

Wisborough Green Parish Council

Minutes of the Parish Council Meeting

Date: Tuesday 24th July 2007

Present: Mr R Armistead (RA)(Chairman), Mrs Y Boyd (YB), Mr A Jackson (AJ), Mrs P Pinkham (PP), Mr M Robinson (MR), Mr K Twelvetrees (KT)

Apologies: Mr K Charman (KC), Mrs J Scott (JS)
Mr R Field (District Councillor)

In Attendance: Mrs L Davies, Clerk
Mr C Stride (CS) – joined the Council by co-option (see item 5.)

Members of Public: 1 and Mr C Duncton (County Councillor)

Action By

The Chairman opened the meeting at 7.45 pm and introduced Mr Chris Duncton as the new County Councillor for the area.

1. Apologies for Absence

Apologies were received and accepted from Mr Charman and Mrs Scott.

2. Declaration of Members' Interests

No interests were declared.

3. Minutes of the Last Meeting

The Minutes of the last meeting held on Tuesday 19th June 2007 were approved as a correct record and signed by the Chairman.

4. Public Questions: There were no questions.

5. Matters Arising from the meeting on 19th June:

- a. Membership of the Council: The Chairman explained that two expressions of interest had now been received for the one co-option. Under Standing Order 21, in view of the confidential nature of the discussion, the Chairman suggested that it was advisable in the public interest that the press and public were temporarily excluded. Members agreed to the resolution and the members of public were asked to withdraw from the meeting room.

Applications for the vacant position had been received from Mr Christopher Stride and Mr Jack Wigan. Resumes for both candidates were discussed. After careful consideration, it was proposed by the Chairman that Mr Stride be co-opted onto the Council as he had experience relevant to issues currently being considered by the Council. This motion was seconded by Mr Jackson and agreed by all. Members however felt that Mr Wigan should be considered for co-option should a vacancy arise in the future. Chairman and the Clerk to write and thank Mr Wigan for his interest and advise that his application would be considered for a future vacancy.

RA/Clerk

The members of public were asked to return to the meeting room. The Chairman confirmed the decision and invited Mr Stride to join the meeting. Introductions were made and Mr Stride signed the Form of Undertaking.

- b. Website: AJ displayed the current website on a computer. He explained that over the years it had been managed by several people but now needed updating. The Clerk confirmed that she was willing to take on the responsibility although training and additional hours would be required. Having looked at a number of Parish Council websites, members had been asked at the last meeting to look at the Plaistow and Ifold website which was a particularly good example. Members agreed that the new site should be clear and simple to follow, being a reference for the village and offering current information which was kept up to date. Some news items would be included on the front page to encourage readers to explore further topics. CS questioned whether advertising space would be available on a commercial basis. AJ explained that in the past, advertising was offered to village organisations only. Initially it was proposed that links could be included to other websites, but it could prove problematic to offer commercial advertising, particularly at this early stage. To be reviewed in the future. Members agreed to the Clerk attending a day training course at Crawley College at a cost of £130.00. The Clerk to start collating information over the summer. AJ and Clerk to prepare a basic mock up to confirm design and style at the September meeting.

Clerk/AJ

c. Clerks Report on On-going Matters:

- Easements: The solicitor at Rawlison Butler had changed. The new solicitor was now preparing a further Deed to encompass the maintenance concerns, although to date it had not been received. RA expressed concerns about the possibility of further refresher charges. Clerk to pursue.
- Newsletter: The newsletter arrived in the village on Monday 23rd, disappointingly nearly a month behind schedule and with some of the layout/style comments not having been incorporated. It was agreed that the Chairman and Clerk should meet with the publisher to discuss the problems he had obviously experienced. Re-arranging the publication dates might improve the reliability, which was essential when including time sensitive information. Members felt that the content and impact of the newsletter was good. As a result, YB had received one telephone call regarding the Youth Group but had been unable to discuss in detail.
- Traffic Group: To date, no interest had been generated from the newsletter. YB would pursue contacts in the village. Members agreed that a small lobbying group was a practical way forward.

Clerk

RA/Clerk

6. District Councillor: Mr Field had sent his apologies. He had asked the Clerk to report that with reference to the Gambling Act, Chichester District Council (CDC) Officers did intend to produce a plain English guide for local communities. They were still awaiting government guidance on some aspects before it could be completed. He would ensure that the Parish Council received a copy. He also highlighted the review of all Polling Districts and Polling Stations. Discussed under correspondence.

In the absence of Mr Field, the Chairman invited Mr Chris Duncton to address the meeting. Obviously being new to the position, he had much to learn but stated that the main concerns for the area appeared to be the Petworth lorry route, Chichester Hospital and the National Park.

Chichester Hospital: Mr Duncton explained that he would be attending his first meeting the following day and would then have a clearer picture of the situation in the area. The County Council were in favour of keeping St Richards and were most anxious about the loss of Accident and Emergency, although ultimately a higher authority made the decision. Members felt that publicity about the proposals was ambiguous and a clearer understanding of the proposal was required. Members agreed that the distance to travel to hospital was a major concern, not only for patients and the need to attend in an emergency, but also to those requiring regular follow-up treatment and those offering support. The services were currently under resourced and the proposed new housing in would have a further detrimental impact. There was concern too about the resources of the ambulance service.

National Park Boundary: The proposed changes had caused concern relating to the ANOB's. If they were not included in the park, there was a risk that some of this land would lose the AONB protection. County were pressing to keep the classification.

Petworth Lorry Route: It was still proving difficult to keep articulated lorries out of the centre of Petworth. Improved signage appeared to be the only way forward.

In relation to traffic, members questioned why the signs on the A272 between Wisborough Green and Petworth still indicated that the surface was new, advising a temporary speed limit, when it had been laid for 2 years. Mr Duncton to raise with West Sussex County Council Highways Department.

Mr Duncton

The Chairman thanked Mr Duncton for attending. Mr Duncton left the meeting room.

7. New Items for Discussion

- a. Emergency Plan for the Village: In light of flooding events in the country, the Clerk had been contacted by Mrs Hazel Barns, Warden at Wyatt House, regarding the use of the village hall in the event of an emergency at Wyatt House. Members had no objection and agreed that the Clerk should speak with Mr Tim Harris, Chairman of the Management Committee, to confirm the specific details and key holders.

The Clerk had made enquiries with CDC regarding a village Emergency Plan, but unfortunately the person responsible had now left. Members agreed that any plan should be kept simple as it would need to be kept up to date. Clerk to pursue with CDC.

Clerk

- b. Playground Inspection: MR reported that the RoSPA playground inspection had recently been undertaken and explained the classification: Low Risk – need to be aware; Medium Risk – requires attention; High Risk – requires immediate attention. The following had been identified.

Tree roots under bench: Causing a trip hazard (Medium).

Cradle swings: Regulations do not permit 3 swings due to collision hazard. Members felt that the swings were designed for supervised young children and the positioning of the chains reduced this hazard. Although classified as a medium risk, the Parish Council perceived this as a low risk.

Cradle swings; Wickstead label to be rounded or removed. (Medium)

Both sets of swings: Old style top castings do not conform to current regulations and need replacing. Due to the casting this could be difficult but to be investigated.

MR

Sloping and raised edges; Trip hazard. Members agreed that the protective surfacing has been badly laid. Clerk to investigate the cost and practicality of covering the whole area with protective matting which remove all trip hazards.

Clerk

Fencing: some posts need replacing. The Clerk confirmed that she was obtaining quotations. The report had recommended infilling the fence with netting, but as discussed on previous occasions, members felt that this was not necessary. Children also played on the open Green.

Seating: required timber preservative. As they were hard wood members felt unnecessary,

Mr Tom Osmaston had offered his help to undertake any of the repairs, which was gratefully accepted by members. MR agreed to liaise directly with Mr Osmaston.

MR

- c. Risk Assessment: MR stated that the playground assessment needed to be undertaken by a qualified inspector. Playsafety had offered this service at a cost of £20 plus vat. Members agreed to this expenditure. Clerk to organise.

Clerk

The Clerk confirmed that the Risk Assessments required an annual review and would therefore circulate previous reports for updating.

Clerk/ALL

- d. South Downs National Park: Members could not understand the concept that AONB's would lose classification. The position for Wisborough Green remained unchanged. There were no comments to make on the currently consultation.

8. Correspondence: Details of correspondence received since 19th June 2007 was distributed at the meeting:

- CDC had served a Breach of Condition Notice to Fishers Farm Park relating to a public address or other sound amplification system. The Park was required to reduce the output from any public address system so that it was not audible beyond the site boundaries within one month of the notice dated 26th June 2007.
- A letter of thanks from the Vicar for the donation to the church clock and churchyard had been received.
- CDC, under the Electoral Administration Act 2006, was undertaking a review of Polling Districts, Polling Places and Polling Stations. Members agreed that no changes were required. Clerk to advise CDC. Clerk
- Piers Taylor, CDC Community Safety Officer, was consulting the Parish Council on an application to install an additional streetlight outside 1 Carters Way at the end of the footpath linking Carters Way to Butts Meadow. The path was narrow and well used, but the properties on both sides had experienced criminal damage, arson and noise from youths. Members had no objection. Clerk to advise CDC. Clerk
- A letter had been received from Mr Richard Parish, Community Minibus Association, requesting permission to permanently park the new 6-seater minibus in the village hall car park. On the occasions during the year when it was likely that all the places in the car park were needed, the bus could be temporarily removed. Although there was some concern about vandalism, members had no objection, as it would be beneficial and potentially available to the community as a whole. Clerk to advise Mr Parish and the Village Hall Management Committee. Clerk
- The Clerk stated that a resident in Western Road had sustained cricket ball damage to her car. Her letter had been forwarded to the Sports Association. The matter had been resolved quickly.
- The Clerk highlighted the next meeting of the North East Parishes Forum would be held on Thursday 27th September at 7.00 pm in Loxwood. The main topics to be discussed would be the Voluntary Sector and the Work of the Community Wardens. PP and YB would attend. PP/YB
- Details of the next consultation on the future of St Richards Hospital were highlighted. Members agreed that the Clerk should respond, particularly to ask what was the proposal as current publicity was ambiguous, and to stress that partial or total closures, particularly of the accident and emergency, was most concerning. Travelling times, not just in an emergency but also for follow-up treatment and for those offering support should be stressed. The pressure on volunteer drivers in the village would increase. Clerk
- A request had been received from Mr Geoffrey Preston-Jones, on behalf of the Horticultural Society, to borrow the Parish Council display boards at the Bank Holiday weekend event. Mr Preston-Jones had agreed to take responsibility. Members had no objection. Clerk
- Further details had been received from CDC Licensing Department concerning the Premises Licence for Fishers Farm Park. Although some amendments had been recommended by the Environmental Protection Team relating to the outdoor entertainment, the proposed application still allowed for entertainment until 23.00 hrs and the sale of alcohol until 23.30 hrs (with an additional 30 minutes) 365 days of the year. The Clerk and Chairman had now spoken to Fishers Farm Farm, who were very willing to accept a 28-day restriction. Members reiterated that they were not happy for a blanket licence should ownership and current work practices change, but were happy restricting late night activity to 28 days in a year. Clerk to advise CDC. Clerk
- A letter had been received from the Friends of St Peter regarding a Church Harvest Supper to be organised in the Village Hall on Saturday 6th October. Ideas included spreading out into the car park with the possibility of using bales of hay and trestle tables. Although members felt that it was a low fire risk to have hay bales on tarmac, there was the question of the Premises licence and whether this extended to the car park. It was queried whether there were any licence restrictions on the use of the car park. Members had no objection but Clerk to speak further with Tim Harris, Chairman of the Management Committee. Clerk
- A letter had been received from Mrs Pat Farmer in School Road expressing concern that the proposed double yellow lines around the Cricketers Junction, and as suggested in the newsletter, would encourage the public house clientele to park further away. She did not feel that the village hall car park would be used and was anxious that the side roads would become even more congested as a result. She asked that the Council investigate the possibility of a village car park behind the Cricketers for use not only by pub customers but visitors generally as well as

parents on the school run. Members agreed that the item should be included on the next agenda for further discussion. Clerk to respond accordingly to Mrs Farmer.

Clerk

CS advised members that the Sideshows Society was hiring a policeman for the Bank Holiday fete at a cost of £250 from 12 until 4 pm. He would assess the position of parking cones and would be applying for the legal jurisdiction.

- AJ had received a telephone call regarding the new road nameplate for The Luth. As it included 'leading to Carters Way, Butts Meadow and Thornton Meadow' a resident had been anxious that this suggested a possible one-way system. Clerk to advise that this was not the case; the sign was required for the emergency services to locate Thornton Meadow. Clerk
- Concern had been expressed about over grown hedges encroaching across the pavement from Glebe Barn to Wisborough Gardens. Clerk to write to all those concerned. Clerk
- MR had been approached about the repositioning of a disabled parking bay in Butts Meadow, opposite the alleyway. Clerk to advise Peter Camble of WSCC Highways. Clerk

9. Finance:

- a. Accounts for Payment: The Clerk circulated the cheque list for July which was approved:

2011	(26.06.07)	811.11	Chartwell Wooden Windows – deposit for Workhouse windows.
2012	(26.06.07)	1000.00	St Peter ad Vincula PCC – donation for clock and churchyard.
2013	(26.06.07)	325.00	K Twelvetrees – installation of litterbins and basketball net.
2014	(02.07.07)	70.50	Playsafety Ltd – RoSPA inspection of playground.
2015		423.59	Garden Care (Southern) Ltd – grass cutting contract.
2016		399.79	WSCC – Clerk's salary.
2017		468.46	CDC- uncontested election cost & 1100 ltr waste bins at Pavilion & Village Hall.
2018		100.00	Mrs J E Miles – litter warden.

		3598.45	

Cheques dated 24th July 2007 unless otherwise stated.

It was recorded at the June meeting that cheque number 2011 was for St Peter Ad Vincula. This was an error. Details as above. Payment for June totalled £5314.18.

- b. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. She highlighted that the donation of £790 for work on the Green had been received from the Sports Association. There were no further questions.
- c. Workhouse Windows: Members agreed the expenditure to replace the remaining Workhouse windows at the June meeting. On further inspection, Chartwell Wooden Windows recommended that 2 sills be replaced at a cost of £135 plus vat per sill. Member agreed to this expenditure.

10. Planning Reports

- a. The following applications were reviewed. Details of the applications and plans had been circulated in advance of the meeting.

Application No:	Application and Reason
WR/07/02902/DOM	Mr and Mrs Cross, Oldsmith Cottage Fittleworth Road Proposed single storey garden room and utility extension and outbuilding with music room in roof space. Extend existing dormer window. Members had <u>no objection</u> to the modifications to the house. Members <u>objected</u> to the outbuilding as it was large and out of proportion to the small cottage.

WR/07/03105/TCA	Mrs Vause, Ivy Cottage Petworth Road Wisborough Green Notification of intention to thin by approximately 15%, reduce branches on east sector on 1 no. Purple Plum (marked on plan no. 1). Reduce height down to 2-2.5m and trim sides of hedge (northern boundary)(marked on plan no. 3). Reduce branches overhanging to Wyatt Close (northern sector) and deadwood 1 no. Plum tree (marked on plan as no. 4). Lift crown by up to 3.5m (above ground level) on 1 no. Sycamore (marked on plan no.6). Reduce height by 2.5-3.5m and shape 2 no. Plum trees (marked on plan no. 7). Fell 1 no. Ash, 1 no. Sycamore and 1 no. Silver Birch tree (marked on plan 5 and 8). <u>No Objection.</u>
WR/07/02417/LBC	Hall and Woodhouse Ltd Bat and Ball, Newpound Lane, Wisborough Green Proposed timber pergola with clear plastic sheet roof to form shelter for customers who wish to smoke. <u>No Objection.</u>
WR/07/03302/FUL	Hall And Woodhouse Ltd Bat And Ball Public House Newpound Wisborough Green Proposed timber pergola with clear plastic sheet roof to form shelter for customers who wish to smoke. <u>No Objection.</u>
WR/07/02899/FUL	J McCabe Esq Coal Yard Newpound Wisborough Green Redevelopment with 3 no. detached houses with garages. After lengthy discussion, members <u>objected</u> to this application for the following reasons: <ul style="list-style-type: none"> - Does not appear to meet guidelines of existing or proposed CDC local plans. - Uncertain as to the status of land. - Does not address the needs of the village for smaller houses. - Previous development applications have been declined and position does not appear to have changed. - Too many accesses onto a busy road.
WR/07/03304/FUL	Mr And Mrs S Field Westholme Farm Newpound Wisborough Green Billingshurst General purpose agricultural building 16 x 9 x 3 m to eaves plus 8 x 7 2.4 ms to eaves area of hardstanding to front (south-east). <u>No Objection.</u>

b. District Council Decisions:

Application No:	Application and Reason	Decision
WR/07/02274/FUL	Fishers Farm Park Ltd Fishers Farm Park Newpound Lane Wisborough Green Billingshurst Retention of pond as a wildlife feature.	Permit

c. Enforcement Matters:

Some concern had been expressed about the use of the permitted games room at Stills, Billingshurst Road. There were indications that it could be being used as a separate residence. Clerk to advise CDC Enforcement.

Clerk

11. Other Reports:

- a. Village Hall: The Village Hall Management Committee was very grateful to MR for his help regarding fire regulations. The Chairman reported that the Committee was now working towards the improvement of the toilets by the main entrance. Quotations were being sought for retiling, new mirrors and a complete redecoration.
- b. Workhouse: Nothing to report.
- c. Allotments: The Clerk reported that the allotments were being worked well. The grass had been cut in the lane. Unfortunately an intruder was warned off the allotments on Tuesday 24th July at 11.45 am. He was male and was driving a white pick-up truck with the key features of the registration number being J xxx VOP. Produce had been stolen. Any further sightings on the allotments should be reported to either Mr Preston-Jones or the police, quoting incident number: 829. Allotment holders had been advised.

Mr Preston-Jones had also raised the question of the dying chestnut in the lane just west of allotments numbers 1 and 4. KT confirmed that a number of trees around the village were suffering due to a fungal infection. They were structurally not a problem, but there were restrictions on the disposal of the wood. Clerk to ask the CDC Tree Officer for further advice and possible inspection.

Clerk

- d. Pavilion: The Chairman had arranged a meeting with the Trustees and Mr John Newman of the Sports Association for Wednesday 25th July at his home, 6.30 pm. AJ would attend. They would be discussing the lease, and terms and conditions under which the Pavilion operated, the smoking ban and licensing. Members had received reports of late night drinking and rowdy behaviour.

RA

MR reported a break-in at the school swimming pool, which was possibly caused by youths returning from the Pavilion. The police had been called.

- e. Green Co-ordination Group: Nothing to report.
- f. Neighbourhood Watch: A meeting was held on 27th June, which was attended by 2 PCSOs. From discussion, they had visited the village, but unfortunately at quiet times. It appeared that the time for problems occurring in the village coincided with more serious events in other urban areas, which took priority.
- g. Footpath Group: Nothing to report.

12. Any Other Business

- a. The footpath in Hangman's Lane was very overgrown. The Clerk confirmed that she had already written to Mr Brian Smith of WSCC Highways Department and would follow-up.
- b. KT was concerned that 2 of the new streetlights in Carters Way had now been re-positioned on the pavement rather than in the grass verge outside numbers 41/43 and 28. This restricted access along the pavement and was potentially dangerous. Clerk to advise WSCC.
- c. KT was concerned that the boundary line had altered with the new picket fence and planting outside Ivy Cottage, behind the Pavilion. Members were asked to walk by the property and notify the Clerk of any concern.

Clerk

Clerk

ALL

There being no further business, the meeting was closed at 10.35 pm.

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Chairman

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Date