- iii) With regard to solar-powered activated signs, known as Speed Indicator Devices (SIDs), these are not supplied by WSCC and are typically purchased and maintained by Parish Councils. However, for a SID to be installed on the highway network, it must be licensed and approved by WSCC – Cllr Kenna has written to WSCC to find out if this location would be approved. It does depend on evidence of speeding and / or collision data as well as finding a suitable and safe location for the device.
- iv) Cllr Kenna also looking into Community Speedwatch cameras that could be operated by people in the village. (which could give us the speed evidence required).

6 Double Yellow Lines – High Street

- i) Following the TRO application to have yellow lines next to Greypoint House, FPC is required to get feedback and / or support for the scheme from those properties most directly affected. Cllr Kenna has delivered letters to all flats at Greypoint House and the Gun Inn. Several responses to date in support of the original application and the WSCC proposal. Awaiting further feedback.

Findon Parish Council Communications Working Group

Interim Progress Report – Oct 2026

Purpose

The Communications Working Group has been researching current communication arrangements, reviewing examples from other parish councils and gathering evidence in line with the Terms of Reference.

The Communications Working Group has identified a number of potential improvements through its research and review work.

However, the Terms of Reference also require us to seek the views and experiences of residents and other local stakeholders before making final recommendations to Findon Parish Council (FPC)

Village-Wide Survey

A survey open to all residents, distributed through:

- Findon News
- QR codes and online links
- Paper copies at the Village Shop
- Parish Council website

Consideration was given to smaller focus groups; however, this approach was rejected as it may not have captured a broad cross-section of the community.

A village-wide survey allows the widest participation and would involve administration, analysis and associated costs, similar to those incurred for the Road Safety / Traffic Survey (November 2025).

Draft Survey

To assist FPC, the Working Group has prepared a draft survey.

The survey has been designed around the objectives set out in the Terms of Reference and seeks views on:

- Current communication methods
- Ease of finding information
- Preferred ways of receiving information
- Community engagement
- Priorities for improvement

Councillors are invited to review and complete the survey and provide feedback on:

- Clarity
- Length

- Ease of completion
- Any missing topics
- Any potentially leading or biased questions

Progress to Date

Using a "What Works Well" approach, the Working Group has:

- Reviewed Findon Parish Council's current communication arrangements.
- Considered communication approaches used by other parish councils.
- Gathered evidence and examples of good practice.
- Identified areas where communications and engagement may be further strengthened.

Whilst no final recommendations have been made, several themes are emerging.

Parish Council Website

Our Data Protection Officer, Maureen Chaffe, has advised that the current website platform is ageing and may benefit from review and updating.

Improvements to navigation, accessibility and the ease of finding information may help residents access information more effectively.

The proposed survey will help determine whether residents experience difficulties locating information and whether website improvements should form part of the Working Group's recommendations.

Additional Communication Channels

Research has identified a number of communication tools that are being used successfully by other parish councils, including:

- A one-way WhatsApp Channel for council updates.
- A Mailchimp email subscription service for residents wishing to receive updates directly.

Maureen Chaffe has advised that both options can operate within appropriate governance.

Significant Matters Framework

The Working Group has also begun developing a draft framework to support consistent communications.

The aim is to provide a consistent framework for identifying significant matters and determining:

- What should be communicated;
- When enhanced communications should be used; and
- Which communication channels are most appropriate.

Initial discussions have included the possible use of a simple Red, Amber and Green system to help identify the significance and urgency of communications.

For example:

Red – urgent matters requiring immediate communication, such as flooding, emergency road closures, utility failures or public safety issues.

Amber – significant matters affecting the community where residents may wish to engage, such as major consultations, Local Plan matters, significant planning proposals or major infrastructure schemes.

Green – routine Parish Council business communicated through existing channels, such as agendas, minutes, events and general updates.

Recommendations

The Communications Working Group asks FPC to:

1. Note the progress made to date.
2. Review the attached draft survey.
3. Provide feedback on the survey design.
4. Confirm whether a village-wide resident survey should be undertaken prior to the Working Group finalising its recommendations.

Prepared by: Cllr Kelly Dean - Communications Working Group Lead

Date: 13 October 2026

[illegible]

Projects and CIL have
own budget controls
and are not included
here

**Agenda Item
26.126**

Report to **Findon Parish Council**
Meeting Date **19 October 2026**
From **Fiona MacLeod, Clerk**
Title of Report **Previous actions not covered elsewhere on the Agenda**
Purpose of Report **To note**

Updates for noting

25.143	Public Area Risk Assessments	Carried forward.
26.35 3	'Street Audits' trial	Can this be closed ?
26.51	Generic ToR for Working Groups (Cllr Smith)	Carried forward.
26.70	Trees/overgrown vegetation School Hill	Carried forward.
26.114	Winter Management Plan	Completed.
26.120	Notice of Conclusion of Audit	Completed.
26.120	Query with External Auditor	EA response awaited.

Findon Village Hall Trust – FVHT

West Sussex County Council – WSCC

Arun District Council – ADC

South Downs National Park Authority - SDNPA

Agenda Item 26.133

Report to	Findon Parish Council
Meeting Date	19 October 2026
From	Fiona MacLeod, Clerk
Title of Report	Clerk report
Purpose of Report	For information and consideration

1. For action

- 1.1 An email was received from Maureen Chaffe, Processmatters2, on 15 October 2026 advising that the FPC website needs to be moved to a new technical platform and design to meet accessibility rules. JNR Computer Services has created a new product which Maureen says it allows her to design and build different parts of the website according to customer requests. As has been acknowledged, the FPC website could do with a refresh so this would be an ideal opportunity to progress this and also tie into the Communications Strategy Working Group activities. Maureen will be meeting with councillors in due course regarding design, content, and navigation on the new website. In the meantime, a one-off cost of £500.00 should be included in the 2026/28 budget.
- 1.2 An email has been received from the Arun District Council (ADC) Community Safety Manager, Housing, Wellbeing and Communities regarding a Community Safety Project Showcase Event on 18 November 2026. ADC say it is a fantastic opportunity to learn about the wide range of initiatives being delivered locally, hear directly from project representatives about the impact of their work, and see how partnership investment is making a positive difference to residents' lives. Further information for councillors is on the email from ADC.
- 1.3 The National Association of Local Councils (NALC) has been contacted by The Eden Project with a request to help promote its new campaign – [Greentime17](#). The aim of Greentime17 is to make 17 minutes per day in nature part of the national psyche – a daily habit much like getting your 10k steps in or eating five a day – and the antidote to screen time. The 17 minutes is based on a piece of research from the University of Exeter which shows that 120 mins per week can benefit our health and wellbeing. Further information for councillors is on the email from NALC.
- 1.4 A request has been received from an ex-resident of Findon who has lived in France for the past two decades and is part of a group affiliated to the French local council. He has asked if FPC would be interested in forging a link or twinning.
- 1.5 An email has been received regarding Sussex 1550 celebrations on or around Sussex Day, 16 June 2027 (as circulated to councillors). Although bonfire societies and the lighting of beacons seem to be the main activities, there appears to be scope for other events that could be organised by civic and local authorities.

2. For information

- 2.1 The Standard Form of Consent I submitted to WSCC Highways for the Xmas Lights was approved on 14 October 2026.

- 2.2 The St John the Baptist PTA will be holding their annual fireworks event on Friday 13 November 2026 from 5pm to 8pm at the School. Residents will be asked if they know of anyone coming to car share to keep the village as free flowing as possible.
- 2.3 Findon WI will be decorating Pond Green with poppies again this year for Remembrance Day. As in previous years they plan to have a poppy arch over the soldier silhouette and new for this year, a temporary silhouette of a dog to stand by the soldier, plus the poppies hanging from the trees. The display will go up at end of October. The WI discovered that the existing soldier silhouette has been damaged (unfortunately vandalised they think)- it looks as if the rifle end has been repeatedly bent back and forward and snapped off. A Findon resident has offered to repair it.
- 2.4 FPC's long-standing local gritting contractors Sussex Manures have had to make a necessary adjustment to their pricing as they are no longer able to absorb the continued rise in operating costs. The price per gritting visit will increase from £170.00 to £180.00 plus VAT for the upcoming winter season.

3. Issues for consideration/ratification by full Council

- 3.1 Councillors and Communications Strategy Working Group to give thought to para 1.1 of the report.
- 3.2 Do councillors wish to attend the Community Safety Project Showcase Event as per para 1.2 of the report.
- 3.3 Does FPC wish to take part in Greentime17 as per para 1.3 of the report.
- 3.4 Does FPC wish to progress the request as per para 1.4 of the report.
- 3.5 Does FPC wish to consider Sussex 1550 events as per para 1.5 of the report

Report to	Findon Parish Council
Meeting Date	19 October 2026
From	Fiona MacLeod, Clerk
Title of Report	New fixed term contract options with SSE and consideration for review of provision
Purpose of Report	For consideration

1. Background

- 1.1 The current SSE Business Energy electricity fixed short term contract for the four street lights expires on 31 October 2026 and options were provided in my report to Council on 14 September.
- 1.2 At that meeting I was asked to contact SSE for the cost of disconnection of the four street lights, which was confirmed as £94.80 for full disconnection of electrical supply.
- 1.3 It was also discussed at that meeting that consideration be given to a street lighting provision review/consultation.
- 1.4 As a reminder, based on an estimated annual consumption for 2025/26, the costs for the 2026/27 contract would be circa £66.00 per month, which is not dissimilar to this financial year. The current budget is £750 pa. The details of the new 12-month contract cost including DD discount and excl VAT and CCL come to £802.45. This is based on annual consumption of 829 units, standing charges of £552.33, less DD discount of £4.15. A 24-month contract works out the same.
- 1.5 Given the current ongoing volatilities in the energy markets, consideration should be given to both the 12 and 24 month contracts pending the outcome of any review of the street lighting in Findon.

2. Issues for consideration by full Council

- 2.1 Do Councillors wish to instruct the Clerk to apply for the SSE Protect tariff as outlined in para 1.4 of the report on either a 12 month or 24 month contract ?
- 2.2 Do councillors wish to set up a Working Group to conduct a review/consultation on the continuing use of the four street lights ?