

# Wisborough Green Parish Council

Draft Minutes to be agreed on 19<sup>th</sup> May 2009

## Minutes of the Parish Council Meeting

Date: Tuesday 21<sup>st</sup> April 2009

Present: Mr R Armistead (RA) (Chairman), Mrs Y Boyd (YB), Mr J Donovan (JD),  
Mr A Jackson (AJ), Mrs P Pinkham (PP), Mr M Robinson (MR), Mr C Stride (CS)

Apologies: Mr K Charman (KC)

In Attendance: Mrs L Davies, Clerk

Members of Public: None

The Chairman opened the meeting at 7.45 pm and welcomed all in attendance.

Action By

### 1. Apologies for Absence

Apologies were received and accepted from Mr Charman.

### 2. Declaration of Members' Interests

As a member of the Rotary Club of Billingshurst, CS declared an interest in item 8c. Being members of the Wisborough Green Fete Society, AJ and the Clerk declared an interest in item 8a. No other interests were declared.

### 3. Minutes of the Last Meeting

The Minutes of the last full Council meeting held on Tuesday 17<sup>th</sup> March 2009 were approved as a correct record and signed by the Chairman.

4. Council Membership: The Chairman reiterated that Mr Twelvetrees had resigned from the Council last month and the statutory notices had been displayed in the Parish. As no election request had been received by the Returning Officer at Chichester District Council (CDC), the Council was able to co-opt a member.

Two letters of application had been received; from Mr Mike King who had previously served on the Council and from Mr Patrick Mahoney, who had been a resident in the village for many years and had previously been involved in other village organisations. Unfortunately both candidates had been unable to attend the meeting and sent their apologies.

PP also confirmed her resignation as of 24<sup>th</sup> April 2009, which left a further vacancy. Members agreed that both candidates had a wealth of experience that would be beneficial to the Council and therefore agreed to defer the co-option until the May meeting, in the hope that both candidates would be able to attend. The Chairman would also mention the vacancies at the Annual Parish Meeting. Clerk to advise Mr King and Mr Mahoney accordingly.

Clerk

5. District/County Councillor: Members noted that Mr Duncton regularly attended the meetings and showed an excellent level of interest, but were concerned that Mr Field, having now moved from the area, had not attended for some time. The Chairman had recently written to Mr Field regarding the on-going problems with occupancy at Garmans, which were being pursued by a resident, but had not received a reply. A District Councillor attending the meetings allowed for two way communications and it was felt that some degree of representation had currently been lost. Members agreed that the Clerk should write to Mr Field.

Clerk

6. Public Questions:

There were no members of public present.

7. Matters Arising from the Parish Council Meeting on 17<sup>th</sup> March 2009:

- a. Village Green Drainage: At the last meeting, it was agreed that Bourne Amenity should be awarded the drainage contract as they had provided a competitive quotation, although some adjustment to the original specification was required; exclusion of discharge to ditch but inclusion of a silt trap. The price had now been confirmed as £8953.50 plus vat will a possible £300.00 for muckaway; KC was investigating a possible alternative. Members agreed to the revised price. Bourne Amenity had confirmed that the work would be undertaken after the Fair's visit, starting on 23<sup>rd</sup> September, and would take approximately 5 days to complete.

Active Grounds Maintenance had also provided a quotation to undertake verti-draining along one side of the new drains (not the tree side) for £150.00 plus vat. If the area behind the Pavilion was included, the total cost would be £280.00 plus vat. Members agreed to the expenditure; figure to be included in the grant application. It was noted that Active were simultaneously undertaking work for the Sports Association and that is was appropriate that all the verti-draining be undertaken by the same contractor.

Clerk

- b. Village Pond: Three quotations had now been received from local pond contractors, the specification based upon the information provided by Mr Leavens, who inspected the pond in March. Members were reminded that should Mr Leavens quote not be accepted, a consultancy fee of £50.00 would be charged, as previously advised. Each quotation was discussed in detail. Members agreed that the contract should be awarded to Mr Leavens on the proviso that the work would be undertaken in 2 days, at the amended charge of £640.00 plus vat. The Parish Council would need to provide the facility to remove the debris, which was anticipated to be in the region of £50.00. This agreement included the annual maintenance of the lilies.

Clerk

- c. Clerk's Report On-going Matters:

- Telephone Pole on Green: The Clerk was receiving updates from the BT engineers. BT was now including some additional work to improve the installations in the area and therefore further third party agreements were required.

- Allotment Registration: The Clerk was pursuing. Details had not been received from the Scouts Association to date.

Clerk

- WSCC Highways Update:

- Damaged granite sets in Durbans Road had been noted and were scheduled for repair. Highways to be notified of location of damaged sets in School Road.

Clerk

- The fingerpost at the Cricketer's Junction was being fully restored although the timescale was not known.

- Highways were monitoring the gully by the Post Office; the gully was clear and running, albeit quite slowly. They were waiting for heavy rain to re-assess.

- The Clerk was still pursuing the Durbans Road gully by the A272 junction.

Clerk

- All-Weather Sports Surface: The Clerk had spoken with Mrs Holmes, Headteacher at the school. She confirmed that the school grounds would be available and could see many benefits for both the village and school. She would be happy for further enquiries and research to be undertaken on this basis and was happy for the school to be announced as a possible site at the Annual Parish Meeting.

From earlier discussion, members understood that the facility would provide a suitable surface for all-year organised sport and would not be available for informal use. As such, it was likely to require fencing to meet health and safety regulations, and would require floodlighting for winter use. Members anticipated adverse reaction to such a scheme if the Green were

- suggested as a possible location and therefore agreed to pursue the school site initially. A working group would need to be organised to lead the project. To be agreed at a later date. Clerk
- June Newsletter: Unfortunately the March newsletter had still not been distributed; it was due for circulation in mid March. As such, the Annual Parish Meeting and litter picking session had only been advertised with posters. It was felt that obtaining the advertising in the current economic climate had caused the delay. The Clerk would make tentative enquiries with other printers and consider the distribution costs. Clerk

#### 8. New Items for Discussion

- a. Annual Fete on Monday 31<sup>st</sup> August 2009: The Wisborough Gren Fete Society had made the request to hold the traditional village fete on August Bank Holiday Monday. Members had no objection. Agreement to be issued. Clerk
- b. Annual Flower Show and Marquee Security for August Bank Holiday Weekend: The Horticultural Show had sent a formal request to hold the flower show in the marquee on Bank Holiday Monday. Members had no objection. Agreement to be issued. Clerk  
The Society had also arranged for Pro-Tec Security from Midhurst, the company used last year, to offer security at the marquee for the Friday, Sunday and Monday nights, from 22.00 hrs to 07.00 hrs, and on Saturday from 00.00 hrs to 07.00 hrs. This would cost £527 plus vat and the Society asked if the Parish Council would be willing to make a 50% contribution. The Chairman and Clerk had noted the comprehensive report prepared after last year. It was a thorough report which made it clear that security was required. Members therefore agreed to a 50% contribution, being £263.50 plus vat.
- c. Event in the Marquee on Saturday 29<sup>th</sup> August 2009: The Rotary Club of Billingshurst had sent a letter requesting permission to hold a charity event in aid of The Chestnut Tree Children's Hospice and CHASE. It would follow the format of similar years, with a spit roast supper and dance with Willy Austen and his band. The bar would be organised and run by the Cricketer's Arms and the Rotary Club and volunteers from Wisborough Green would organise the arrangements. The Chairman had also spoken to Mr Craig Vit, the publican at The Cricketer's Arms. He confirmed that they would be catering from 350, which was similar to the previously organised Jazz Nights, but would admit a further 50 people for the dancing only. Members were delighted that another event was being organised on the weekend. Although members had no objection, the organisers would need to ensure that the crowds were organised and security measures were in place. It was known that Willy Austen often employed his own bouncers, which could be the same security company used by the Horticultural Society. Clerk to send agreement, stipulating that ticket sales to be limited to the maximum 400 as stated, and meeting last year's requirements regarding security, provision of adequate toilets, first aid and licensing. Clerk

#### 9. Correspondence: Details of correspondence received since 18<sup>th</sup> March 2009 was distributed prior to the meeting. The following items were highlighted to members.

- Chichester District Council – email reporting vandal damage to toilets – mud on internal surfaces on 3 occasions, seemingly Wednesday and Fridays. The Clerk had reported to PC Hanlon. Members agreed that the toilets were generally used by those passing through the village. Although being open 24 hours could be a contributing factor to the problems currently being experienced, closure had the potential to create problems elsewhere.
- WSCC –email regarding Civil Parking Enforcement (CPE) which confirmed that the police would not have the power to issue fixed penalty notices for parking contraventions when the CPE was introduced early next year. The police would still be able to act on offences such as moving traffic offences or obstruction. The Officers would be operating on an intelligence lead basis and so deployment to known issues could be planned accordingly.
- WSCC – email giving details of grants available to establish new play areas.
- Citizens Advice Bureau Horsham – a letter of thanks for donation.
- Citizens Advice Bureau Chichester – a letter of thanks for donation.

- SALC – allotment survey. Completed by the Clerk and returned.
- Wisborough Green Minibus Association – an email to thank for donation and support.
- 4Sight – a letter of thanks for donation.
- SALC – offering courses to councillors and clerk to get qualified for The Power of Wellbeing.
- Wisborough Green Scout Group – a letter of thanks for donation.
- Victim Support – a letter of thanks for donation.

10. Finance:

- a. Subscription to Sussex Associations of Local Councils: Members agreed to the annual subscription. Clerk
- b. Accounts for Payment: The Clerk circulated the Cheque List for March which was approved.

2202	31.03.09	100.00	Mrs J E Miles – Litter warden
2203	31.03.09	836.03	WSCC – Clerk's salary
2204	31.03.09	112.13	Mr I Davies – Repair of bus shelter/notice board, planting of tree in Harsfold Lane, and installation of posts in Kirdford Road
2205		279.56	CDC – rental and weekly emptying of 1100 litre bins at Pavilion and Village Hall
2206		502.84	Garden Care (Southern) Ltd – grass cutting contract
2207		310.50	J Thomas (Southern) Ltd – investigations re drainage gully
2208		109.58	Mrs L Davies – Postage, Annual Parish Meeting notice, mileage to Chichester
2209		372.48	Sussex Association of Local Councils – subscription fee
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		2623.12	

Cheques dated 21<sup>st</sup> April 2009 unless otherwise stated.

Councillors noted the work undertaken by Mr Davies, the Clerk's husband, and agreed that it represented value for money. Members confirmed that they would be happy for this arrangement for 'odd jobs' to continue.

The Clerk explained that J Thomas (Southern) Ltd had been one of the contractors who submitted a quotation for the drainage scheme. Although they had not been awarded the contract, in preparation for their quotation they had undertaken clearance of the Durbans Road gully, which confirmed the gully as a contributing factor to the failure of the current scheme. As a result of this investigation, the new drain along Durbans Road to the existing outfall in Kirdford Road was planned. In discussion with the Chairman and Vice-Chairman, it was felt that an invoice for this time was acceptable and reasonable and the contractor had therefore been advised accordingly.

- c. Statement of Accounts: The Clerk circulated details of Year End figures compared to the budget as well as the presentation of figures for the Annual Parish Meeting. Clarification was given to the Workhouse and Village Hall Reserves. It was anticipated that the Village Hall roof and stone work on the north side, as well as the windows, would need attention in the relatively near future. There were no further questions.

12. Planning Reports

- a. The following applications were 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/09/00959/TCA	<p>George Potbury Forestry Ltd                      Recreation Ground, Wisborough Green                      Notification of intention to carry out various tree works (crown lifting 3-6m, removal of limbs, deadwood, remove epicormic growth) on 38 no. Horse Chestnut trees (Nos 1-4,6,8-15, 18,21-23, 27-28, 35-38, 40, 43-44, 47-51, 53-56, 60-62)</p> <p><u>No Objection</u>                      The Clerk confirmed that the work had been deferred until the autumn. Mr Potbury had confirmed that his price may need to be revised in view of the delay.</p>
WR/09/00941/DOM	<p>Mr Mark Ogden-Meade                      Amblestowe, Billingshurst Road                      Ground floor extensions: sitting room, study, dining room. First floor extension: bedroom one. Internal alterations to provide 4 bedrooms, 2 ensuites and bathroom. Conversion of garage to playroom.</p> <p><u>Objection</u>                      Although in principle members had no objection to an extension, members expressed concern about the:</p> <ul style="list-style-type: none"> <li>- visual appearance of the proposed south extensions. The impression was of a segmented design which was not homogenous. The different shapes of the south elevation windows did not sit well together, and the entrance steps appeared to be steep and clumsy.</li> <li>- absence of garaging in the overall plan.</li> <li>- wisdom of a children's playroom with the only means of escape/exit being up a flight of stairs.</li> </ul>
WR/09/00905/FUL	<p>Mr And Mrs C Wates                      Paplands Farm Newpound                      Change of use of and associated works to existing redundant farm buildings to provide ancillary accommodation to Paplands Farm including a new external swimming pool.</p> <p><u>No Objection</u></p>

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

<b>Application No:</b>	<b>Application and Reason</b>	<b>Decision</b>
WR/08/05062/DOM	<p>Ms Jane Warren Mulder                      Little Copse Fittleworth Road                      Erection of a timber garden building.                      O.S. Grid Ref. 502721/122328</p>	Permit

WR/08/04875/FUL	Mr And Mrs Lawrence Wells Pallingham Quay Barn, Horsebridge Hill Emergency access track adjacent to existing gallop to land north-west of Pallingham Quay Barn.	Permit
WR/09/00109/LBC	Miss C Jones 2 Chapel Cottage Petworth Road Replacement hardwood conservatory.	Permit
WR/09/00113/DOM	Miss C Jones 2 Chapel Cottage Petworth Road Replacement hardwood conservatory.	Permit
WR/09/00084/FUL	Mr Marco Valesi Arun Holt Cottage, Bedham Demolition of an existing dwelling and replace with new family dwelling.	Permit
WR/09/00141/DOM	Mrs Nora Foxcroft Old Barn, School Road Use of existing garage as granny flat including internal and external alterations. All work within existing building envelope and all as original application ref. WR/95/01966/FUL and subsequent renewal ref. /06/00064/FUL	Permit
WR/09/00146/LBC	Mrs Nora Foxcroft Old Barn, School Road Conversion of existing garage to granny flat - all work is within existing building envelope and all as listed building consent WR/95/01967/LBC and subsequently renewal of consent Ref. WR/01/00360/LBC.	Permit

### 13. Other Reports

- a. Village Hall:- The Chairman, AJ and the Clerk had met with a Planning Officer from CDC regarding the planning permission for the windows. The Chairman reminded members that the windows in both the Village Hall and Workhouse had been installed over a period of time, but according to CDC written policy, double glazing was not permissible in Listed Buildings. Double glazing might be permitted in new extensions to Listed Buildings and this might be possible on the south side extension which was erected in the 1970s and where new windows were needed to replace the existing double-glazed units. The Officer would speak with the Heritage Officer and advise further. She did however advise that the replacement of the south side windows be submitted on a separate application. Members were advised that prior to the installation of windows in The Workhouse, the Clerk had contacted CDC to enquire if The Workhouse was listed. Although advised that it was not, it was subsequently found to be listed under the Village Hall entry.
- b. Workhouse:- Mrs Stewart, tenant of The Workhouse, had expressed concern that the Mortuary wall in her garden was moving due to pressure from the graveyard. Although ownership of the wall was unclear, members agreed that professional opinion should be sought.

Clerk/AJ

Clerk

- c. Allotments:- A letter had been received from the Horticultural Society expressing concern at the poor state of some of the allotments. As the plots were judged twice in a year, the Society felt that it was an embarrassment when the judge was taken around.  
The Clerk liaised closely with Mr Preston-Jones, who managed the allotments on behalf of the Parish Council. The annual renewal letters included the opportunity to reduce the size of the plot should it be too difficult to manage. Mr Preston-Jones encouraged one allotment holder to reduce their plot last April and another was vacated this April – a notice to quit was issued due to non cultivation. Mr Preston-Jones was often aware of personal circumstances, such as ill health, that temporarily meant that the tenant was not working the plot to its full potential and was therefore more lenient. There was currently one allotment that was not being worked well and the tenant was being encouraged to relinquish one half. Two parishioners were currently on the waiting list. Members discussed the comments and agreed that the allotments were extremely well managed by Mr Preston-Jones. The introduction of the Horticultural Cup was fairly recent and was only relevant to those who were interested in winning; some allotment holders purely wanted to grow fruit and vegetables. Clerk to advise Horticultural Society accordingly. Clerk
- d. Pavilion:- To date, the Sports Association's Annual Accounts for last year had not been received. The Clerk would follow up with the Trustees. Clerk
- e. Green Co-ordination Group: Nothing to report. As the cricket nets had now been erected on the concrete pad, MR agreed to re-position the basketball net behind the Pavilion. It had already been removed by the Sports Association. MR
- f. Neighbourhood Watch:
- PP reported an increase in burglaries and gave details of the incidents in Butts Meadow, Harsfold Lane, Durbans Road and Newpound Lane.
  - A van had called at a property on the edge of the village selling antiques 'in a hurry'. They were turned away.
  - Cold callers offering to re-gravel drives were also operating in the area.
  - Recent police presence in the village had been noted. It was reported that several youngsters had been caught 'drink driving'.
- g. Footpath Group: Nothing further to report. The Clerk would confirm with the WSCC Access Ranger that details of the A272 dog-leg path could be mentioned at the Annual Parish Meeting. Clerk

#### 14. Any Other Business

- a. Concern had been expressed that the tarmac bus waiting area in Kirdford Road, opposite the playground, was too small and with the speed of traffic, pedestrians were anxious that they might fall into the ditch. Members agreed that the Clerk should make further enquiries with WSCC to have the area enlarged. Clerk
- b. PP recently read an article about a village shop keeper writing the names of children on cans and sweets in an effort to identify litter and therefore reduce littering.
- c. The Clerk had received details of an Evening Chess Club which was being established in the Coffee Cup Cafe. It was free of charge and open to all ages. She would display details on the website. Clerk
- d. Although a 'Newpound Lane' road name had now been erected, members agreed that it was in the wrong position. Clerk to notify CDC. Clerk
- e. Although further lighting had been installed on the Village Hall to light the car park, organised through the Village Hall Management Committee, the Chairman was concerned that it was rather dazzling and the mounting was undesirable. He agreed to speak with a local electrician to discuss softer bulk head lights along the Village Hall wall. The Clerk stated that she was waiting to speak with Mr Tim Harris, Chairman of the Committee, as she was disputing the invoice. RA/Clerk

- f. Members noted that the access path to the North Cottage by the Cricketers Arms had now been re-paved; an excellent job had been done.
- g. PP reported a weed problem along the footpath edge in School Road. Clerk to advise Garden Care and request that the area was sprayed.
- h. Members were reminded to attend the Annual Parish Meeting, this Thursday 23<sup>rd</sup> April at 8.00 pm. The Chairman had organised the refreshments.
- i. The Chairman advised members that he had decided to resign from the Council, with effect from Friday 24<sup>th</sup> April 2009. He had thoroughly enjoyed his time on the Council, but felt that it was now time to leave, particularly as there were many new members, full of enthusiasm and commitment. He would announce his resignation at the Annual Parish Meeting. Members all expressed their thanks and appreciation for all the Chairman's help and advice over the years.

Clerk

15. Date of Next Meeting:

Annual Parish Meeting on Thursday 23<sup>rd</sup> April 2009 at 8.00 pm.  
Planning Committee Meeting on Tuesday 5<sup>th</sup> May 2009 at 8.00 pm (if required).  
Annual Meeting of the Parish Council on Tuesday 19<sup>th</sup> May 2009 at 7.45 pm.

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

Chairman: .....

Date: .....