



EASEBOURNE PARISH COUNCIL
Minutes of Parish Council Meeting
held at 7.00pm on Wednesday 14th January 2026
at Easebourne CE Primary School

Councillors Present: M Noble (MN) – chairman, D Pack (DP), G Nichols (GN), E Roberts-Grimsey (ERG), A Dodwell (AD) & T Baker (TB).

In attendance: Parish Clerk - E Tremaine (ET), F Hobbs (FH).

1. **Visitors questions:** no questions.
2. **Report from District Councillor:**
 - a) No news on local elections.
 - b) FH will keep mentioning the Community Hub project at District Council in the hope of securing additional funding.
- FH left the meeting.
3. **Report from County Councillor:** Apologies received.
4. **Apologies for Absence:** C Sanderson, D Kilty, I Milne, J Macdonald-Lawson for personal reasons.
5. **Declarations of interests in any matters on agenda:** None.
6. **Confirmation of minutes of meeting and review of actions:** Minutes of the meeting held on Wednesday 12th November 2025 were proposed as a true record and signed by the Chairman. Proposed by GN, seconded by DP.
 - a) **DK & TB to complete matrix and send Risk Management Policy to ET to publish – carry over**
 - b) MN to speak to Chris Harris and IM to reject the other bids - complete
7. **Chairman's Report:**
 - a) Met with JR for an update on Cowdray activities.
 - b) Spoke to Yvonne Graveley about the Angel, no real updates.
8. **Correspondence and invitations received:**
 - a) Midhurst Community Forum – Wednesday 19th November – JML attended
 - b) WSCC Social Value briefing & Local Flood Risk Management Strategy – Wednesday 17th December – DK attended
 - c) Parish Magazine Meeting – 21st January 2026 – MN to attend
 - d) CDC All Parishes Meeting – Monday 12th October 5pm – online – TB to attend
 - e) Training email from WSALC, Cllrs encouraged to look at
9. **Community Hub Project**
 - a) Not much progress over the Christmas period.
 - b) Planning application has been submitted and has come back with queries which are being addressed.
 - c) MN and TB are meeting with the project manager next week to do a walkthrough.
 - d) Hub team meeting on Tuesday which will mostly focus on funding.
10. **Minutes and Reports from the Committees, Working Parties and External Meetings:**
 - a) Communications & Environment Committee (Communications {Volunteering and Staffing}, Easebourne Park, Highways, Footpaths and Emergencies and Winter Planning): See minutes of 3rd December 2025 (appendix one).

- i. Roundhouse repairs were completed.
- ii. Carols in the Park was well attended and successful.
- iii. Highways – MN waiting for an update on the TRO for the A272. No progress on Wheelbarrow Castle. Meeting with Mike Dare tomorrow regarding the CHS on the A286. DP raised that the road through Henley is very patchworked with potholes, **ET will report following receipt of photographs – ACTION.**

b) Finance Committee: See minutes of 3rd December 2025 & 7th January 2026 (appendix two).

- i. Approval of final budget/precept request – approved. Proposed DP, seconded ERG.

c) GreenHEAL

- i. Swifts – boxes in production for the Church, now looking at Lodsworth.
- ii. Fruit trees – now taking orders. Looking at advertising.
- iii. Energy forum to be held on Friday with a guest speaker at Cowdray Hall at 6pm.
- iv. Ongoing fundraising.

11. Planning

a) Planning Applications –

SDNP/25/04251 /CND	Magnolia Cottage Easebourne Street Easebourne West Sussex GU29 0BE	Enlargement of kitchen extension and replacement garage and associated landscaping. (S73 varying conditions 2, 3 and 7 of permission SDNP/24/03886/HOUS- 3 no. new conservation roof lights and replacement windows).	The PC is resolved to make no objection.
SDNP/25/04442 /TPO	Rivermead House Hollist Lane Easebourne West Sussex GU29 9RS	Crown lift by up to 4m (above ground level), remove 1 no. sub-stem at base and remove 1 no. smaller lateral at secondary union at approx. 5m (above ground level) on the north sector on 1 no. Maidenhair tree (T1) subject to EB/07/00028/TPO.	The PC is resolved to make no objection.
SDNP/25/04504 /FUL	Land South of A272 Easebourne Lane Easebourne West Sussex	Creation of car park with associated soft landscaping scheme	The PC is resolved to make no objection however would like to draw attention to the existing potholes at the entrance which require attention before increasing traffic levels. Speed within the car park and the lack of crossing points should also be addressed. Sight lines at the junction and

			signage should also be considered, with measures introduced to reduce speeds and improve the safety of the entrance and exit.
25/00615/REV	Farnborough Airport, Farnborough Road, Farnborough, Hampshire GU14 6XA.	Variation of Conditions 2 (aircraft movements) and 6 (aircraft weight), and replacement of Conditions 7 (1:10,000 risk contour) and 8 (1:100,00 risk contour), of planning permission 20/00871/REVPP	The PC declined to comment.
SDNP/25/04037 /HOUS	10 Egmont Road Easebourne West Sussex GU29 9BG	Installation of dropped kerb and crossover, access ramp to front door and hardstanding to create 1 no. parking bay.	The PC is resolved to make no objection.
SDNP/25/04729 /HOUS	Whitters Farm Buddington Lane Easebourne West Sussex GU29 0QP	Single storey side extensions to house and existing outbuildings, and installation of replacement swimming pool.	The PC is resolved to make no objection.

12. Review of Documents –

- a) **Financial Regulations** – the revised document provided by ET pre-meeting (model document from NALC) was approved, proposed by TB, seconded by ERG.
- b) **Standing Orders – ET to go through and put in the same time limits from previous version – ACTION.** Once completed the revised document (model document from NALC) is approved. Proposed by TB, seconded by ERG.

13. Dates for Next Meetings:

04/02/2026	6.00pm	Community & Environment Committee
04/02/2026	7.00pm	Planning Committee
04/02/2026	To follow	Finance Committee
04/03/2026	7.00pm	Planning Committee
04/03/2026	To follow	Finance Committee
11/03/2026	7.00pm	Easebourne Parish Council Meeting

The meeting closed at 19.46.

Signed..... Date.....
Chairman

**Easebourne Parish Council
Community & Environment Committee
Minutes of a Meeting Held at
6.00pm on Wednesday 3rd December 2025
At Easebourne CE Primary School**

Present – M Noble (MN) – chairman, I Milne (IM) J Macdonald-Lawson (JML), D Pack (DP), Elaine Roberts-Grimsey (ERG), G Nicholls (GN), F Davies (FD)

In attendance – E Tremaine (ET) – Parish Clerk

- 1. Public Question Time** – No members of the public were present.
- 2. Apologies and Reasons for Absence** – none.
- 3. Code of Conduct**
 - a. No declarations of interest
 - b. No dispensation requests
- 4. Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 1st October were agreed as a correct record and signed. Proposed by ERG, seconded by MN.
 - MN to speak to shop about an A board sign – JML has taken this over, **CARRY OVER**
 - Hub survey door drop – complete
 - IM to speak to Cowdray re trimming the hedge between the allotment and park – Cowdray have agreed to do but have yet to start
 - ET to contact Francis Hobbs for more information about ecological survey – he has provided a contact and given information on what they paid, ET to follow up – **ACTION**
 - Frep ladder – complete, purchased by EPC with Frep taking custody
 - ET to post on social media regarding people urinating in the park – complete
 - ET to reply to roundabout complaint – complete
 - ET to report Upperfield Footpath obstruction – complete, PROW officer is going to visit and assess
 - DP to speak to BP garage about signage – they said they would not/could move them
 - ET to report dangerous parking at the end of Lutener Road (previously minuted as Egmont Road but that was incorrect) – complete, Sussex Police informed and photos sent over
 - Flooding on Hollist Lane from Upperfield – JML speaking to residents, **CARRY OVER**
 - Tree pushing out the wall on Vanzell Road, visually assessed, no further action required.
- 5. Verbal/Written Panel & Project Group Reports –**
 - a. Communications (Volunteers and Staffing)**
 - i. Website updates and problem solving done by Hooli

- ii. JML suggested an article about defibs in the next magazine following on from the event, she will follow up. There was also a discussion about whether there are enough defibs and it was concluded that there are at this moment

- b. **Community Hub Project – mention VAT quote**

- i. Planning application still in progress – IM needs to submit the grant application tomorrow and needs a planning application confirmation so will be completed then
- ii. Meeting with Chris in January, tbc – MN & TB. Happy with delays and will hold his price.
- iii. Steering group to meet and discuss funding, roll into January
- iv. MN spoke with Hooli about branding and they are working on the boards, ready for the new year for fundraising etc
- v. Call with ACRE tomorrow for advice on CIO
- vi. JML to send out clubs and societies email
- vii. VAT advice – to be decided after CIO decision is made

- c. **Easebourne Park**

- i. Roundhouse repairs ongoing – more issues found when they lifted the floor, more cost over the insurance claim. Electrics are also being repaired.
- ii. Carols in the Park event – JML reported that the PTA have received quotes for the lighting etc (circa £1500). There was a discussion and it was decided that the quote was excessive and that other options should be explored, such as ordering lights online etc. JML to speak to PTA about options.

- d. **Emergencies and Winter Planning**

- i. DP to request recording from meeting that he could not attend with WSCC on Winter Planning

- e. **Footpaths** - nothing to report

- f. **Highways**

- i. Consultation on the TRO for the A272 closes tomorrow
- ii. No progress on Wheelbarrow Castle
- iii. A286 CHS ongoing
- iv. Drains at Cowdray Road need clearing out – **ET to follow up - ACTION**

- g. **Greenheal**

- i. Next event Friday 16th January at Cowdray Hall. A mix of speakers, mostly around energy conservation.
- ii. Church to pay half of cost of their swift boxes
- iii. ERG visiting Arundel swift towers for inspiration
- iv. Fruit tree project launch 16th Jan

- 6. Proposals to Full Council – none**

- 7. Matters of Report – none**

- 8. Date of Next Meeting – 6.00pm Wednesday 4th February 2025. Meeting Closed at 18.49**

Appendix Two

**Easebourne Parish Council
Finance Committee
Minutes of Meeting held at
Easebourne CE Primary School
On Wednesday 3rd December 2025
Following on from Planning Meeting**

Present – C Sanderson (CS) – chairman, M Noble (MN), D Pack (DP), J Macdonald-Lawson (JML), D Kilty (DK), T Baker (TB).

In attendance – E Tremaine (ET) – Parish Clerk

1. **Public Question Time** – no members of the public in attendance.
2. **Apologies and Reasons for Absence** – none.
3. **Code of Conduct**
 - a) No declarations of interest
 - b) No dispensation requests
4. **Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 5th November 2025 were agreed as a correct record and signed. All actions were completed. Proposed by JML, seconded by DK.
5. **Finance Report Review**
 - a) Report on Previous Month Spend, Cash Flow and Spend Approvals.
 - i. Payments for the month were approved as shown in the appendix.
 - b) Income Review and Opportunities (Grants, Events and Community Interest Levy)
 - i. Grant from Boltini received for Hub Project - £10,000
 - ii. Insurance claim for roundhouse finalised and received - £6214
 - iii. Park donations in November - £9.65
 - iv. Interest received – HTB £3386.21 & HRBS £1157.80
 - c) Asset Register – new Henchman Ladder added.
 - d) Bank Balances as at
 - i. Community Account – £92,265.74
 - ii. Reserves Account – £52,164.34
 - iii. Grants Account - £51,601.33
 - iv. Hampshire Trust Account - £88,386.21
 - v. Hinckley & Rugby Account - £86,157.80
6. **Forecast Spend**
 - a) Sub Committee/Working Parties forecasts (including Requests for Funding)
 - i. Roundhouse repairs (additional to insurance claim) - £2962.63 + VAT. Approved. It was noted that there are further measures required such as guttering and associated drainage for which a quote will be requested.
 - ii. Carols in the Park event – discussed at C&E, the PTA asked for funding to help with the lighting and snow machine quote, C&E committee

declined on the basis that the quote is excessive and other options should be explored. It was agreed to suggest purchasing some alternative lights which the PC will retain ownership of, with a limit of £300.

7. Proposals to Parish Council – none.

8. Date of Next Meeting – Wednesday 7th January 2026 – to follow 7pm Planning Meeting.

Meeting Closed at 20.05

Signed: _____ Date: _____
Chairman

Appendix

Payee	Detail	Power	Amount
Clerk	Salary - November	LGA 1972 s.112	UNDISCLOSED
WSCC	Clerk Pension - November	LGA 1972 s.112	UNDISCLOSED
HMRC	Tax - November	LGA 1972 s.112	UNDISCLOSED
Clerk	Parish Office - November	LGA 1972 s.111	UNDISCLOSED
Clerk	Parish Phone - November	LGA 1972 s.111	£ 6.00
Greenscape	Invoice 304 - inspections	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 48.00
Wettons	Invoice 165587 - toilet maintenance	Public Health Act 1936 s.87	£ 708.60
Pro-Tec	Invoice 3070 - park security	Local Govt & Rating Act 1997 s.31	£ 221.08
Frank Davies	Reimbursement for equipment to paint bus stops	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 133.98
Freep	Volunteer expenses grant	LGA 1972 s.137	£ 200.00
Neil Sore	Ongoing work on Hub Project	LGA 1972 s.133	£ 215.00
GS Ecology Ltd	Invoice 3892 - Bat Surveys	LGA 1972 s.133	£ 3,780.00
IONOS	Invoice 203051397374 - DD PAID	LGA 1972 s.111	£ 29.03
TOTAL PAYMENTS			£ 6,849.40

**Minutes of Meeting held at
Easebourne CE Primary School
On Wednesday 7th January 2026
Following on from Planning Meeting**

Present – M Noble (MN) - chairman, D Pack (DP), J Macdonald-Lawson (JML), D Kilty (DK).

In attendance – E Tremaine (ET) – Parish Clerk

9. **Public Question Time** – no members of the public in attendance.
10. **Apologies and Reasons for Absence** – C Sanderson for personal reasons, T Baker absent without apologies

11. Code of Conduct

- a) No declarations of interest
- b) No dispensation requests

12. **Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 3rd December 2025 were agreed as a correct record and signed. Proposed by DK, seconded by DP.

13. Finance Report Review

- e) Report on Previous Month Spend, Cash Flow and Spend Approvals.
 - i. Payments for the month were approved as shown in the appendix.
- f) Income Review and Opportunities (Grants, Events and Community Interest Levy)
 - i. Discussion regarding moving money around to maximise interest rates now that the FSCS limit has increased to £120k. To discuss at next meeting once ET has put together some numbers.
- g) Bank Balances as at 31/12/2025
 - i. Community Account – £71,271.59
 - ii. Reserves Account – £52,316.54
 - iii. Grants Account - £51,751.89
 - iv. Hampshire Trust Account - £88,386.21
 - v. Hinkley & Rugby Account - £86,157.80

14. Forecast Spend

- b) Sub Committee/Working Parties forecasts (including Requests for Funding) –
 - i. JML has spoken to the shop who have agreed to an a-board to replace the standing signs. This will be below the £500 spend limit and is funded by New Homes Bonus money.

15. 26/27 Budget Proposal

- a) Changes approved.

16. Proposals to Parish Council – final budget proposal.

17. Date of Next Meeting – Wednesday 4th February 2026 – to follow 7pm Planning Meeting.

Meeting Closed at 19.28.

Signed: _____ Date: _____
Chairman

Appendix

Payee	Detail	Power	Amount
Clerk	Salary - December	LGA 1972 s.112	UNDISCLOSED
WSCC	Clerk Pension - December	LGA 1972 s.112	UNDISCLOSED
HMRC	Tax - December	LGA 1972 s.112	UNDISCLOSED
Clerk	Parish Office - December	LGA 1972 s.111	UNDISCLOSED
Clerk	Parish Phone - December	LGA 1972 s.111	£ 6.00
Greenscape	Invoice 305 - inspections	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 48.00
Wettons	Invoice 166118 - toilet maintenance	Public Health Act 1936 s.87	£ 708.60
Pro-Tec	Invoice 3121 - park security	Local Govt & Rating Act 1997 s.31	£ 196.51
Ian Milne	Reimbursement for bin repair	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 11.95
KLG Ltd	Toilet emptying	Public Health Act 1936 s.87	£ 240.00
PWLB	Repayment DD PAID	LGA 2003 c.26, s.1	£ 1,266.18
Easebourne CE School	Joint Management Group Costs PAID	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 1,786.50
Judith Macdonald-Lawson	Reimbursement for festoon lights PAID	LGA 1972 s.137	£ 122.70
Mike Noble	Reimbursement for planning application PAID	LGA 1972 s.133	£ 379.00
Mike Noble	Reimbursement for plans PAID	LGA 1972 s.133	£ 10.20
Neil Sore	Ongoing work on Hub Project PAID	LGA 1972 s.133	£ 100.00
Matt Wheatley	Invoice 4496 - Roundhouse repair PAID	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 434.40
Artizans of Wood Ltd	Invoice 0406 - Roundhouse repair PAID	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 3,555.15
Artizans of Wood Ltd	Invoice 0404 - Roundhouse repair PAID	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 8,334.00
Emily Sacco	Replacement fairy lights - PAID	LGA 1972 s.111	£ 33.95
IONOS	Invoice - DD PAID	LGA 1972 s.111	£ 0.91
TOTAL PAYMENTS			£ 18,741.76