OVING PARISH COUNCIL

(Serving the settlements of Oving, Shopwyke, Drayton, Merston & Colworth in the district of Chichester, West Sussex)

Parish Clerk: Tracy Predeth MPA ,
Email: clerk@ovingcommunity.org.uk

You are duly summoned to attend the next meeting of the Oving Parish Council on **Thursday 19 March 2026** starting at 6.45pm. This meeting will be held at Jubilee Hall, High Street, Oving, PO20 2DQ and virtually on zoom/teams:

T J Predeth
Parish Clerk/RFO

13 March 2026

AGENDA

1. **Apologies**

   To receive ologies for absence and to consider reasons for absence.

2. **Declarations of Interest**
   To receive declarations of interest in accordance with the Council's Code of Conduct for items on this agenda.

3. **Request for Dispensation**
   To consider any requests for dispensations.

4. **Public participation session**
   In accordance with section 100A(1) of the Local Government Act 1972, members of the public and press are entitled to attend meetings of the Council.
   By resolution of the Council and at the discretion of the Chairman, members of the public are invited to make representations or raise matters for consideration.
   The public participation session will be limited to 15 minutes in total, with a maximum of three minutes per speaker.
   Once the public participation session has concluded, members of the public may observe the remainder of the meeting but may not participate further unless specifically invited to do so by the Chairman.
   No decisions will be taken at this item.

5. **Approval of Minutes**
   To receive and approve the minutes of the Council meeting held on 15 January 2026.

6. **Community Highways Scheme**
   To agree for Cllr Smith to apply for a Community Highways Scheme for the speed reductions in Oving Village (Cllr Smith to provide details)

7. **Financial matters**
   - To receive an update on the accounting systems in place
   - To consider and approve the schedule of payments and receipts to date
   - To receive and note the budget against expenditure
   - To receive and agree the bank reconciliations.
   - To note that the internal audit is scheduled for 11 May 2026

8. **Co-option**
   To consider a request from Cllr Matcham for co-option to the Parish Council.
   Rationale: I recommend Mr. Harding to the Council based upon his long-standing commitment to improving the safety and welfare of residents within Shopwyke and Oving. Mr. Harding was responsible for setting up and running the Community Speedwatch, Neighbourhood Watch, and Community Facebook groups within the Shopwyke area of the parish. Mr. Harding has many connections with residents across Shopwyke and will be in a good position to advise Council on the needs of Shopwyke residents and how the various private management companies and trusts influence the democratic process in this region of the Parish.

9. **Grant Request**
   To consider a grant request from Jubilee Hall to cover the cost of installation of additional solar panels and a battery to store all the electricity generated.

10. **Polices**
    - To receive and adopt the Financial Risk Assessment
    - To receive and adopt the Data Map
    - To receive and adopt the IT & Data Management Policy
    - To receive and adopt the Retention Policy

11. **School Bus Transport**

    To consider part-financing a school bus from the parish to Chichester Free School to help cut down the congestion through the parish in the morning. (Cllr Hunt to provide details)

12. **To consider the following motions put forward by Cllr Matcham**

1) Proposal of a Formal Editorial Agreement concerning use of the ODN for Parish Council Communications
Rationale: I understand that one of the general purposes of Assertion 10 is to provide clarity on how communications from the parish council reach residents. It seems necessary to provide a brief and simple statement regarding the informal arrangement held between the editorial members of the ODN and the parish council. This should clarify that editing of the

words of the parish council, and those of individual councillors, by ODN members is restricted to spelling error corrections. Further, that editorial approval to improve the readability and meaning of texts must be agreed with the Clerk or individual councillor prior to publication. If contact with the Clerk or individual councillor is not possible, the default action will be to print the submitted article "as is".

2) Nomination of Community Notice Board Keyholders - for Approval
Rationale: Regarding the management of the community notice board located within Shopwyke, I propose acceptance of Mr. Paul Harding's offer of assisting with its management in the role of Keyholder - as defined in line with the policy. To my knowledge, Mr. Harding is the only non-councillor member of the local community who has come forward to offer support and I commend his community spirit and commitment.

3) General Web Site Management - Update of Progress and Actions Required
Rationale: As I understand the requirements of Assertion 10, the council is advised to adopt the .gov.uk domain name format and to provide a clear and accessible web site for parish council matters. If there is no new update on progress towards these objectives, the motion shall be to agree to approach an appropriate service provider to set up and begin management of the dedicated web site and transfer of email addresses.

4) Provision of Dedicated Telephone Numbers for Council Staff & Councillors
Rationale: As a public-facing democratic organisation of government it is our duty to make ourselves available for direct contact with our residents. Publicising our contact details, however, exposes our personal data to a wider audience and, unfortunately, provides opportunity for identity theft and cyber crime activities using these data. I propose consideration be given to providing all staff and members with basic SIM/phone numbers that can provide for external communications with our residents thus negating any risk associated with the exposure of private or home telephone numbers.

5) Pushback of CIL Commitment Deadlines
Rationale: Whilst it has taken some years to arrive at a position where Shopwyke residents can begin making collective and democratic decisions upon their desired community infrastructure & facilities, it is reasonable for Council to find ways of preserving existing CIL funds beyond current spending deadlines in order to maintain their availability for their intended purposes. Action will need to take the form of an investigation into the deadlines associated with each batch of levies monies and an identification of the higher authority we will need to approach in order to argue for suitable extensions. Suitable extensions should be in keeping with the rate of progress of works coming out of the Shopwyke Working Group and the rate of delivery of (possible) supporting infrastructure at the A8 "Drayton Waters" development. Suitable extension times should be considered in multiples of years (6?).

6) Parish Communication Strategy
Rationale: Regarding effective coverage of Shopwyke when canvassing opinion on the support/rejection of major projects, an actionable strategy is needed whereby information, questionnaires, and survey materials may be distributed in printed form to each dwelling in the area on an ad-hoc basis. Similar in the manner in which the ODN is produced and

distributed, the strategy may wish to involve volunteers to assist with distribution to the **more than 900 dwellings** in Shopwyke. If insufficient voluntary support can be garnered, then use must be made of paid pamphlet distribution services - for which costs will need to be established for budgeting purposes. Currently, there is need to demonstrate that significant surveying and support has been gained in order for, e.g., WSCC Highways to respond to requests for the removal of double yellow lines and introduction of on-road parking schemes along sections of Longacres Way and Oving Rd (west). It will be wise to establish a maximum on the total number of pamphlet deliveries made in each financial year.

7) Oving Parish Devolution - Exploring Our Future Together

Rationale: Over the past decade, Shopwyke has developed into a substantial and vibrant part of the wider parish community. With this growth has come an influx of new residents whose needs, priorities, and expectations sometimes differ from those in the more rural areas of Oving. As a result, the parish council now represents a broader range of perspectives, which can occasionally lead to contrasting views on how best to serve all residents. Given the scale of Shopwyke's population, it is reasonable to anticipate that some residents may wish to explore a Community Governance Review (CGR) in the future. Rather than reacting to such a possibility, it would be beneficial for the council to take a proactive, transparent, and inclusive approach. A structured **five-year business plan** would help us strengthen our shared identity, improve communication, and ensure that every part of the parish feels heard and valued. This plan could include:

7a) Expanding and improving communication channels to create effective two-way dialogue with residents across all areas of the parish.

7b) Preparing for the May 2027 elections with a clear, positive message about the work and vision of the parish council.

7c) Using surveys and questionnaires during the election period to gather resident input and help shape the next parish business plan.

7d) Strengthening our administrative capacity by employing a CiLCA qualified Clerk/RFO and at least one Continuity Officer to support projects and community groups (possibly also a Media & Communications Officer in a temporary or contract role over the duration of the business plan).

7e) Beginning the process of achieving, at minimum, Bronze Quality Council status to demonstrate our commitment to good governance.

7f) Providing open forums for residents from both Oving village and Shopwyke to discuss and explore the implications of any potential CGR in a constructive and informed way.

8) Succession Planning for the Oving Jubilee Hall Management Trust

Rationale: Since the Trust's establishment in 1999, its Officers, Anne-Marie and Anthony Eastwood, have provided exceptional service and continuity. Their long-standing commitment has been central to the successful running of the Jubilee Hall, and the parish has benefitted greatly from their dedication. In recent years, they have expressed their wish to retire from their roles, and despite their efforts to identify successors, suitable volunteers have not yet been found. As a result, the Trust currently has no clear succession plan.

To ensure the long-term stability of the Jubilee Hall and to support the Officers in transitioning when the time is right, it would be prudent for the council to consider how best to prepare for different future scenarios. Should the Trust be unable to continue in its

present form, the council would assume responsibility for the hall's upkeep, and it is important that we understand the implications of this.
The appropriate bodies to provide guidance on these matters are the Charity Commission and WSALC. As an initial step, it may be helpful to invite the Charity Commission to carry out an independent assessment of the Trust. Their advice could support both the Trust and the council in exploring options for strengthening governance, identifying potential successors, or adapting the Trust's structure to secure the future of the Jubilee Hall.

9) Outstanding Terms of Reference and Policies
Rationale: there remains work outstanding on the completion and effective distribution/filing of the following motions:
9a) Donations to Charities Policy - review/completion
9b) Co-Option Policy - review/completion
9c) Terms of Reference for the HR Committee - filing?
9d) Staffing Strategy - completion/review

13. Recreation Field

To consider a request for a team to play football at the Recreation Ground.

14. Recruitment of Parish Clerk/RFO

To consider the recruitment process of the parish Clerk/RFO and agree the advert and job description.

15. Date of next meeting