

# Wisborough Green Parish Council

## Draft Minutes to be agreed at the Meeting on 22<sup>nd</sup> July 2008

### Minutes of the Parish Council Meeting

Date: Tuesday 17<sup>th</sup> June 2008

Present: Mr R Armistead (RA)(Chairman), Mrs Y Boyd (YB), Mr K Charman (KC), Mr A Jackson (AJ),  
Mr M Robinson (MR), Mrs J Scott (JS), Mr C Stride (CS), Mr K Twelvetrees (KT)

Apologies: Mrs P Pinkham (PP)  
Mr R Field (District Councillor)

In Attendance: Mrs L Davies, Clerk

Members of Public: Nil

Action By

#### 1. Apologies for Absence

Apologies were received and accepted from Mrs Pinkham.

#### 2. Declaration of Members' Interests

Being a neighbour, RA declared an interest in the planning application for 2 Chapel Cottages and being part of the development team, declared an interest in the application for St Peter's Church. YB stated that her company had undertaken research as part of the hospital review. No other interests were declared.

#### 3. Minutes of the Last Meeting

The Minutes of the last meeting held on Tuesday 20<sup>th</sup> May 2008 were approved as a correct record and signed by the Chairman.

#### 4. District/County Councillor: Mr Field sent his apologies. He had nothing to report.

- Mr Duncton expressed disappointment at the recent hospital decision. A joint health meeting would be held on the 24<sup>th</sup> June to debate whether the Primary Care Trust (PCT) would have any influence in changing the decision. The decision was short sighted in view of the proposed development at Ford and Shoreham. A challenge would also be made on the basis that the committee was unbalanced and offered a biased opinion. As facilities at Portsmouth Hospital needed to be improved in the first instance, changes would not come into effect for another 3 – 5 years. Members agreed that a strong letter of support of St Richard's should be sent to Mr Peter Griffiths, Chairman of WSCC Health Overview and Scrutiny Committee.
- Mr Duncton continued to report accidents at Shurlands Corner and had followed up several times. He was also frustrated that West Sussex County Council (WSCC) failed to recognise the problem. The recent earth works had presumably been completed by the property owner. He had also chased the A272 Review Team and had been informed that information would be made available to parishes later this year. Members agreed that the Clerk should write to Highways (copied to Mr Clive Roberts, Cabinet Member for Strategic Planning and Transport) to again highlight the concerns and the fact that the chevrons have never been replaced.
- Drainage works would shortly be completed outside Homelea on the A272 and would last for approximately 6 weeks. Traffic controls would be in place.
- The next County Local Committee would be held on Tuesday 22<sup>nd</sup> July – venue to be confirmed.

Clerk

Clerk

#### 5. Public Questions: There were no questions.

#### 6. Matters Arising from the Parish Council Meeting on 20<sup>th</sup> May 2008

- a. Village Emergency Plan: MR had now received details of the solar and wind power systems. It was agreed that further discussion should include Mr Tim Harris, Chairman of the Village Hall Management Committee, to ensure that all future requirements were being considered. Clerk to enquire if any further information or an adviser was available from Action in Rural Sussex.
- b. Youth Group: YB confirmed that the Purple Bus would be visiting the village until the end of the summer term and would evaluate the need for a Youth Group in the village. The volunteers who had expressed an interest were working along side the Purple Bus Youth Leaders and were now keen to become more involved. Purple Bus Agreements to be signed by the Chairman. The Chairman reiterated that the Parish Council was keen to support the re-establishment of the Youth Group and would be willing to consider a financial contribution, as well making a donation to the Purple Bus when requested. YB to consider future funding request.
- c. Clerk's Report On-going Matters:
- Village Parking: Mr Chris Stark, from WSCC Highways would be able to meet with Councillors on Tuesday 24<sup>th</sup> June. CS and YB confirmed that they would be able to attend and would meet Mr Stark at the Cricketer's crossroads at 11.00 am.
  - Community Speed Watch: Billingshurst Parish Council had confirmed that it was purchasing a Speed Indicator Device (SID) using Section 106 money. The Clerk had enquired if it would be possible for Wisborough Green to use, either by making a contribution to the purchase cost or hire on an ad hoc basis, initially to assess the interest of volunteers in the village. Awaiting response. Loxwood Parish Council had expressed disappointment at the North East Parishes Forum that the police SIDs were not available to Parishes as had initially been indicated. Enquiries were being made. No further details at present. A small article would appear in the next Parish Council newsletter to try to generate further interest and volunteers.
  - Condition of the Pond: Initial investigations with Chichester District Council (CDC) and the Environment Agency had proved unsuccessful. The Environment Agency would only test the water if there were potential for pollution to flow into another stream. The Clerk had now spoken with Storrington Parish Council, who highly recommended Water Habitats of Corby, Northants, who had investigated water quality problems with their village pond. Water Habitats had confirmed that a water testing kit returned in the post, and subsequent results and explanation would cost £225. A site visit, water test, explanation and recommendations, including travel, would be a maximum of £775. The Clerk was waiting to hear if Storrington would be requiring a further visit, so that the travel charge could be shared. Members agreed that in the first instance, further enquiries should be made locally and in the aquatics shop in Billingshurst.
  - Telephone Pole: KC and the Clerk had met with representatives from British Telecommunication that morning to discuss the relocation of the pole currently erected on the village green, by the Parish Council notice board. The pole was providing the service to Yew Trees and due to new EEC directives the line could not be renewed along the original line using the buildings. In principle, BT was happy to move the pole but high trees in the area restricted the route. Plans were displayed which showed 3 possible sites which BT had confirmed as suitable; in the grass verge in Balchins Close, opposite the shop in the shrub border and at the front of the village shop. Although members agreed that the Balchins Close verge was the best option as it avoided lines crossing the road, there was a strong feeling that the cables should be laid underground, as there was potential for the village to be overrun with cables. Members agreed that the Clerk should write to BT to express this view and request that a survey be undertaken, reiterating that the current position was unacceptable. In addition, Clerk to approach verge owner. BT had appeared to shift the responsibility to the Parish Council, which should be highlighted to them.
  - Insurance Review: The insurance policy had been taken out with Norwich Union through Came and Company. The benefits of the 3-year term were explained: current rate established, which would be index linked and not be affected by countrywide claims, ie, flooding.
  - Football Injury: A solicitor's letter had now been received making a claim on behalf of their client for injuries sustained during a football match. The Clerk had discussed the matter with Mr John Newman, Chairman of the Sports Association, who had agreed that as the injury had occurred during an arranged match, the Sports Association would make a claim on their own

MR/KC/CS  
Clerk

YB

CS/YB

Clerk/YB

Clerk

insurance. Clerk had forwarded the letters to Mr Newman and would acknowledge receipt with the solicitor.

Clerk

#### 7. New Items for Discussion

a. Annual Fair: Although the Clerk had advised Mr Trickett that the matter would be discussed at this meeting, no communication had been received. The official day, 20<sup>th</sup> September, fell on a Saturday. Members agreed that the Clerk should write to Mr Trickett to offer the formal date of Saturday 20<sup>th</sup> September, with the addition of Friday 19<sup>th</sup>, if required. Members concurred that the fair was very aware of the Green and made every effort to repair any damage after the vehicles had left. Over the years, there had been no direct expenditure on the Green as a result of the visits. The charge was agreed as £250 with the additional £60 for the extra day.

Clerk

b. Workhouse Rent: The Clerk explained that the last review had been undertaken in June 2007, with effect from the 1<sup>st</sup> October. Although in the contract it stated an annual review, the Parish Council had in the past undertaken bi-annual reviews, reserving the right to an annual review. A rent valuation for the property was carried out in April 2006 and the equivalent Fair Rent was calculated as £100 per week including insurance - £5200 per year. Mrs Stewart currently paid £390 rent and £41.33 insurance per month, equating to £4680 rent and £495.96 insurance, the total for the year being £5175.96. As a protected tenant, Mrs Stewart could not be charged the open market price, which would be substantially more. Members agreed that the rent would remain unchanged and reviewed again in June 2009. Clerk to advise Mrs Stewart.

Clerk

c. Development at Dunsfold: AJ had attended a meeting at Waverley Borough Council on Wednesday 11<sup>th</sup> June. He gave details of the proposed plan - an ecotown providing 2601 houses and employment for up to 2000 people. The scheme included housing, work places, a local energy centre for combined heat and power generation, and the cleaning of waste. Much of the resulting discussion was procedural and about the consultation process, the most likely outcome being an enquiry. Waverley Borough Council was consulting with CDC and Horsham District Council. CDC had already registered an objection. The Chairman suggested that members read the summary documents available at

[www.waverweb.waverley.gov.uk/live/wbc/pwl.nsf/\(RefNoLU\)/WA20080788?OpenDocument](http://www.waverweb.waverley.gov.uk/live/wbc/pwl.nsf/(RefNoLU)/WA20080788?OpenDocument)

The impact of the increased traffic movement on the A281 and local roads would potentially be felt quite widely and was the main concern within the village. AJ did not feel that there would be any strength in the Parish Council writing at this time, but would be interested to receive further updates from CDC.

Clerk

d. Music on The Green: A request had been received from Mrs Natalie Ayling for the Tslammers to hold a music event in the marquee on The Green on Saturday 23<sup>rd</sup> August 2008. The Clerk read from her email, which gave details of the event, along the lines of previous Jazz evenings, and the health and safety arrangements. Members were delighted that an event was being organised but were concerned that there was a potential to attract a larger younger audience which could result in crowds on The Green. Members were happy for the event to be held with the following conditions being met:

- Police to be notified.
- Ticket only admittance – numbers limited.
- Bouncers to be on the doors.
- First aid provision –qualified first-aiders to be present.
- Provision to ensure that the party does not continue after the close on the Green. Crowds to be dispersed.
- Marquee and Green to be cleared the following morning. Rubbish to be disposed of off site.
- Toilets should be provided. Inadequate within the Pavilion.

Clerk to issue Agreement form and to ensure that all conditions are met.

Clerk

e. Teddy Bears' Picnic: A request had been received from the St Peter's Social Development Team to hold a picnic on the Sundial Green on Sunday 6<sup>th</sup> July 2008 2.30 to 4.30 pm, as previously. Members had no objection. Agreement form to be issued.

Clerk

- f. Village Parking Signs: AJ explained that the Wisborough Green Fete Society was carefully considering the traffic and parking arrangements for the August Bank Holiday Fete. Three fields had now been acquired to be used as car parks which would accommodate the cars arriving from Kirdford, Loxwood and via Newpound Lane. The policeman had been hired, cones would be obtained and the Society would hopefully have parking marshals at the car parks. Although there were a number of parking signs already prepared, it was hoped that further signage to the car parks would help with the traffic flow. The Society had received a quotation of £200 plus VAT from Scruples Signs at Smithbrook Kiln for a number of signs to be prepared and wondered if the Parish Council would be willing to contribute to the purchase so that they would be available for general use within the village for other events. Members agreed that it was an excellent idea although felt that the specification should be improved for durability. The Parish Council agreed to make a donation of £200. Whoever borrowed the signs would need to replace if they were lost or damaged.

Clerk

8. Correspondence: Details of correspondence received since 20<sup>th</sup> May 2008 was distributed prior and at the meeting. The following items were highlighted to members.

- The North East Review of health services in the north east of the County was highlighted. Details of a proposal for a Horsham/Crawley hospital, produced by John Gooderham, Chairman of Patient & Public Involvement Locality Group, had also been circulated to members in advance of the meeting. In light of the recent hospital announcements affecting St Richard's in Chichester, members agreed that this proposal would provide good access to local health facilities and there was a clear and obvious need. Letter of support to be sent.
- The notification of Appeal for the proposed new detached dwelling at 1 Newfield, Newpound was highlighted.
- CDC was holding a consultation meeting 'A strategy for public art in Chichester District' at The Lecondfield Hall, Petworth on Tuesday 8<sup>th</sup> July 7 – 8.30 pm. The aim was to provide guidance for developers in the form of a Supplementary Planning Document.
- Information had been received from the Sustainable Futures Group regarding the regional sustainability framework launched on 2<sup>nd</sup> June. It set out the vision to strengthen the SE economy, social fabric and environment.
- The Village Hall Management Committee had sent a letter of thanks to the Parish Council for the donation and had taken on board the comments regarding VAT.
- Horsham District Council's LDF Reserve Housing Preferred Options document was highlighted and the development in Billingshurst.
- Confirmation had been received from CDC that complaints against councillors would now be investigated locally and should be forwarded to the District Solicitor at CDC.
- A letter had been received regarding the overgrown hedges along Kirdford Road. The hedges had now covered the grass verge and encroached into the road. It was hazardous for pedestrians and cyclists. KT confirmed that hedges could be cut at this time for safety concerns. CS to provide Clerk with details of properties involved.

Clerk

CS/Clerk

9. Finance:

- a. Donation to Church: Members agreed to a £1000 donation to the Church for the maintenance of the clock and churchyard.
- b. Accounts for Payment: The Clerk circulated the Cheque List for June, which was approved. All cheques dated 17<sup>th</sup> June 2008 unless otherwise stated.

2104	(19.05.08)	1500.00	WG Village Hall – contribution towards toilet refurbishment
2105	(29.05.08)	1081.63	Broker Network Ltd – Parish Council insurance with Came & Company
2106		438.28	Garden Care (Southern) Ltd – grass cutting contract for May
2107		120.35	Royal Mail Group – PO Box annual fee and delivery
2108		70.00	Chichester District Council – renewal of Premises Licence
2109		471.52	WSCC – Clerk's Salary
2110		241.00	K Twelvetrees – Installation of bench, spigot for b/ball net & playground fence *
2111			Error
2112		100.00	Mrs J E Miles – litter warden
2113		78.96	Mrs L N Davies – Land Registry enquiry fee, spigot for b/ball net & postage

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4101.74                      \* To be reimbursed by property owner.

- c. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. The Clerk highlighted the maximum Section 137 money available for this year – 1201 electors x £5.86 = £7037.86
- d. Internal Auditor's Report: The Clerk confirmed that Mrs Irene Marshall, Clerk for Storrington and Sullington Parish Council, had audited the accounts the previous day. There was nothing to report to members. Written confirmation would be sent shortly. The Clerk displayed the Annual Return to be submitted to the external auditors and gave explanation of the figures. She also read out the Statement of Assurance. The Chairman proposed that the Annual Return and Statement of Assurance be approved and submitted. All were in favour. Clerk to send details to the External Auditor. Members expressed their thanks to the Clerk.

Clerk

10. Planning Reports

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

<b>Application No:</b>	<b>Application and Reason</b>
WR/08/02068/DOM	Mr And Mrs A Dixon The Gatehouse School Road Proposed conversion and extension of outbuilding to provide hobbies room and garden store. <u>No Objection</u>
WR/08/02069/LBC	Mr And Mrs A Dixon The Gatehouse School Road Proposed conversion and extension of outbuilding to provide hobbies room and garden store. <u>No Objection</u>
WR/08/02106/FUL	Mr And Mrs Haines Lower Sparr Farm Skiff Lane Demolition of existing barn and construction of new stables. <u>No Objection</u>
WR/08/02251/TCA	Mrs Tricia Dixon The Gatehouse School Road Notification of intention to crown reduce by 3m 1 no. Conifer tree (T1), crown reduce by 35% 1 no. Conifer tree (T2) and fell 1 no. Sycamore tree. <u>Objection</u> Members had a preference that the 2 conifers were removed and replaced with more suitable trees. The Council also believed that T3 was an Ash tree and not Sycamore as stated. It was concerned with the loss of a tree in the Conservation Area, and suggested that it was carefully managed for the future.
WR/08/02075/DOM	Miss C Jones Chapel Cottage Petworth Road Erection of conservatory to rear of property to replace existing. <u>No Objection</u> Having declared a personal interest, RA withdrew from discussion.
WR/08/02363/FUL	Mr Richard Pinkham (Churchwarden) St Peters Church School Road Wisborough Green Billingshurst Extension to porch to form vestibule and vestry. <u>No Objection</u> Having declared a personal interest, RA withdrew from discussion.

- b. Chichester District Council Planning Decisions: The following were noted:

Application No:	Application and Reason	Decision
WR/08/01082/DOM	Mr And Mrs R Haythorntwaite North Springs Horsebridge Hill Three bay traditional oak framed garage to replace relocated existing, log store to rear. (Resubmission of WR/07/05693/DOM	Permit

11. Other Reports

- a. Village Hall: Nothing to report. Clerk to chase E P Clark for quotation for drainage on the south side of the building and work to drain away the spring from the car park. Clerk
  
- b. Workhouse:- Nothing to report.
  
- c. Allotments:- Following last month's discussion, the clerk had written to all allotment holders to request their views on the keeping of chickens on an allotment. This was permissible under the Allotments Act 1950 and a request had been received from an allotment holder to do so. The tenancy agreement currently permitted the growing of fruit, vegetables and flowers for domestic consumption. The responses were circulated in advance of the meeting and represented an even split between the holders, the main concerns relating to rats and the affect on produce. After some discussion, members agreed that chickens would not be permitted, concern being expressed that a potential rat problem would not only affect other allotment holders but surrounding properties. Clerk to advise allotment holders. Clerk
  
- d. Pavilion:- Nothing to report. The Chairman confirmed that the Clerk had written to the Trustees to highlight the concerns relating to the condition of the building and balustrade. He would speak to the Trustees regarding other minor housekeeping matters.
  
- d. Green Co-ordination Group: The basketball net had now been re-sited for the summer months. A request had been made to AJ for the cycle humps to be re-dressed. KT agreed to undertake when he had some suitable clay soil available. KT
  
- e. Neighbourhood Watch: In the absence of PP, the Clerk reported that there had been a suspicious vehicle in Newpound Lane at a property opposite Fishers Farm Park. The vehicle had been found in the drive, giving the excuse that an injured dog had escaped into grounds. It was later discovered that the garage had been unsuccessfully tampered with. The police had also warned of an antique man buying at the door below market value and thefts from beauty spots were again being reported, associated with a red Nissan and another car. Members were advised of the vehicle registration numbers. The police would like to hear of any sightings. Scrap metal, farm vehicles and fuel had been stolen and two terracotta pots were reported missing from School Road.
  
- f. Footpath Group: Negotiations were on going.
  
- g. North East Parishes Forum on 5<sup>th</sup> June 2008: KC and the Clerk attended the meeting. An excellent presentation had been made by the Sussex Wildlife Trust on the West Weald Landscape Project, which had highlighted the low level of light pollution in this area and the significance of the woodland. Small piece to appear in the next newsletter. Clerk  
 The remainder of the meeting had concentrated on the Local Development Framework and the Sustainable Community Strategy, and the consultation process over the coming months. Community Profiles had been prepared and any errors should be reported to Louise Gibbons at CDC. Clerk  
 After this meeting, a Petworth Sub District meeting of SALC was held. It had been hoped that by attendance would be increased by meeting by having 2 meetings on the same evening, but

unfortunately not. The content of the Annual General Meeting was discussed, the focus being on a re-launch of the group.

12. Any Other Business

- a. As a result of the oak tree recently falling across Kirdford Road, members expressed concern about another tree on the property boundary of Park House. Clerk to write and request that it was inspected. General note to be included in next newsletter regarding condition of trees and hedges.
- b. Pond Cottage, next to the Three Crowns, was now on the market. The original sale details had indicated that 2 allocated parking spaces were available at the front of the property. The Clerk had advised the agents that the land was part of the village green and the property had a right of access only. The details had now been corrected.
- c. The Chairman had been given the understanding that the Three Crowns Public House was now on the market. He had been approached by a developer to obtain the Parish Council's view on developing the property for domestic use. The Chairman had explained that he was not prepared to talk about the proposal and could not understand why a public house in a prominent position was now not a success, when in recent years it had been. It was a matter for CDC in the first instance.

Clerk

19. Date of Next Meeting:

Planning Committee on Tuesday 8<sup>th</sup> July 2008 at 8.00 pm (if required).  
Parish Council Meeting on Tuesday 22<sup>nd</sup> July 2008 at 7.45 pm.

There being no further business, the meeting was closed at 10.25 pm.

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Chairman

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Date