

# Wisborough Green Parish Council

## Minutes of the Parish Council Meeting

Date: Tuesday 15<sup>th</sup> February 2011

Present: Mr J Donovan (JD), Mr R Hamilton (RH), Mr A Jackson (AJ), Mr M King (MK),  
Mr P Mahoney (PM), Mr N Parsons (NP)

Apologies: Mr R Bowes (RB), Mr K Charman (Chairman), Mr M Robinson (MR)

In Attendance: Mrs L Davies, Clerk  
Mr C Duncton (County Councillor)  
Mrs N Graves (District Councillor)

Members of Public: None

In the absence of the Chairman, Mr Jackson as Vice-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 Bowes, Mr Charman and Mr Robinson.

### 2. Declaration of Members' Interests: No interests were declared.

### 3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 18<sup>th</sup> January 2011 were approved as a correct record and signed by the Chairman.

### 4. District/County Councillor Update:

#### County Councillor:

- Budget cuts continued to be high profile. A £75 million cut in budget was required and would result in the loss of 500 jobs. It was anticipated that the full effect of the reduction would not be felt for 6 months. It would be a difficult 18 months, with a further 8-9% reduction anticipated in subsequent years, with further job losses, amounting to up to 1500. 5000 employees would be retained over the whole authority.
- The new Chief Executive, Mr Kieran Stigant, was now in post. He had been with the authority for 10-15 years, working his way up to his current position. He would be costing £100,000 less than the previous Chief Executive.
- Cabinet Meetings were now open to the general public for the first time in the Council's history. The first meeting was well attended.
- The Winter Management Plan had been very well received in the parishes. A questionnaire to gain feedback for improvements would be circulated at the end of the winter. AJ confirmed that the Parish had been pleased although some opportunities for improvement had been identified.
- The salt dumpy bags placed within parishes were available to Parish Council's to collect and store at the end of the winter. WSCC still had 9000 tons available which would cover the remainder of the winter.
- The A24 improvements at Bucks Barn crossroads had been scaled back by the Government. It was a dangerous road and County would press that some crossings were closed; there was a fatal accident only last week.
- The experimental 40 mph limit at Alford Bars (bordering Surrey) had been put in place for a 6 month trial. If reduced speeds were recorded, it would be enforced.
- Kirdford shop had won two awards; Observer Group, Best Village Shop and a national award from the Daily Telegraph.

- The Cabinet Member for Education had announced at a recent meeting that Wisborough Green Primary School was applying for Academy Status. As Clerk to the Governors, the Clerk explained that an interest was registered purely to obtain further information; it was considered inappropriate at this time for a small primary school with a new headteacher.

District Councillor:

- The Council's 2010/2011 net budget of £14.2m was funded virtually 50/50 between government grant and council tax, government grant being £7,185m, but that in 2011/2012 the government grant would be just £4.412m a reduction of 38.6% or £2.8m. In 2012/13 there would be a further reduction of £0.455m. These two reductions would equate to a reduction of government grant of 44.9%, virtually half of what Chichester District Council (CDC) had been receiving. It was hoped that there would be staff movement rather than redundancy.
- A reminder that Census Day was Sunday 27<sup>th</sup> March 2011. It was important that the numbers, details and needs of local residents were recorded accurately as the information would affect the funding and allocation of resources over the next 10 years. Any help in publicising would be appreciated.
- Council Tax for the year 2011/12 had been frozen and would be at £133.24 Band B equivalent. This represented a 0% increase. Members' allowances would also remain frozen, for the third year running.
- Rural Allocations Policy for housing would be developed within the Council's existing Allocation Scheme. This would give priority to local people in Bands A-C on all rural re-lets. If there was no local person applying, the property would be allocated to the household with the greatest need. This was as a result of concerns raised by many rural Parish Councils and also reflected the Localism Bill and Housing Green Paper which encouraged rural communities to have a greater say in their community development and possibly attract support for future affordable housing projects.
- The following figures for the District were given as of December 2010:  
Number of homeless applications – 17  
Number of households who had asked for housing advice - 35  
New Housing Register applications – 85  
Total number of people on the housing register Bands A – C – 2179
- In partnership with WSCC, CDC was holding a free Family Fun Day at Westgate Leisure Centre for disabled people and their families/carers on Sunday 6<sup>th</sup> March.
- A Family Fossil Hunt would be held in Bracklesham Beach on Saturday 2<sup>nd</sup> April and 16<sup>th</sup> July. Help on hand from local expert.
- CDC gave funding to the Chichester Festival Theatre. They reported a very good season and one production exceeded the Box Office target by £150,000. It was noted that the theatre brought many visitors to Chichester adding to the economic success of the area. The theatre also had a Learning Education and Participation Department which attracted support from all age groups.
- MK had been under the impression that the South Downs National Park was to be funded nationally and would be financially beneficial to the county, but questioned why it now appeared that both WSCC and CDC had to provide some funding. Mrs Graves explained that the South Downs National Park Authority was another layer of local authority, with a headquarters and 2 satellite offices to maintain. A planning department had been formed and would be reviewing development of 40 or more houses. Although the County's economy would benefit from visitors, the national money that had been suggested was no longer available to the full extent, hence support required from the County and District Councils.
- MK was delighted to receive details of the recent Rights of Way consultation which confirmed that WSCC would be responsible for Rights of Way inspections and maintenance across the whole county. Half of the parish had previously been under the jurisdiction of the South Downs Joint Committee who relied heavily on volunteers. As such, the work was perhaps not undertaken to the same standards of WSCC; this was a positive change.

5. Public Questions: No members of public present.

6. Matters Arising from the Parish Council Meeting on 18<sup>th</sup> January 2011 and update on on-going enquiries:

- a. Surface Water Drainage around the Pavilion: Howards Garden Care had started to clear the ditch but due to wet ground conditions had been unable to finish. Unfortunately, the owner of Park Cottage had expressed concerns; the Chairman and Clerk would be meeting with him on Friday. It was hoped that once this work had been completed, outlets would be revealed and further investigations in the Pavilion drain problems could resume.
- b. Affordable Housing: PM, AJ and RH had held an initial meeting. Historical information was distributed to members which included details of historical parameters, previous applications and reasons for decline, and a summary of CDC's Local Development Framework (LDF). AJ gave brief explanation to CDC's previously rigid policy of retaining development within or adjacent to the settlement area and ignoring potential satellite sites. It was understood that the LDF Core Strategy consultation would commence again in Autumn 2011. After some discussion it was agreed that:
- The Parish Council would support an open communication policy. To that end, PM agreed to prepare a statement which would be circulated to members to add comments and be ratified at the next meeting. It would form the Parish Council's response and be published at a future date.
  - Only research was possible at this stage; it would be unwise to set in stone any decisions with the election and potentially new Council from May, PM
  - Consideration be given on how to engage with the community. The Clerk would attend the Action in Rural Sussex Community 21 Pilot presentation. Clerk
  - The Council might chose to undertaken a consultation. To be considered in junction with the Parish Plan activities.
  - Mrs Graves would make enquiries about the likely impact of the Localism Bill and The Housing Green Paper and what impact the LDF would have. Mrs Graves
  - The Affordable Housing Group to have informal discussions with landowners who had historically offered land to ascertain their plans/requirements and understanding of current affordable housing requirements.
  - To meet potential developers to get a better understanding of how they operated.
  - Further discussion by the Parish Council was required and it was agreed that an extra meeting might need to be called to allow sufficient time for discussion.
- c. Parish Action Plan: MK had circulated a briefing document on the Localism Bill in advance of the meeting. Although the group had not met, historical information had been reviewed. He explained that the Bill proposed reforms which would devolve greater power and freedoms to councils and neighbourhoods, establish new rights for communities, revolutionise the planning system and give communities control over some housing decisions. Although the previous Acton Plan (published in 2004) received plaudits from CDC, it did not get the recognition the Parish Council had hoped for and would not be considered by CDC on planning matters. The new legislation suggested that future Neighbourhood Plans would be taken more seriously. The Council was currently considering affordable housing and a parish plan. He stressed that both be considered carefully in the context of each other otherwise planning consultation could be duplicated. MK proposed that limited discussion only be undertaken at this time until after the May election, and when a clearer understanding of the Localism Bill was known. All were in agreement. MK
- d. Improvements to Junior Cricket Facilities: In the absence of MR, nothing to report. At the Sports Association Annual General Meeting, RH had advised that the cricket square had been re-positioned some years ago to allow room for an artificial pitch on the Durbans Road side where there was more room. MR to arrange meeting. MR
- e. All-Weather Sports Surface: PM had received a response from a school governor. It was with regret that the school site had been withdrawn; the area we being used for an ecological and wildlife project. Members agreed that due to location and finance, there was sadly no opportunity to progress at the present time although it would be reconsidered and investigated if an opportunity arose. PM to prepare an article for the next newsletter. PM
- f. Marquee at the Cricketers Arms: The green canopy had now been removed. The Chairman had discussed arrangements regarding the events marquee and it had been agreed that Mr Vit, the

publican, would email requests to the Clerk. He had given assurances that it would be erected the previous day and taken down the day after the event, weather permitting and would only be used when commercially necessary. Due to the nature of the business, Mr Vit was unable to specify the likely number of requests over the course of a year. Members were reminded that this was a commercial activity and that the marquee was erected on Parish Council land; other organisations using the Green signed an Agreement. Members therefore agreed that the management should be delegated to the Clerk who would provide details after 6 months.

Clerk

g. Clerk's Report on On-Going Matters:

- Highways Update: The Clerk had a number of items that she was pursuing. The most pressing was the removal of the loose gravel at the Cricketers junction. RH had also asked the Clerk to ascertain if it was Highways responsibility to replace the faded 'no authorised access' sign at the entrance to Western Road. As it was Parish Council responsibility, clerk to ascertain cost for future discussion.

Clerk

- Playground Update: The Clerk had now met with 3 playground equipment manufacturers as well as a consultant recommended by Petersfield Town Council. Plans and quotations were now being prepared for consideration. Further details at a future meeting.

- Section 106 Contribution: As advised at the last meeting, Hyde Martlet had requested the return of the remaining Section 106 money. A request had now been made for this money to be used for a drop kerb outside Garmans on the school end. No response to date. There was currently a problem with school parents parking on the pavement outside Garmans restricting visibility for pedestrians. A meeting would therefore be arranged with the Parish Council to discuss possible solutions; these problems could support the request for Section 106 money from the central fund to extend the Durbans Road lay-by. RB had been advised.

RB/Clerk

- Scout Hut Lease and Land Registration: Details had now been sent to Hedleys Solicitors.

7. New Items for Discussion

a. Wisborough Green Fete Society: A request had been received for the Society to use the Green for the August Bank Holiday Fete on Monday 29<sup>th</sup> August 2011. Details would be similar to last year, set up from about 8.30 am with the Fete open from 1 pm. In addition, the Society had requested permission to erect an advertising board on the verge in Kirdford Road as previously. Members had no objection. Clerk to issue Agreement form.

Clerk

b. Wisborough Green Horticultural Society: A request had been received to erect a marquee on the Green for the August Bank Holiday Show. The Horticultural Society had made a provisional booking of the marquee from the previous provider; Lewis Marquees Ltd, who had agreed to hold the 2010 price. Member were happy to accept this quotation. In addition, the Horticultural Society asked the Parish Council to consider a contribution towards the security costs. It was anticipated that an event would be held on the Friday night and any additional charges would be covered by the organisers. Members agreed to contribute 50% of the Horticultural Society's element to a maximum of £350.00. Clerk to advise and issue Agreement form for use of the Green.

Clerk

c. Village Market – A request had been received to hold the Village Market on the Green, outside the Pavilion, on Thursday 1<sup>st</sup> August 2011. Member had no objection. Clerk to issue Agreement form.

Clerk

8. Correspondence: Details of correspondence received since 18<sup>th</sup> January 2011 was distributed prior and at the meeting. The Clerk highlighted details as follows:

- Mrs S Yeo – copy of objection letter sent to CDC regarding The Three Crowns planning application.
- Rural Services Network – latest weekly rural news digest – circulated.
- National litter survey – details forwarded to Beverley Twelvetrees.

- Sam Irving – rescheduled opening of Portal Close, West Ashling – Friday 18<sup>th</sup> February 1 – 3 pm. Hyde Martlet, CDC, Funtington Parish Council and members of the Affordable Housing Working Group would be present to answer questions.
- South Downs National Park – Help Shape the Future of the South Downs – seeking people to join a Local Access Forum. Details included on website.
- WSCC – Proposed Highways and Transport Forward Programme for 2011/12 and 2012/13. Carriageway resurfacing – The Luth to Durbans Road (£62,000) and Drainage Improvements B2133 Loxwood Road (£22,000). On consultation until 4<sup>th</sup> March. Details sent to RB for information.
- Rural Services Network – Parish news – circulated.
- Rural Services Network - latest weekly rural news digest – circulated.
- WSCC – unconfirmed minutes of County Local Committee meeting held on 18<sup>th</sup> January 2011 – circulated.
- Mrs A Hamilton – copy of letter sent to CDC re The Three Crowns.
- Countryside Access Forum – agenda for meeting on 2<sup>nd</sup> February – sent to MK for information.
- Sam Irving – Keen to continue discussion with parish and meet working party to discuss further. Forwarded to PM, AJ and RH.
- Message from Chief Inspector Ali Darge – circulated. Crime reducing in district. Increase in break ins from sheds.
- Rural Services Network - latest weekly rural news digest – circulated.
- AiRS- details of Community 21 pilot on Thursday 3<sup>rd</sup> March. Clerk to attend briefing at 4 pm. Clerk
- SALC – details of Councillor Introduction Training Sessions: 31 May 9 am – 12 noon and 2 June 16.30 pm to 9.30 pm.
- Field's in Trust – to mark The Queen's Diamond Jubilee and the London 2012 Olympics aim of programme is to protect outdoor recreational sites – the Queen Elizabeth 11 Fields – successor to the King George V Memorial Fields. Improved access to funding. Different areas considered including children's play areas. Nominations now being received. Clerk
- **Members agreed that the clerk should make further enquires in relation to the children's playground refurbishment.**
- SALC – invitation to attend West Sussex Rural Forum Decentralisation & Localism Bill Meeting on Tuesday 22 March in Henfield. MK and Clerk to attend at a cost of £20. Clerk/MK
- SALC – Sussex Police are carrying out a survey on preference of methods of contacting them in the future. Link provided to complete online survey. Circulated to all and NHW coordinator.
- WSCC Solicitors – copy letters regarding Section 106 money and possibility of using for drop kerb.
- Mr C Bryant – expressing concern re cars parking at the front of the school on the pavement outside Garmans. **The Police Constable Support Officers had attended on the 7<sup>th</sup> February when they held a community event in the village.**
- Rural Services Network - latest weekly rural news digest – circulated.
- Chief Inspector Ali Darge – details of street briefings, on-line survey and savings to be made. Circulated to all.
- CDC – free training – making sense of social media. Aimed at businesses and organisations. Clerk to attend. Clerk
- AiRS – details of Village Hall Workshop – forwarded to Village Hall Management Committee.
- Josef Ransley (Kirdford PC) – details of possible workshop on Localism Bill. Advised that PC would be interested.
- WSCC – details of Public Rights of Way inspections – forwarded to MK for information. From 1 April, all 4071 km will be managed by WSCC. Operations by South Downs Joint Committee will cease when SDJC was succeeded by the new South Downs National Park Authority. **MK was pleased that WSCC would be taking on the responsibility. They offered an excellent service, inspecting paths 9 monthly. Half of the parish had previously been inspected by the South Downs Joint Committee which had been more sporadic. He considered this a very positive move.**
- Southern Water – request to carry out great crested newt survey of pond. Permission granted and details of findings requested.
- Mr R Pinkham – copy of a note circulated to residents regarding The Three Crowns

- application.
- Mrs Janet Carter – affordable housing and development on her land. Following up agreed action by Parish Council and calling for public meeting. Letter of response sent acknowledging receipt and confirming that affordable housing would be given full consideration and consultation with village.
  - Mr J Tulip (ex Parish Councillor) regarding The Crowns application and highlighting that a plot of land in The Park was refused access.
  - Mrs E Ringrose – concerned about possibility of bus service reduction due to recent national press – many people in village reliant upon it. Would like PC support. Clerk contacted WSCC to ascertain if services are under threat – coordinator on holiday until next week. Clerk
  - Mr John Newman, Chairman of the Sports Association, had sent details of end of season pitch repairs. Mr Newman was currently discussing to ascertain funding available. **Although money had been included in the budget, members were mindful that the Pavilion drain problems were still on-going. Discussion at the next meeting.** Clerk
  - Rural Services Network – Latest weekly rural news digest – circulated by email.

9.00 pm – Mr Duncton left the meeting room.

9. Finance:

- a. Donation Requests: : A list of requests received over the year, along with details of the payments agreed for last year, was circulated for consideration in advance of the meeting. Due to the increasing number of requests, members had agreed last February that donations would only be considered to organisations which had made a request. It was confirmed that requests had only been received from the Wisborough Green Minibus Association and Victim Support. The Scouts Association had written to express appreciation for the Parish Council's support but understood that in a year of austerity the Council might be limited in their donations to worthy causes. On this occasion, they had not requested a donation, but asked that they be considered in future years. Councillors discussed each request and agreed to support the following charities, to be paid in March 2011 unless otherwise stated.

Wisborough Green Minibus	£250
Victim Support	£150
The Royal British Legion	£100 (paid in November 2011)

Sussex County Playing Fields Association £15  
 As the Association had previously been approached by the Sports Association to help fund Pavilion improvements, it was agreed that the payment should be made on receipt of the request.

St Peter Ad Vincula £1000 (paid in June 2011)  
 Although it was understood that this payment had been made for many years, there was strong feeling that the donation should be considered again on receipt of a request and after discussion regarding the wall. Clerk

- b. Christmas Tree: In previous years, the Council had considered having a permanent spigot positioned in the ground. A quote had been received from Mr Twelvetrees for £125, which would include the removal of the current tree. As an alternative, the Clerk had investigated the cost of having a potted tree planted which could be dressed with lights once a year. She had only made one initial enquiry; largest potted tree available was 7-8 foot in height but would grow up to 2 feet in one growing season and would cost £250. Arundel Arboretum had received several enquiries from Councils. Members asked that the Clerk make further enquiries as planting a tree was more environmentally friendly and cost effective. Parish Councillors agreed to remove the tree. Clerk

- c. Accounts for Payment: The Clerk circulated the Cheque List for February which was approved.

<b>Cheque Number</b>	<b>Total</b>	<b>Details</b>
2392 07.02.11	833.09	WSSC – Clerk's salary for December
2393 07.02.11	20.00	Action in Rural Sussex – Fee for Mike King and Clerk to attend Localism Bill meeting
2394	2094.59	CDC – annual fee for emptying litter bins and dog waste bins
2395	833.09	WSSC – Clerk's salary for January
2396	1400.00	B Twelvetrees – annual litter warden charge
2397	103.42	British Telecommunication plc – telephone and broadband charges
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	5284.19	Cheques dated 15 <sup>th</sup> February 2011 unless stated otherwise.

- d. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. The following were highlighted: CDC had refunded half of the planning fee as there was a reduction for Parish Councils, the annual CDC litter collection invoice had now been received and the Village Hall Management Committee had reimbursed the Council for the window deposit. There were no further comments or questions.

9.30 pm – Mrs Graves and MK left the meeting room.

#### 10. Planning

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

<b>Application No:</b>	<b>Application and Reason:</b>
WR/10/05239/LBC	Mrs Louise Davies, WGPC Old Workhouse School Road Remedial repairs to the walled garden of the 'old workhouse' (north, east and south walls) and the construction of new buttresses to match existing to the east wall. <u>No Objection</u>
WR/10/05243/FUL	Mrs Louise Davies, WGPC Old Workhouse, School Road Remedial repairs to the walled garden of the 'old workhouse' (north, east and south walls) and the construction of new buttresses to match existing to the east wall. <u>No Objection</u>
WR/11/00073/TCA	Mrs Sally Hicks Old School House School Road Notification of intention to remove 1 Leyland Cypress hedge (marked as 1 on plan) and 2 no. Leyland Cypress trees (marked as 2 and 3 on plan). <u>No Objection</u>
WR/11/00220/DOM	Mr Michael Gibbons Farlea, Billingshurst Road Two storey extension to rear elevation entrance porch and 2 no. dormer windows to front elevation. <u>No Objection</u>

WR/10/03964/DOM	<p>Mrs Sandra Matthews 4 Butts Meadow, Wisborough Green Sussex Erection of 1.8m x 15m fence.</p> <p><u>Objection</u> The Parish Council <u>objected</u> to the implied loss of natural hedge in this Conservation Area. A fence would have a strong and unacceptable impact, and would be against the policies of the Conservation Area.</p> <p>The Parish Council would be sympathetic to a fence located behind the existing hedge and new mixed hedging planted to fill the current gap.</p>
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b. Chichester District Council Planning Decisions:

<b>Application No:</b>	<b>Application and Reason</b>	<b>Decision</b>
WR/10/01353/DOM	Mr Christopher Mosley The Old Cottage, Wisborough Green Installation of an air source heat pump.	Refuse Noise
WR/10/05028/DOM	Mr Tim Mcmath Old Barn School Road, Wisborough Green Proposed single storey side extension minor internal alterations.	Permit
WR/10/05030/LBC	Mr Tim Mcmath Old Barn School Road, Wisborough Green Proposed single storey side extension minor internal alterations.	Permit
WR/10/05663/DOM	Mr Tim Rendell Brook House, Newpound Lane New first floor extension. New pitched roofs to existing flat roofs on house, garage and porch.	Permit

- c. The Three Crowns Planning Application: AJ confirmed that he would be speaking at the CDC Planning Committee meeting on Wednesday 16<sup>th</sup> February. He read his 3 minute statement which was endorsed by members.

11. Other Reports

- a. Village Hall:-
- Leaderbin: Details had now been received from the Village Hall Management Committee which would be forwarded to KC and RB for further discussion. Clerk
- b. Workhouse:-
- Mortuary Wall: The planning applications were now on consultation.
  - Replacement Windows: The Clerk had left several telephone messages for Chartwell Windows but had received no response. It was also necessary for Chartwells to provide plans of the proposed change to submit to CDC. She would pursue. Clerk
- c. Allotments:- Allotment no. 1 had now been re-allocated.
- d. Pavilion:- The Clerk had noted that cardboard and other recyclable material had been put into the 1100 litre metal bin at the Pavilion, which had been highlighted to Mr Newman, Chairman of the Sports Association. In view of the recycling now being undertaken, a reduction in the size of the bin and therefore cost saving was being considered by Mr Newman. Clerk
- e. Green Co-ordination Group: Nothing to report.

- f. Neighbourhood Watch: No village specific incidents to report. Several advisory notices had been sent out via the Neighbourhood Watch Coordinators.
- g. Footpath Group: Nothing to report.
- h. Youth Club: A successful pizza evening had been held last week; 30 young people attended.

12. Any Other Business

- a. RH confirmed that he had checked the litter bins around the Green and on most weeks, only a small amount of litter was being collected. There were 3 well used bins; by the bus stop, on the corner at the village shop and in Western Road opposite the old petrol pump. It was obviously the winter when the Green was used less but the findings suggested that there was a possible cost saving, perhaps with a reduction of bins in the winter months. Clerk to discuss further with CDC.
- b. RH highlighted the pothole on the junction of Butts Meadow and Kirdford Road. The Clerk confirmed that this had already been reported to WSCC.
- c. RH had been looking into possible replacement trees for the dying Horse Chestnuts. Oaks were an obvious choice but they were susceptible to Sudden Oak Disease. Beech would be another option but again susceptible to other diseases. It would need further thought and discussion as potentially oriental species might need to be considered.
- d. The Chairman had confirmed to the Clerk that he had inspected the village green drainage with Bourne Amenity. All was working well and as expected.
- e. There was an oil spillage in the Village Hall car park that morning. The hydraulics on a CDC recycling lorry failed. CDC provided sand and Mr Preston-Jones inspected the pond. The property owners at Glebe Barn had been affected.

Clerk

13. Date of Next Meeting:

Planning Committee Meeting on Tuesday 1<sup>st</sup> March 2011 at 8.00 pm (if required)  
Parish Council Meeting on Tuesday 15<sup>th</sup> March 2011 at 7.45 pm.

There being no further business, the meeting was closed at 10.00 pm.

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Chairman

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Date