

**Notes from the Community Infrastructure Levy (CIL) Working Party Meeting
held at Roffey Millennium Hall on Friday 9th May 2025 at 11am**

In attendance:-

Cllr. R Knight - representing the Property Committee
Cllr. D. Searle - representing the Planning, Environment and Transport Committee
Cllr. J Smithurst - representing the Finance and Administration Committee

Clerk - Sarah Norman; Deputy Clerk - Lisa Underwood

1. Elect a Chairman

Cllr. Knight was elected as the Chairman for the Meeting.

2. Apologies

There were apologies from Cllr. Smithurst.

3. To receive and accept the Notes of the last meeting on 25th October 2024

The Notes as previously circulated were accepted.

4. Income and Expenditure - to receive an update including possible future receipts

Members **NOTED** that, after all expenditure to date and accounting for the £5,000 initial contribution to the outdoor gym equipment, CIL money remaining available was £7,289.70.

5. Receive an update on projects already agreed

There were no projects currently pending.

6. To consider any potential future projects

6.1 Members recalled that at the last meeting it was agreed that the local schools should be contacted to see if there were any projects being undertaken that CIL could assist with. The schools were advised that the Working Party was looking at lower levels of funding for a particular project that could benefit the local community and our younger residents. It was also stated that the projects would need to be extra curricula/enrichment activities, and the funds could not be used to fund educational matters or building maintenance.

The only school to respond was Holbrook Primary School who have suggested funding for their "Thinking Garden" which had been created many years ago in memory of a pupil that passed away with the following information provided initially :

It is a place where the children can go and have quiet safe time whilst enjoying the nature and wildlife on offer. Over the years it has got quite overgrown and we are in the process of clearing and developing it. The pupils have given us some ideas of what they would like in the garden, and we are aiming to incorporate these as much as possible.

We are keen to make it more accessible and appealing to our Sen children in particular, with sensory tools and cosy spaces. We will have an official re-launch and celebration once completed.

We have done some fundraising ourselves and completed a lot of the clearing by our working party of volunteers. A local garden centre has also kindly donated some plants.

We are keen to finish the project, and we are now having to find funds for sleepers and associated labour to build up the edges of the beds to make them safe and secure, path materials and sensory tools as well as 'wigwams' and outdoor cushions and storage etc.

A further update was provided in February this year as follows:

With a team of parents/volunteers we have cleared the fencing of overgrown ivy and plants to one side of the garden. We have also completed extensive clearing of all the overgrown planting, cleared beds and pathways in readiness for the sleeper to be installed.

We had enough funds via sponsored events to buy the sleepers (£800) (Covers were very generous with their discount) and Horsham Green Gym did a marvellous job of helping us to install them last week during half term at a reduced contribution of £110.

We have done some planting and everything is looking wonderful, if not a bit bare! We have the fence to paint now that we can see it again – and Dawn is trying to source wood chippings for us to redefine the pathway through the garden.

We now need to make the garden inviting and fun for the children, especially our higher needs pupils.

Below are some ideas and costings that we have had (most of the ideas come from the initial 'wish list' from the children'

- Grant (Premises Manager) is going to make a bird watching den out of palettes like the one on the Cosy website. Materials, bird ID signs and camouflage tarpaulin will be around £100.*
- Minibeasts outdoor mirrors to place along the fence £98 per set, we will need 2 to cover the length so £199*
- Willow Huts or teepees to provide reading/hiding spaces £330 - £500 each*
- Hedgehog houses and birdboxes approx. £100*
- Windy sensory set £150*
- Wind chimes and spinners to hang from trees approx. £60*
- Outdoor Forest school cushions set of 4 x 2 £220*
- Plastic storage box for cushions/books/toys £150*
- Additional seating/benches approx. £300*

Members considered the proposals and were keen to assist with this worthwhile project and gave particular support for the outdoor cushions (inc storage), the willow huts/teepees and the hedgehog houses/bird boxes. Following discussion, it was **AGREED** to **RECOMMEND** to Council that a sum of £1,000 be made available to the school for this project, and in particular the items stated above. Members asked that the support of the Parish Council be acknowledged by the school and Members would welcome an invitation to the opening of the re-launch.

- 6.2(i) Members noted that further communication had been received regarding the siting of an additional, full bench near to the bus stop at North Heath Lane as discussed previously at the CIL Working Group meeting in October 2022. Following discussions, Members maintained their previous decision to not proceed with this suggestion due to the existing perch seat in the bus shelter and the proximity to an existing bench on the opposite side of the road.

6.2(ii) Members carefully considered the request from a resident for a bench at the Luxford Close bus stop and whilst there was sympathy for the situation, due to limited space and the proximity to properties, it was felt that this was not something that the Council can pursue. It was also commented that it would be unlikely that WSCC would give permission for the installation as it would encroach on the footway.

7. To make recommendation to Council of projects to be undertaken using available funds

The Working Party **AGREED** to **RECOMMEND** to Council the following :-

- (i) a sum of £1,000 be made available to the Holbrook Primary School for the "Thinking Garden" project,

8. Date of next meeting

It was **NOTED** that the next Working Party meeting would be held in April 2026 - exact date to be confirmed.

There being no other business the Meeting closed at 11.15am