

# **WORTH PARISH COUNCIL**

## Full Council Meeting

24<sup>th</sup> March 2025

## **Worth Parish Council**

### **Minutes of the Full Council Meeting held in the South Room at the Parish Hub, Copthorne on 20<sup>th</sup> January 2025 commencing at 7.30pm**

**Present:** Cllr Dorey (Chairman)  
Cllr Bingle  
Cllr Dymond  
Cllr Kipps  
Cllr Phillips  
Cllr Stewart  
Cllr Wilson

Cllr Casella  
Cllr Gibson  
Cllr Hodsdon  
Cllr Pointer  
Cllr Williams

Mrs L Bannister (Chief Officer)

0 members of the public

#### **109 Public Question Time**

No members of the public were present.

#### **110 Apologies**

Apologies were received and accepted from Cllrs Coote, Cruickshank, King, Lord and Scott.

#### **111 Declarations of Interest**

Cllr Hodsdon declared an interest in the lease of the South Room.

#### **112 Minutes**

It was RESOLVED to approve the Minutes of the Council meeting held on 21<sup>st</sup> November 2024 and the special Full Council Meeting on 16<sup>th</sup> December 2024 were a true and correct record.

#### **113 Chairman's Announcements**

The Chief Officer has arranged two informal meetings for councillors to attend. The Chairman encouraged all members to support this.

The Chairman read out the following statement from Insp. Derrick:

Police are investigating incidents relating to Councillors Williams and Bingle and their home address. Like all matters involving Politics and Politicians, elected officials must feel free to conduct council business and they must feel secure in that matter. Any persons seeking to intimidate elected officials either by online abuse or intimidation by identifying their homes will be investigated. We will seek to ensure we apply the Law where appropriate bringing offenders to justice and ensuring Councillors feel safe to conduct their duties.

#### **114 Correspondence**

The following were noted:

- a. Correspondence received
- b. Freedom of Information requests
- c. Update on resolutions/actions
- d. Update on projects
- e. Update on Youth Provision
- f. Latest website data
- g. The latest crime figures for Copthorne, Crawley Down and Turners Hill

#### **115 Committees**

The Minutes and actions of the following Committees as circulated were noted:

- a. Planning & Highways Committee – 9<sup>th</sup> December 2024, 13<sup>th</sup> January 2025. Next meeting to be held on 3<sup>rd</sup> February.
- b. Finance & General Purposes Committee – 9<sup>th</sup> December 2024, 13<sup>th</sup> January 2025. Next meeting to be held on 3<sup>rd</sup> February.
- c. Assets & Amenities Committee – 16<sup>th</sup> December 2024. Next meeting to be held on 17<sup>th</sup> March 2025.

d. HR Committee – next meeting date to be confirmed.

#### **116 Working Parties**

The notes and actions of the following Working Parties as circulated were noted:

- a. Copthorne Village Working Party – 27<sup>th</sup> November 2024, 11<sup>th</sup> December 2024, 8<sup>th</sup> January 2025. Next meeting to be held on 22<sup>nd</sup> January 2025.
- b. Crawley Down Village Working Party – 14<sup>th</sup> November 2024, 26<sup>th</sup> November 2024, 9<sup>th</sup> January 2025. Next meeting to be held on 18<sup>th</sup> February 2025
- c. Co-Ordination Group – next meeting to be held on 27<sup>th</sup> January 2025.

#### **117 Reports from other Authorities**

##### County Councillors

Cllr Gibson reported that the County Council has applied to be included in the devolution priority programme along with East Sussex and Brighton.

Cllr Dorey reported that WSCC has confirmed that they would lift the restriction on Shipley Bridge Road so that residents can drive through the bus gate to Worsell Drive while Shipley Bridge Road is closed.

##### District Councillor

Cllr Phillips reported that MSDC has now responded to all of the District Plan Inspector's questions. MSDC is waiting to hear when the next hearing will be.

Cllr Casella added that MSDC is currently setting its budget; this is still to be approved.

Cllr Gibson noted that due to the changes to the NPPF, MSDC has a shortfall of 1,500 houses. However, the District Plan Inspector has yet to make a decision on the housing figure in the District Plan. The new District Plan is based on the current NPPF, not the proposed version.

#### **118 Parish Awards Scheme**

The Working Parties were asked to consider nominations.

#### **119 Cricket & Recreation Ground at Crawley Down**

It was RESOLVED to appoint Leanne Bannister, Chief Officer, as the Council's contact for the Charity Commission.

#### **120 Consultation for Strengthening the Standards and Conduct Framework for Local Authorities in England**

It was RESOLVED to respond to this consultation in support of the proposed measures.

#### **121 Representatives attending outside meetings.**

A ceremony was held at All Saints Crawley Down to celebrate the 950<sup>th</sup> anniversary of Chichester Cathedral. It was attended by the Bishop of Chichester and the Bishop of Horsham. This was reported as being very enjoyable.

#### **122 Personnel**

**It was RESOLVED to exclude the press and public from the meeting for this item in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1 due to the confidential nature of the matter to be discussed.**

The report of the HR Committee meetings was noted.

Councillors are keen to investigate the option of charging for the youth service. This will be considered soon as the scheme progresses and once all of the vacancies are filled.

#### **123 Rent Review of South Room**

**It was RESOLVED to exclude the press and public from the meeting for this item in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1 due to the confidential nature of the matter to be discussed.**

It was RESOLVED to attempt to negotiate the rent of the South Room with the landlord on the grounds listed in the confidential report.

**124 Date of the next meeting**

The next meeting will be held on Monday 24<sup>th</sup> March 2025, at the South Room, the Parish Hub Copthorne.

*Meeting closed at 8.00 pm.*

GC book on LGA course, and if not a Thursday book LK too.

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

[illegible]

## Log of resolutions

In progress  
 Completed

Minute Ref	Committee/Council	Date of meeting	Decision	Notes	Status
117	F&GP	13.1.25	It was RESOLVED to appoint County Tree Surgeons at a cost of £6,450 plus VAT to complete all items listed in amber on the tree survey. This work will be planned for the new financial year.	Contractor instructed 14.1.25, asked for work to be programmed in April 25.	In progress
113	F&GP	13.1.25	It was RESOLVED to approve an additional cost of £1,169 plus VAT to UK Power Networks to supply traffic management for various column replacements.	Streetlights instructed 14.1.25 & UKPN paid.	Completed
119	FC	20.1.25	It was RESOLVED to appoint Leanne Bannister, Chief Officer, as the Council's contact for the Charity Commission.	Completed & annual returns up to 31.3.24 have been completed.	Completed
120	FC	20.1.25	It was RESOLVED to respond to the Consultation for Strengthening the Standards and Conduct Framework for Local Authorities in England in support of the proposed measures.	Completed 21.1.24	Completed
123	FC	20.1.25	It was RESOLVED to attempt to negotiate the rent of the South Room with the landlord on the grounds listed in the confidential report.	Letter sent to landlord on 27.1.25, Council to consider on 24th March.	In progress
138	F&GP	3.3.25	It was RESOLVED to transfer £3,250 into an earmarked reserve for the Crawley Down Play Area.	Completed 4.3.25	Completed
138	F&GP	3.3.25	It was RESOLVED to approve the estimate by Squires of £1,156 plus VAT (£578 per village). This will either be paid by the earmarked reserve for Neighbourhood Plans, or the grant if any is remaining at the end of the financial year.	Squires instructed immediately, draft surveys awaited.	In progress
138	F&GP	3.3.25	It was RESOLVED to approve the annual cost of £396 plus VAT for an additional subscription to the accounts package.	RBS got the quote wrong, need to take back to F&GP	In progress
138	F&GP	3.3.25	It was RESOLVED to approve the following grants: 4Sight Vision Support - £450 Air Ambulance Charity Kent Surrey Sussex - £450	Paid	Completed
139	F&GP	3.3.25	It was RESOLVED to donate £5,000 to the Haven, to be paid from the Crawley Down Working Party budget; £3,000 in this financial year and £2,000 in the next financial year.	£3,000 paid, remainder to be paid in April	In progress
140	F&GP	3.3.25	It was RESOLVED to: a. Apply for Operation Watershed funding to alleviate flooding at King George V Field and Sandy Lane b. Approve the tender process.	In progress	In progress

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
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No	Name of Project	Source of Project	Lead Councillor(s)	Project Manager	Classification	Status	Priority	Notes	Date Agreed to Add to Projects List	Target Date to Initiate Project	Target Date to Finish Project	Anticipated Total Time to Complete	Actual Start Date	Actual End Date	Actual Total Time to Complete	Estimated Costs	Estimated Resourcing Requirements
1	CCTV Project	Council	Andy Dymond & Alex Cruickshank	Gill Kearney	Major Project	In Progress	Top Priority - No 1.	13/9/24 - Chroma Vision instructed to install CCTV at Col 2 The Green, Copthorne. Crawley Down location agreed by CDWP 24/9/24 & instruction issued. Enerveo approval received for signs on those WSCC streetlights identified bar 1. S115 license granted to place a new signpost on Church Road. Sussex Police have approved sign design. Now awaiting S50 license for CD location; S115 licence for sign post on Newtown, Copthorne; feedback from Sussex Police on our draft CCTV Policy & FAQs and Information Sharing Agreement to be put in place.	June 2019 (after circa 12mth discussion)	Underway	30/4/25					£49,719.30 (for installation.)	
2	Project Management System	Coordination Group	Coordination Group	Gill Kearney	Initiative	In Progress	Top Priority - No 2 after S106 app submitted	Approach, documents & trackers drafted. Phase 2: To identify suitable project management system(s) to house project information and make reporting easier; to house action lists and planners; and to hold staff 'to do lists'. To test project documentation as new projects started.	05/11/2023	Underway	Originally anticipated 30/10/2024 as end date for full project. Now anticipate completion by 30/4/24	2.5 months remaining	16/02/2024	Phase 1: 25/7/24; Phase 2: TBC		TBC	Phase 2: 4 weeks Project Officer time

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3	Copthorne Recreation Ground Rejuvenation Project	Council	Graham Cassella	Gill Kearney / Paul Budgen	Major Project	In Progress	Top Priority - No 3 once S106 app completed.	Drainage design work completed. PB liaising with preferred suppliers to obtain revised quotes and producing detailed spec to obtain quotes for remaining works to inform S106 application for money towards car park & drainage.		Underway	31/12/2025 - TBC					£658,589.58 ex VAT - TBC	
4	Bowers Place Parking Solution Project	Council	Kerry Scott	Gill Kearney / Paul Budgen	Major Project	In Progress	Top Priority - No 4.	Paul Budgen appointed as Project Manager. Biodiversity Net Gain Assessment report received 1.10.24. To review any mitigation requirements before submitting planning application. Original anticipated completion date 31.12.24 no longer possible. Timeline to be reviewed once 1st 3 priority projects allow.		Underway	TBC					£75,100 (based on 2022 tender exercise)	
5	Preferred Suppliers List	Council	Trevor Hodsdon	Leanne Bannister	Initiative	In Progress	Top Priority	Advice from Independent Auditor sought re legality of Parish Council having a Preferred Supplier List. Clerk unable to do further work before leaving. New Chief Officer to take this on from 22.1.25.	8/9/24 (date Auditor confirmed it's legal to have one).	Underway	10/05/2025	3 months	10/02/2025			£0	



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6	Copthorne Bank - Access Path via St Francis Care Home land	Copthorne Working Party	TBC	Hannah Smith	TBC	Not Started	Top Priority	Linked to Community Highways Scheme request. WSCC suggested solution of liaising with St Francis Care Home to see if they'd be prepared for some of their land to be used as a footpath giving pedestrians safe passage.	22/01/2025	TBC			TBC				
7	Road Traffic Stumps - Copthorne Village Green, Church Road near the Glebe	Copthorne Working Party	Trevor Hodsdon	Hannah Smith	Initiative	In Progress	Top Priority	Research stumps & obtain quotes; check for underground utilities; obtain approval for costs & from St Nicholas Church as land owners. WSCC confirmed ok to do. Research on stumps / costs completed - CWP agreed wooden stumps with reflective strips.	02/08/2024	Underway	TBC	In April scanning of the green will commence for the trenching, to move the christmas tree. Whilst this scanning commences, they will scan the verge where the stumps will be placed.	TBC	TBC			
8	Crawley Down Playground Rejuvenation Project	Crawley Down Working Party	Liz Williams	Gill Kearney	Major Project	On Hold	Second Tier	Work will be picked up again when there's capacity, once top tier priorities allow. GK to liaise with LW & KS re Playground/Bowers Place connection.		Underway	30/09/2025	12 months	15/12/2023				
9	Parish Wide Tree Survey Project (BAU)	Parish Clerk	N/a - BAU	Leanne Bannister	Major Project	In Progress	Second Tier	All trees needing felling (red rated in report) have been done. Contractor selected for amber rated works. Work to be done in April 2025.		Underway	30/04/2025	6 months	01/10/2025			£32,500	

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10	Copthorne War Memorial	Historical	Bob King	Leanne Bannister	Major Project	In Progress	Second Tier	JN applied to land registry 2022. July 2024 confirmed surveyor to attend site - no further update received, solicitor chased 6.2.25. 20.2.25 - sols confirmed WPC registered as having an interest in this land on land registry.		Underway	TBC		UNKNOWN				
11	WPC Streetlight Replacement Project (BAU)	BAU	N/a - BAU	Leanne Bannister	Major Project	Not Started	Third Tier	9/10 columns now replaced, final one due in May 25. All other emergency/urgent works complete. Other repairs due over next 2 financial yrs, with LED fitting over 2-3 yrs.		Underway	28/2/25 for urgent works		Oct-24			80,415.00	
12	Community Highways Scheme - 20mph limit for an enclosed space (at the ends of Burleigh Way, Hophurst Road, Station Road).	Crawley Down Working Party	Ian Gibson	Leanne Bannister	Initiative	Not Started	Third Tier	Consultation with Crawley Down Residents / Businesses required. Deadline for application 31st July each year.	15/03/2024	01/05/2025	31/07/2025	submit application to WSCC, 12 months to hear outcome,				£0.00	
13	Community Highways Scheme - Build Out Scheme at Crawley Down Village Centre	Crawley Down Working Party	Ian Gibson	Leanne Bannister	Initiative	Not Started	Third Tier	To stop people parking there and provide safety for those crossing the road. Consultation with Residents / Businesses required. Deadline 31st July each year. 10.1.25 IG provided drawing to Chief Officer.	15/03/2024	01/05/2025	31/07/2025	4 months to submit application to WSCC, 12 months to hear outcome, then a further 2-3 years to implement				£0.00	
14	Community TRO - Copthorne (The Glebe into Church Road) - yellow lines around corner	Copthorne Working Party	Trevor Hodsdon	Leanne Bannister	Initiative	Not Started	Third Tier	Consultation with Residents/Businesses required - to include any other double yellow lines needed.		01/05/2025	31/07/2025	5 months to submit application to WSCC, 12 months to				£0.00	

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15	Community TRO - Proposal for Double Yellow Lines in Copthorne (Akehurst Close into Church Lane)	Copthorne Working Party	Chris Phillips	Leanne Bannister	Initiative	Not Started	Third Tier	Consultation with Residents/Businesses required. Deadline 31st July each year.		01/05/2025	31/07/2025	6 months to submit application to WSCC, 12 months to				£0.00	
16	Copthorne Village Green - Dig out drainage ditch & install new pipe	Copthorne Working Party	Bob King	Hannah Smith	TBC	In Progress	Third Tier	Work started 18.1.25. Further work to shape the ditch and digout the end part by hand is still to be done.			31/01/2025	2/3 days work for contractor	18/01/2025				
17	Copthorne Village Green - Install trench / cabling / holes for temporary poles and electricity to power Christmas Lights	Copthorne Working Party	Bob King	Hannah Smith	TBC	In Progress	Third Tier	Quotes received.				1 week work for contractor					
18	Lashmere Project	Historical	Lauraine Stewart	Gill Kearney	TBC	Not Started	Third Tier				TBC						
19	Rejuvenation of the Copthorne Brook Area	Copthorne Working Party	Bob King	Gill Kearney	Major Project	Not Started	Fourth Tier	To start when Copthorne Rec Project Work allows			TBC						
20	CCTV Review & Possible further installations	Finance & General Purposes Committee	Andy Dymond & Alex Cruickshank	Gill Kearney	Major Project	Not Started	Fourth Tier	After 6-month review period following Phase 1 installation completed		01/10/2025	28/02/2026	6 months				Dependent on number of cameras & locations agreed	Dependent on number of cameras & locations agreed
21	Signage for Car Parks - Crawley Down	Crawley Down Working Party	N/a - On Hold	Gill Kearney	Initiative	On Hold	Fourth Tier	To confirm wording required, investigate suppliers & obtain quotes. Consider enforcement options. (Note: Check if Copthorne will require signage for carpark once installed). 21.8.24 - CDWP agreed to put this on hold for 6 months and monitor if required.	25/07/2024	On hold until Feb-25							
22	Plaques for 2 oak trees on Crawley Down Village Green	Crawley Down Working Party	Phillip Coote	Hannah Smith	Initiative	In Progress	Fourth Tier	To confirm wording required, investigate suppliers and obtain quotes. Placed on hold following Clerk's resignation. HS now to action.	25/07/2024	17/09/2024	31/12/2024						

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## Worth Parish Council Website Report for Full Council Meeting March 2025

Data from 13 January – 17 March 2025

### Engagement Rate

14 January – 17 March 2025                      56.6%

### Previous Engagement Rates:

11 November – 13 January 2025	61.0%
10 September – 10 November 2024	52.7%
1 July – 9 September 2024	48.7%
14 March – 30 June 2024	35.2%
18 January 2024 – 13 March 2024	41.11%
6 December – 17 January 2024	37.01%
9 November – 5 December 2023	45.66%
5 October – 8 November 2023	41.68%
13 September-10 October 2023	49.15%
19 July – 12 September 2023	31.14%
21 June – 18 July 2023	41.95%

*We want to aim for a high engagement rate. Healthy engagement rates range from 60-75%.*

### Latest News

Latest news items posted on the website were:

- Seeking litter pick co-ordinators in Crawley Down and Copthorne
  - Coronation bench in Crawley Down
  - Mid Sussex Applauds Awards
  - Update on the Prince Albert site in Copthorne
  - Statement from Sussex Police in regard to Councillors
  - East Grinstead Library temporary closure
- 
- Current projects featured on the page include Bowers Place Parking, Copthorne Recreation Ground Regeneration, CCTV and Crawley Down Playground Regeneration
  - If you haven't already, please visit and follow our new Worth Parish Youth Instagram page here <https://www.instagram.com/worthparishyouth>
  - We now have two closed Community Groups for each Youth Club, please take a look.
  - The Youth Club in Crawley Down Community Group  
<https://www.facebook.com/groups/188978680942735/>
  - Copthorne Youth Club Community Group  
<https://www.facebook.com/groups/845293630705354/>

## Top Pages

PAGE VIEWS		Sessions	Users
1	Home Page	453	306
2	News	201	174
3	Council Meetings	141	87
4	Councillors and Council Officers	86	67
5	Copthorne Village	47	46
6	Sites	40	4
7	Contact Us	40	13
8	History of the Parish	39	33
9	The South Room	37	34
10	Allotments	35	29
TOTAL VIEWS		1,530	1,072

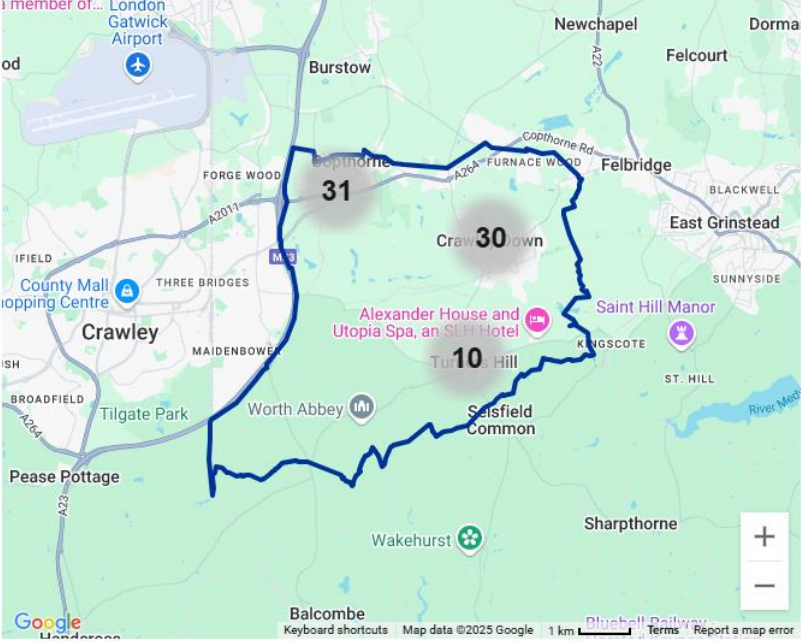
<b>SOCIAL MEDIA ACTIVITY</b>	
<b>WPC Facebook</b>	
Posts (January 14 - March 17):	
Followers on Jan 14:	524
Followers on Mar 17:	540
<b>Copthorne Youth Club Facebook</b>	
Posts (January 14 - March 17):	
Followers on Jan 14:	70
Followers on Mar 17:	73
<b>Youth Club in Crawley Down Facebook</b>	
Posts (January 14 - March 17):	
Followers on Jan 14:	53
Followers on Mar 17:	53
<b>Worth Parish Youth Instagram</b>	
Posts (January 14 - March 17):	
Followers on Jan 14:	50
Followers on Mar 17:	54

The latest crime figures available are for December 2024 and January 2025. Details can be accessed using this link: <https://www.sussex.police.uk/area/your-area/sussex/mid-sussex/copthorne-worth-crawley-down-and-turners-hill/about-us/top-reported-crimes-in-this-area>

Top reported crimes in this area

Crime map

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

All Crimes (71)

December 2024

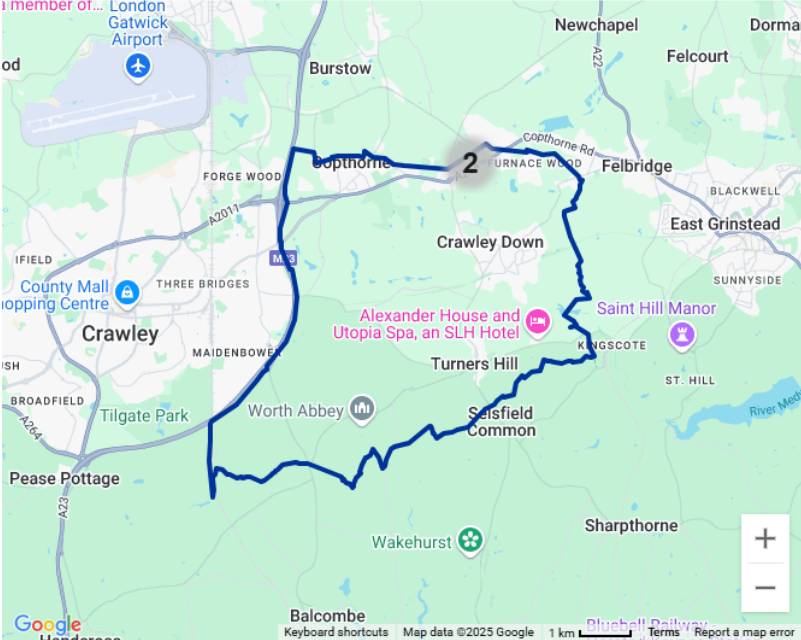
71 crimes were reported here in December 2024

Violence and sexual offences	35
Drugs	6
Anti-social behaviour	5
All other crime	25

Top reported crimes in this area

Crime map

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

All Crimes (2)

January 2025

2 crimes were reported here in January 2025

Public order	2
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Copthorne Working Party 5<sup>th</sup> February 2025

Present TH, GC, ML, CP, LS, HS

### **Neighbourhood Plan/ Earmarked reserves -**

It was agreed by all present that £1000 be moved out of CWIP earmarked reserves to pay the additional cost to squires planning for them to produce the neighbourhood plan residents survey as this was not included in the original scope document.

The rest of the earmarked reserves would be set aside for Copthorne Recreational grounds specifically play equipment.

### **Mirror Lime Close -**

It was noted that surveys were completed prior to the installation of the electricity box. Site lines were not highlighted as a concern. After advice from West Sussex, Worth Parish council will not be installing a mirror, instead an application for yellow lines to be painted on the corner of Glebe Close/Church Road to prevent traffic from parking along the part of the road that narrows. This will improve sight lines and prevent damage from vehicles on the verge. Wooden posts will also be reinstated along the verge.

### **Speed watch**

Report was communicated out to all CWIP members. The office has some 30mph signs from Lizzie. These will be placed on our lampposts along Borers Arms road and Brookhill as a deterrent.

### **Parish Awards**

Bob the lollipop Man

Karen Lelliott

### **Working Party Members from Heathy Wood**

A meeting once a month in the evening to include these members?

Ask the sales office if we can have a CWIP meeting there whilst it is still open. HS

Leaflet drop with the parish magazine into HeathyWood advertising CWIP vacancies.  
LS offered to help with a leaflet drop.

### **Prince Albert ACV Renewal**

Letters from the Leese and the Sub Postmaster need to be submitted, a week before hand.

Hannah to email mick and sub postmaster.

### **VE Day**

Liase with the church regarding ringing the bells at 9am on the 8<sup>th</sup> May

Tony or another Cllr to raise the flag.

### **Copthorne Projects**

Memorial Garden 2026 project

Copthorne Rec 2025 priority

CCTV 2025 priority

Other smaller projects that CWIP would like to achieve.

CVA will fund match ditch for Xmas tree

Bespoke bins

Signage

Wooden posts the green (these have been purchased)

Walk options in Copthorne

One-way Copthorne Juniors School, Bakers Hill

Twitten between Bakers hill and the Meadow to be cleared and paved.

### **Communications**

Notice boards Dave Quarterly update to be place in all previously agreed locations,  
Heathy Wood new park ask permission. As no notice board on estate- ML agreed that

we could use the notice board downstairs in the hub or at the top of the car park. ML also suggested asking the scouts and guides. The working party would like to see the noticeboards in place by the end of Q2.

### **New pathways-**

HS read out Highways response to the unlit and safety concerns of the newly built connecting paths from Heathywood to the A264, Heathywood to Crawley Garden centre, which connects to the cycle path to Three Bridges train station. HS to reach out to Ian Myhill active travel. Also to ask the question who has legally permitted that footpath, with inadequate lighting and no safety bollards.

Could any future S106 monies be used for lighting – to benefit the many residents from Heathywood and Copthorne which use these paths.

.

Next Meeting 19<sup>th</sup> February

## **Copthorne Working Party 05.03.25**

Present - TD, TH, BK, GC, HR, EL, LS, HS, GK, TK

**Ditch on the Green** - Does not mirror the the rest of the ditch at the top on the green, needs to be an obvious ditch v shaped 2 feet wide. SP to arrange onsite meeting

Self-seeding tree along the wall can we look at this. SP

**Art on the electricity boxes-** Tricia joined the meeting today to discuss a potential collaboration and paint some murals on the electricity boxes in the village. It was agreed that Tricia would come back with some potential ideas for the working party to look at. These should be colourful, to brighten up the village, and represent the village

Ideas could include

Carnival scene

Lych Gate (original well on the green) HS to acquire images.

Poppy Scene

Our electric box composite materials- Mural protected spray to protect from elements and vandalism.

Lead Councillor- LS

Survey of green boxes around the village SP/CB

**St Francis Care Home** – Site Manager will attend the meeting on the 19th of March

**Land on borers Arms Road** – we have been granted a possessory title.

BK lead Cllr,.

Things to consider:

Community engagement,

Options of prices and design-

Timescale- 24 Months

## **Copthorne Rec**

Skate facility could be funded by formal sports S106

5 options to consider agreed to continue with existing plan

PB to attend next CEWIP meeting in 4 weeks' time.

Challenge S106 monies with Mid Sussex.

Start Liaising with St Modwen's- regarding potential future S106 monies and tie it down.

**CCTV** – Pole must be less than 4 metres tall otherwise planning permission is needed.

Lighting cannot go on top, so another column is required.

CCTV policy agreed by F&GP will be ratified at Full council end of March

Data protection impact statement is required GK

Waiting for date for column installation, potential temporary road closure whilst being installed.

### **Other Business**

Village centre report review

Acorns site – HS to get update from Mid Sussex on use of land.

Jet wash to be purchased before the end of the March

Morrisons lorry cutting up the green- been reported by LB

Bollard outside Morrisons' reported to WSCC – LB

MOP tripped on raised drain near the village hall- reported and resolved to Highways- LB

HS to get photos of the road breaking up by the pinch point.

Next Meeting Wednesday 19<sup>th</sup> March

Working Party 19<sup>th</sup> February 2025

**Attendees:** M Livesey, Cllr King, Cllr Stewart, Cllr Hodsdon, Cllr Dorey, Cllr Dymond,

**Apologies:** H Reeves

**St Francis Care home** – change of a non-material amendment has been permitted for demolition of the existing care home whilst the MSDC team review information submitted. HS has made initial contact with the developers asking for a meeting.

**Mid Sussex Applause Awards** nomination – a nominee has been suggested (Jon Birch). TH to write a paragraph about Jon and submit this to the officer.

CP nominated the tractor team at the Pavilion. CP will send details to the office so that the nomination can be submitted.

Information for the **Parish Awards** is not needed yet.

**Prince Albert Application** - HS has reached out to the pub landlord and the Post Office. The landlord has not replied, the post office would like to make a written representation but would need support with this. TD will approach the pub landlord to progress this.

Update from CP and GC – The planning officer has asked the developer to address all concerns raised. Any variation to plans will require another consultation. Highways has been asked to revisit the site, but has not responded yet. Consider letter/petition to Tesco, say place in Heathy Wood where sales office is would be better. Could CVA take this forward? Send to all parties with influence. LS to progress this

Environmental health has been asked for more in depth information regarding concerns raised.

LB to arrange for a communication to go out with an update.

The heads from both **village schools** have been in touch. They have been in contact with Vanessa Cummins, at WSCC, to arrange an urgent meeting in response to the allocation of s106 funds. They will ask at this meeting about S106 requirements and what they can spend it on. Once they have organised a date for this meeting, they would like to meet with WPC to discuss the Council's involvement.

The wooden posts have been purchased and delivered for the **village green** verge. Next step is to scan the ground. Working Party are looking to start the work to install the

works for the Christmas tree in the new financial year so that Kevin and Chris could be asked to scan the verge at the same time. Are the CVA still happy to match fund for this project? LS to confirm. Kevin and Chris quoted £2438 for their works and Dan from creative sparks quoted £1671.73 for the electrical work. A total of £4109.73.

The **wooden border** has been laid and the ground prepared ready to plant some flowers on the triangle at Brookhill Road.

It was agreed at the last meeting to ask the Church what plans they had for **VE Day**, and was suggested by ML that HS asks the church if they would ring the bells as we raised the flag at 9am. HS has emailed the church, but has not had a response yet. Social club to consider plans for VE day, and it is expected that the Council's role will be more of an advertisement one rather than organisation.

Tricia Knight who runs the local sip and paint nights (Its Easel If You Paint) has offered to paint murals on the **electricity boxes** for free if it were something the council would like her to do. Members were in favour of this and wanted to invite Tricia to attend the next WP to explain what she wants to do. - HS

Ask BT if we could paint their box, or even get permission for a mural on that too – HS/LB.

**CHS** put forward by a resident, which has gained support from Bruce Forbes. The idea has been passed onto Adam Denby and Gemma Wallis at Highways who have requested a CHS scheme is applied for. See proposal below.

The public footpath crossing from the Fairway gated footpath across to the road/public footpath opposite is extremely dangerous to navigate.

There is a redundant set of bollards/beacon some 200yds beyond going towards Newtown. The Newtown crossing is regularly used as is this unsafe crossing. I wondered therefore, if the unused bollards/beacon could be better placed to aid the dangerous crossings at the Fairway Gate footpath.

Members were happy to support this scheme, but would rather the bollards are added as an addition rather than moved. The resident will be informed that the WP support her application if she wants to make it herself. If the resident wants WPC to progress the scheme, it will need to wait as there are other projects with priority. - LB

Already on the Project tracker list is a CHS for a one-way system Bakers Hill. There are two CHS for Crawley Down also, build out scheme at Crawley Down Village Centre and 20mph speed limit at the ends of Burleigh way, Hophurst Lane and Station Road.

Members want CHS applications in Copthorne to wait until work on Copthorne Recreation Ground is at a more advanced stage.

There is also a request to extend the **yellow lines** on Church Road (that go around the corner of The Glebe) to the east of the Lindens, as residents leaving the Lindens can't turn left when a vehicle is parked at the end of the lines. The CWP has already agreed this should be done, and on the other side of the road too.

There are a lot of yellow lines in the village that could do with being amended, it was agreed to promote this and ask for other suggestions from residents with a view to applying for one TRO for the entire village. – LB/HS

A bollard has fallen over outside Morrisons, report this. – LB

A resident had their downpipe hit by a mower last year. This is an ongoing **insurance** claim that LB will chase up.

Devolution and assets were discussed. It was recommended that Council sets up a WP considering this matter in more detail.

The lack of **lighting on the footpath** from the A264 to Heathy Wood and from the DHL warehouse to Three Bridges was discussed. It is possible that funding could be available from Active Travel for this. – LB/HS

There is a **missing footpath sign** for the twitten between Church Road and Beechey Way.

**Lorries** – there seem to be an excessive amount of tipper/dumper trucks driving through the village. Speedwatch to be asked to do a count. - LB

A man tripped on the **manhole cover outside the Village Hall**. This was reported to WSCC.

**Copthorne Recreation Ground** – the drainage plan is back from the contractor. This has suggested various things that will lead to a scope of works being created. Based on this scope of works, quotes will need to be sought and agreed before a S106 application can be made. The contractors for the MUGA and playground need to be approached to amend their quotes.



Adding a skate park to the plans was discussed, as funding could be available for this as it is seen as formal sport.

P Budgen will be invited to the CWP meeting mid-March to provide a detailed update on the budget requirements. - GK

## **Copthorne Working Party 22<sup>nd</sup> January 2025**

**Present** - TD, AD, GC, LS, LW, ML, HR, CP, HS

**Bus Gate** – APR camera during the roadworks at Prince Albert/ Elgar way. Residents are advised to use Shipley Bridge Lane as the preferred detour route when passable. In the event Shipley Bridge Lane is flooded those residents affected by the roadworks can use the Worsell Drive entrance at Heathy Wood to exit the Village and will not be fined. Confirmed by West Sussex.

**Copthorne Rec** – Paul is chasing the quote from the preferred supplier; Drainage design work still to be completed.

**Carnival** – agreed to have a stall

**VE day** - HS to send out some ideas the working party may consider.

**Parish Awards** – Consider who Copthorne would like to put forward for the awards, LB will need this information before the next Full Council meeting on the 24th of March.

**Clearance of vegetation Copthorne Bank**- West Sussex highways have instructed an arborist to look at the self-seeding trees and look to see if they can be removed, to naturally widen the path.

HS to liaise with the St Francis Care home developers and arrange a meeting.

**Mirrors**- West Sussex do not endorse mirrors on the highways, if they are placed on private property, there needs to be 10 million public liability insurance in place.

### **Prince Albert Pub**

-2<sup>nd</sup> Feb decision-if recommended for approval Worth Parish Council Will ask to call it in.

-Emergency CWIP meeting including LW if it is recommended for approval to finalise responses

-Liz will speak material planning considerations

-Tony will concentrate on the viability/ feasibility study

-The room and the garden are essential to the viability of the pub.

-An extension off the back of the pub creates an opportunity to build a kitchen to allow food offerings- increase of takings

-If the decision is recommended for refusal - arrange a meeting with the developers

-Groundwork on who to contact planning agent West Coast

-Letter can be prepared which if application is refused, to go straight out to West Coast.

-Parish to ask the committee members to have a site visit.

**CWIP Budget** – List of things CWIP have put together for next year's budget- All agreed that the Drainage work for Copthorne Rec would come out of their budget rather than ear marked reserves.

F&GP will need to agree to any CWIP underspend to be moved to ear marked reserves in the next financial year. LB will put on the agenda for either the 3rd of March or the first meeting of April.

**ACV** - Clear to solicitors that there is interested parties/ investors for the Prince Albert site to restore the pub to a successful establishment.

**Wooden posts Copthorne Village Green** – replace with taller wooden posts- reflective strips

**Village posts**- The posts themselves will be replaced in the coming weeks and the signs will be sited once again in their original locations

Next Meeting Wednesday 5<sup>th</sup> February

## **CDWP Meeting 5<sup>th</sup> February 2025 7.30pm at The Haven Centre**

**1. Present:** PC, LW, LF, HS, AC, KW, PB, TW, IG, SK, SB, KS

**2. Apologies:** FL and CP

### **3. Update on Clarion**

Scaffolding is up all round Royak Oak House, but no work commenced to date. The crown of the tree on land at the rear of Tiroler, Kiln Close will be removed.

### **4. Update on The Royal Oak**

There was a meeting on 31<sup>st</sup> January 2025 with the owner and she has agreed to come back with some architects plans in approx. 4 weeks time.

### **5. Project Updates and Timescales**

**Bowers Place** -The current focus is on CCTV and Copthorne Rec. LW asked for Bowers Place and Crawley Down Playground to be looked at together. GK will contact LW/KS **GK**

**CCTV** – Quotes have been received for signs and approved by the Chief Officer. No planning is needed from WSCC as all is within guidelines. Chromavision are liaising with WSCC. FAQs will be drawn up which Sussex Police want to see **GK**

**Village Centre and Car Park** – LF reported that the caravan and black car are going soon and the blue car has already gone. Harbours will fix cladding issues around the shops. Morrisons have said repair of the boarded up window above the shop is in hand but they're very slow to act. Doves Barn have agreed to supply hanging baskets and planters for on the shops and forecourt (12" baskets and brackets). Bridges won't take the caravan or black car as they have no log books – Rob Baker Johnson to be asked if the Fire Service could use them **LF**

**Haven Lounge Bar** – SB has no finance information to date. The refurb took 12 days with 30 businesses and 14 caterers involved together with approx. 100 people. Much of the supplies were donated by local companies, and £5k was raised on the Just Giving page. It was hard work with long days and late nights. It must now make a profit as the income is needed for the rest of the Centre. The furniture is needed now and Dan will provide the figures. A one off award of £5000 was agreed to come from CDWP budget - £2900 is still in this year's budget + £500 from reserves so £3000 to be handed over now (and replaced from next year's budget) and £2000 in due course. Advertising needs to be more extensive and not just on Social Media. A commemorative plaque is being planned **FL/SB**

### **6. Wates Update**

All four planning applications are now live with MSDC. We now can't talk with Wates, except in specific meetings, but can meet with Wychwood residents to hear their views. Leanne to attend. The deadline is before the Planning meeting so an extension will be applied for **LB**

### **7. Update on NHP Survey**

The questionnaire is now being done by Squires who can review IG's survey or create a new one. Each village has £4100 to cover costs - £2100 for Squires and the rest for stationary etc. A Freepost licence would cost c.£100 plus the cost of the stamps. Squires costs are £22,000 with an £18,000

grant available. Copthorne has agreed to let them go ahead and it was agreed that we should give the survey to Squires to review.

#### **8. Nominations for MSDC and WPC Applauds Awards**

For WPC – 1) Sam, Rob, Andrew and Dan and 2) Ashley Halsey

For MSDC - Andrew

#### **9. AOB**

- IG Raised the issue of the CGR review due in 2025 or 2029. What is the support for an independent Crawley Down Parish Council in light of the current climate of change to unitary authorities etc?

Since the last CGR there have been 89 meetings in Copthorne and only 12 in Crawley Down with a more even spread desirable. Suitable venues in Crawley Down to be investigated. Parish Councils may well get bigger under the new system. No final decision made.

- IG raised the issue of the footpath from Furnace ponds to Haskins which crosses the A264 at Little Smugglers. He suggested that the speed limit should be reduced from 50 to 40 mph to make crossing a little safer, and suggested contacting Felbridge to consider extending the reduction as far as Doves Barn.

- KW raised the issue of the Car Park at All Saints Church which is in a very bad state. The Evening WI had been advised that it belonged to WPC, but Hannah checked and it does, in fact, belong to the Church so is the responsibility of the PCC. KW will pass information back to both WIs for action **KW**

**Date of Next Meeting – Wednesday 5<sup>th</sup> March 2025 at 7.30pm in  
The Anvil Room**

**Notes of the CDWP Meeting  
5<sup>th</sup> March 2025 - 7.30pm  
Anvil Room**

1. Present  
Cllr Coote, Cllr Pointer, Cllr Wilson, Cllr Kipps, Cllr Williams, Cllr Cruickshank  
S Baldery  
L Bannister (Chief Officer)
2. Apologies  
Cllr Scott, Cllr Bingle, Cllr Gibson, K Webb, L Flanagan
3. Update on Clarion  
Royal Oak House: Planned works are being undertaken at Royal Oak House, to complete internal and external decoration, repairs and cleaning/maintenance to the roof and replacement doors for sheds. These works have been communicated to residents of Royal Oak House via letter. **LB to check on the planned start date.**

Trees: The trees were attended by our contractor who undertook all required health and safety work. We have since agreed further works to a large tree to reduce the crown. Whilst these works have not been completed we have asked for a confirmed start date for the works and the private resident has been kept informed.

The MP was asked for a meeting with residents, she advised she would be willing to meet with residents individually if they contact her.

SK reported that the bollard light on Bowers Place opposite the Old Bakery has still not been fixed. This has exposed wires at the base. **LB to report this to Clarion again.**

4. Update on Royal Oak  
A meeting with the landowner was held at the end of January. She described plans she has to create a commercial unit with housing above at the back of the site, with a community space to the front of the site. Another meeting is due soon.

*S Baldery arrived*

5. Project Updates and Timescales  
Bowers Place – LB advised that Bowers Place is not being worked on at the moment as the projects ahead of it on the tracker are being progressed. The plan is to work through the projects one at a time. However, CCTV is progressing well, and Bowers Place needs to be progressed before August because the loan needs to be drawn down before then.

Members offered to help support the staff with tasks if possible.

Play area – LW offered to collate the results of the consultation that had been done. **LB to check whether or not this had already been done.**

**LW to approach Wakehurst** to find out how they dealt with tree roots in a play area.

Village centre car park – LF not in attendance so no update was available.

CCTV – this project is making good progress, with GK expecting the cameras to be in place in a few months. This is subject to the capacity of the contractor who has several other contracts to fulfil.

VE Day event – TW updated the meeting about the plans made by the Haven. There will be a big village party on Sunday 4<sup>th</sup> May from noon into the evening. This will include a vintage fair,

vintage cars, army trucks, a live singer, jiving, grand raffle. Rob Baker Johnson will compere the day.

PC asked if names of soldiers WW2 on the war memorial could be displayed. **TW to speak to KW about this.**

Two flags will be raised, one by the war memorial and one by the bench by the car park.

The CDRA may be able to help out with promoting the day.

6. Wates Community Day

Wates have offered to send a team of around 30 people for a community day to volunteer in Crawley Down. Ideas included:

Tidy up the pond (it was felt this actually needs heavier machinery to dredge)

Paving slabs at the Haven

Church car park

Tidy the Worth Way near their planned development

Litter pick and pruning by the stream running along Brookside

**LB to ask all members** to put forward ideas for this, to be sent to Wates for them to decide.

7. Update on Local Government changes

LW updated that the Government is bringing forward a White Paper in July that apparently isn't going to mention parishes. The first stage will be the Mayoral Authority which means County Council elections have been cancelled. Mayoral elections are planned for 2026, and there is currently a consultation running for this. It is suggested that there will be about 500,000 in each unitary, and it is undecided how Sussex will be divided.

It looks clear that parish councils will remain, but it is not clear what their role will look like yet. The rumour is that parishes will get bigger.

8. CDRA Dinner/AGM/Easter

The AGM has been postponed as most committee members aren't available.

The dinner is at about 60% capacity so will make a loss.

The Easter event will be held on Good Friday, and they will start and finish at the Haven. They are desperate for an Easter bunny.

After the Gala, the CDRA will be arranging a thank you evening for the volunteers and businesses that contributed to the renovation.

The CDRA needs more members. Both PC and TW offered to help with recruitment.

9. Youth Officer situation

CP updated that the first round of advertising for the new position was unsuccessful, with no applicants. The vacancies have been listed on Indeed and there are now several people interested who have relevant experience.

A few sessions have had to be cancelled, as volunteers are being relied on to deliver the clubs alongside the Youth Worker.

TW reported that more equipment is needed. LB advised that this is a job that will be undertaken soon.

10. AOB

SB reported that a poster for MIND turned up in the CDRA notice board, and that the bottom latch on the board is very difficult to pull up. **LB to ask the groundsmen** to take a look at this.

LW reported that the EG Charcoal Grill won the best takeaway award at the National kebab awards last week. The owner lives in Forest close. Congratulations were noted.

Tricia Knight ('It's Easel if you Try') has offered to paint a mural on the electricity box on the village green for free if the council will supply the cost of resin to spray after it's done. She is happy to give/take ideas and would create something on a canvas first to showcase, they are welcome to give ideas. **LB to invite her in to show her work.**

**TW will ask the nursery** to source the plants for the war memorials, and **LB will ask the groundsman** to look after them going forward. They may need replanting in autumn so that they look good for Remembrance.

PC asked members what wording they want on the plaque for the oak trees. LB advised PC to speak to HS about this as she has some ideas.

11. Date of next meeting  
Wednesday 9<sup>th</sup> April.

### **Budget tracker April 25 – March 26**

<b>Item</b>	<b>Amount</b>	<b>Remaining</b>
Budget for year		£10,000
Donation to Haven	£2,000	£8,000
Plants for war memorial	£150	£7,850
Plants for hanging basket	?	



**Notes of Co-Ordination Group meeting, to be held on Monday 27<sup>th</sup>  
January 2025 at 7.30pm in the South Room.**

Attendees:

Cllr Dorey, Cllr Williams, Cllr King, Cllr Coote and Cllr Casella  
Cllr Wilson and Cllr Kipps (to view meeting as non-members)  
L Bannister (Chief Officer)

1. To agree a Leader for this Meeting  
Members agreed that Cllr Dorey would be the leader for this meeting.
2. To note apologies  
Apologies were received from Cllrs Gibson, Hodsdon, Phillips, Pointer and Scott.
3. To confirm the process for noting members leaving/arriving late on minutes  
This was a request from Cllr Williams. The current process is to note within the minutes when a councillor arrives/leaves. If a councillor arrives partway through a meeting, they can't vote on that item but will still be recorded as arrived.
4. To confirm the process for requesting changes to priorities  
This was added at the request of the Chief Officer. In the first instance a councillor should approach the staff member responsible for the project to discuss, and if they are dissatisfied with the response they should escalate to the Chief Officer and potentially request an agenda item is added to the relevant meeting.
5. Application of Standing Orders at meetings  
To confirm process, Standing Orders do not need to be suspended to allow a member of staff or a member of the public to speak. This should be at the discretion of the Chair. This gives the benefit of keeping the entire meeting within the control of Standing Orders and allowing disruptive behaviour to be controlled if necessary. It was suggested that something is read out at the start of each meeting so that members of the public realise that they are governed by the rules of Standing Orders when they speak. The Chief Officer will prepare a statement.
6. Projects – to confirm the priorities for the office to focus on (details to follow)  
Concerns were raised regarding the viability of the Bowers Place project, regarding the ability to progress the project. It was suggested that the project for the Crawley Down playground is brought forward either instead or at the same time. The Chief Officer agreed to speak to the Projects Officer about this, and recommended that when the Bowers Place project is looked

at to bring it back into work, the playground elements are considered at the same time.

Apart from this, Members agreed that the projects seemed sensible, subject to Full Council approval. The list will be put in the order of priority.

7. Automating allotment payments

This is already a task being considered by officers, to be brought forward at the relevant committee for approval.

8. Considerations regarding the Community Governance Review

MSDC has confirmed that a CGR will not be considered by them until 2029.

This is the content of the email received:

*"Mid Sussex District Council believe that the Community Governance Review would be best served to take place in 2029."*

*Since the last review was undertaken, under 300 residential properties have been built within the Copthorne & Worth parish ward and therefore, unlikely to result in a material change in public response.*

*Furthermore, come 2029, it is expected that that Mid Sussex District Council will have adopted the new District Plan currently under Inspection, and that there will be a clear picture of development across the District including the Worth Parish Council area."*

This email will be forwarded to all councillors.

9. How to determine a consolidated approach at Full Council

This was added at the request of Cllr Hodsdon, who was not present. This will be added to a future agenda.

10. Attendance of Working Party meetings by officers (proposal to rotate)

It was proposed that the Chief Officer, Assistant Clerk and Projects Officer rotate attendance at Working Party meetings in order to get to know each village better. This won't necessarily mean that whoever attends will complete tasks relating to the Working Parties. Members were in agreement that this is a good idea, and will leave it to the staff to organise.

11. Addressing bullying

The Chief Officer suggested building some community engagement to tackle bullying in the community. Information will be sent to all councillors and a full plan will be put together for Full Council to consider.

12. Other

- Work still needs to be done to improve the Council's communications.

- WPC put in place a service agreement with WSCC, but nothing seems to have come of this. The Chief Officer will look into this.

13.To discuss dates of future meetings, to be incorporated into the meeting schedule.

The next meeting is planned for 10<sup>th</sup> March, dependant on the outcome of the informal meetings to be held.

# **WORTH PARISH COUNCIL**

## **Report to Council**

<b>Title:</b>	<b>Parish Awards</b>
<b>Meeting:</b>	<b>Full Council</b>
<b>Date:</b>	<b>24<sup>th</sup> March 2025</b>
<b>Agenda Item:</b>	<b>To approve the plan for the Parish Awards and the Annual Parish Assembly</b>

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### Background

The Council has previously held both the Parish Awards and the Annual Parish Assembly as a low-key event, with poor public participation.

It is suggested that the Council uses this event as an opportunity to bring the community together.

The legislation says that the Annual Meeting of the Parish must be held between 1<sup>st</sup> March and 1<sup>st</sup> June each year. There don't appear to be any consequences of not adhering to this, and six electors of the parish can call their own meeting if they feel it necessary. However, if the Council is concerned it could hold the meeting before the Annual Council Meeting in May.

### Proposal

The proposed plan is as follows:

- Hire the large hall in the Haven Centre to hold an awards ceremony. A provisional date of Friday 6<sup>th</sup> June has been booked. This can be linked in with the Annual Meeting of the Parish.
- Councillors and the community are invited to nominate people in the community that have gone above and beyond for the Parish (some nominations have already been made).
- All nominees and their families/friends are invited to attend, along with an open invitation to the community.
- Hold a closed vote (secret ballot) between councillors to decide on the winner. This will be kept a secret until the night.
- Offer a decent prize for the winner – perhaps a voucher for a meal plus a donation to a charity of their choice (ask a local business to donate this).
- One councillor from each ward to introduce each nominee and read out a short statement about why they have been nominated and invite them to the stage to receive a framed certificate.
- On the evening, offer light refreshments, such as tea and cakes.
- Invite all the main Parish voluntary associations and organisations that have been awarded grants to attend, display their information and allow them to ask for donations.
- Display information on current projects with updates (playgrounds/CCTV/Neighbourhood Plan).
- Start the event with a very short Annual Meeting of the Parish, just calling for questions from the community.
- Get a speaker or even entertainer to fill 15 minutes, then close the meeting and encourage people to walk around the displays and find out more about the local organisations, stay for tea and cake and chat with the councillors.

- Perhaps the stalls and information could be set up in the bar area so that people can go there after the event to encourage socialisation with the councillors.
- Take lots of pictures and use this as a great communications exercise!

#### Agenda for the evening

<b>Time</b>	<b>Event</b>
6.00	Room set up with chairs/tables and any decorations
6.45	Allow people in to take their seats
7.00	<p>Opening speech to welcome everyone, explain the purpose of the evening. This is also the Annual Meeting of the Parish Council, and any resident is welcome to ask a question of the Council. There will be a member of staff/councillor available at the end of the meeting to collate all questions. These will all be responded to publicly, and if they leave their details they will get a response.</p> <p>Short explanation of the achievement of the Council over the past year.</p>
7.15	Introduce the nominees, read out a paragraph for all of them about why they have been nominated.
7.35	Announce the winner and award a prize. Invite to stage to receive prize and take picture with the chairman.
7.45	Invite all nominees to the stage to receive a certificate and take pictures.
8.00	Entertainment/speaker
8.30	Meeting closes and people encouraged to go to the bar where partners will be set up with stalls and councillors will be available to ask questions.

#### Timeline leading up to event

<b>Date</b>	<b>Action/Event</b>
24 <sup>th</sup> March	Full Council to approve plan
25 <sup>th</sup> – 31 <sup>st</sup> March	Hall booking confirmed
1 <sup>st</sup> – 18 <sup>th</sup> April	<p>Partners invited</p> <p>Save the date communications sent out</p> <p>Sponsors sought</p> <p>Entertainment confirmed</p> <p>Nomination form designed</p>
1 <sup>st</sup> – 31 <sup>st</sup> May	<p>Nominations sought from community</p> <p>Event advertised frequently through all channels</p> <p>Purchase of any items needed</p> <p>Decide on venue layout</p> <p>Put together promotional material to display at meeting</p>

Start June	Closed vote between councillors to decide on winner Continuation of advertising Finalisation of agenda and content of speeches
Post event	Communication of winner through channels Publication of pictures from event

Groups invited to have a stand/display information

Copthorne Village Association  
Crawley Down Residents Association  
Age UK

All grant awardees:

St John's Church  
CDRA  
Monday Club  
Copthorne Village Golf Club  
St Catherine's Hospice  
CVA  
Copthorne Players  
CD School Fundraising Team  
4Sight Vision Support  
Air Ambulance  
Haven Centre

Councillors to make any other suggestions.

Costs

This can vary depending on how much the councillors want to purchase, but this would be a good start point:

<b>Item</b>	<b>Amount</b>
Hall hire @ £25 per hour	£100
Equipment:	
Flags/sails	£200
Picture frames	£30
Prize	£150
<b>Total</b>	<b>£480</b>

Budget heading:

Chairman's Allowance, £800 available.  
Publicity, £300 available.

Lead Officer

**Leanne Bannister, Chief Officer**

## Leanne Bannister - Worth Parish Council Clerk

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**From:** Aidan Gaff <[REDACTED]>  
**Sent:** 24 January 2025 09:25  
**To:** Leanne Bannister - Worth Parish Council Clerk  
**Subject:** RE: Worth Parish Council

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Leanne,

Many thanks for your e-mail.

Mid Sussex District Council believe that the Community Governance Review would be best served to take place in 2029.

Since the last review was undertaken, under 300 residential properties have been built within the Copthorne & Worth parish ward and therefore, unlikely to result in a material change in public response.

Furthermore, come 2029, it is expected that that Mid Sussex District Council will have adopted the new District Plan currently under Inspection, and that there will be a clear picture of development across the District including the Worth Parish Council area.

I trust the information above is helpful, please do let me know if you have any further queries.

Kind regards,

Aidan Gaff  
Electoral Services Manager



[www.midsussex.gov.uk](http://www.midsussex.gov.uk)



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**From:** Leanne Bannister - Worth Parish Council Clerk <clerk@worth-pc.gov.uk>  
**Sent:** 21 January 2025 16:24  
**To:** elections <elections@midsussex.gov.uk>  
**Cc:** Ian Gibson (Cllr) <ian.gibson@midsussex.gov.uk>; John Hitchcock (Cllr) <john.hitchcock@midsussex.gov.uk>; Christopher Phillips (Cllr) <Christopher.Phillips@midsussex.gov.uk>; Graham Casella (Cllr) <graham.casella@midsussex.gov.uk>  
**Subject:** Worth Parish Council

Good afternoon

In 2022 MSDC undertook a Community Governance Review to consider splitting Worth Parish Council into two separate parishes. As part of the conclusion to this Review, MSDC committed to reconsider the CGR in either 2025 or 2029 “depending on any permitted developments affecting Copthorne West and surrounding areas”.

I appreciate that MSDC is currently under pressure with the recent announcements for unitary authorities and devolution, so I wanted to reach out to find out if a Review is likely as planned. I would be grateful if you could please confirm.

Please feel free to pass this on to your Democratic Services Officer – I am unsure who is in that position at the moment.

Kind regards

Leanne Bannister  
Chief Officer

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Borers Arms Road  
Copthorne  
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