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 16 April 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

10 April 2026

AGENDA

1. **Apologies**

   To receive apologies 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 19 March 2026.

6. **Highways**
   To receive and consider any Highway Matters.

7. **Financial matters**
   - 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 reconciliation.

8. **Grant Request**
   - To further 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. (Solar Farm Funding/CIL)
   - To consider a request to contribute towards the cost of running the Oving Scarecrow Day – 9 May 2026. (s137)

9. **Polices**
   - To receive and adopt the Co-option Policy
   - To receive and adopt the FOI & Publications Scheme
   - To receive and adopt the Complaints Procedure.

10. **Co-option**
    To further consider co-option to the Parish Council.

11. **School Bus Transport**

    To further 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**

    Parish Communication Strategy – To receive an update from Cllr Hunt.
    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.

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.

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.

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. Meeting Dates

To consider holding council meetings Bi monthly.

14. Community Consultation

To consider progressing with a Community Consultation.

15. Date of Next Meeting