

## Wisborough Green Parish Council

### Draft Minutes of the Parish Council Meeting to be agreed on 20<sup>th</sup> July 2010

Date: Tuesday 15<sup>th</sup> June 2010

Present: Mr K Charman (KC) (Chairman), Mr A Jackson (AJ), Mr M King (MK),  
Mr N Parsons (NP), Mr M Robinson (MR)

Apologies: Mrs Y Boyd (YB), Mr J Donovan (JD), Mr P Mahoney (PM)  
Mr C Duncton (County Councillor)

In Attendance: Mrs L Davies, Clerk  
Mrs N Graves (District Councillor)

Members of Public: 2 (Applicants for vacancy)

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 Mrs Boyd, Mr Donovan and Mr Mahoney

#### 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> May 2010 were approved as a correct record and signed by the Chairman.

#### 4. Council Membership: Two applications for the one vacancy had been received from Mr Russell Bowes and Mr Roland Hamilton; application letters had been circulated to members in advance of the meeting. The Chairman explained that Mrs Boyd had now resigned due to work commitments which created a further vacancy. This vacancy would need to be advertised in the Parish before a member could be co-opted. The Chairman thanked Mr Bowes and Mr Hamilton for attending the meeting and proposed that in light of the new vacancy, the statutory notice should be displayed and co-option of members considered at the July meeting. All were in favour. A brief explanation of a Councillor's role was given. Mr Bowes and Mr Hamilton were invited to stay for the meeting.

7.55 pm – NP entered the meeting room and declared no interests.

#### 5. District/County Councillor Update:

County Councillor: Mr Duncton had sent his apologies. There was nothing to report at this time.

#### District Councillor:

- CDC wished to protect Housing funds for use within the district and to ensure that it did not lose control of the funds. The Housing Supply Fund would be used over the next 3 years to fund gaps in the affordable housing targets. The MyChoice Home Buy Scheme was very successful and enabled 51 first time buyers to purchase properties in the past 5 years. Council Equity Loan monies of approximately £200,000 was available for first time buyers. The Mortgage Rescue Scheme had now been extended to properties with shared ownership residents and Housing Association tenants with arrears; amounts of up to a maximum of £5000 per property would be available. The initiatives were to reduce homelessness in the district.
- A Conservation Area Character Appraisal had recently been conducted in South Harting and as a result, an Article 4 Direction had been confirmed which covered the Permitted Development as

outlined in the Town and Country Planning Order 1995. The Conservation Character Appraisal identified a number of threats to the area's special character due to small scale changes made to individual houses that would normally come within the scope of Permitted Development. Minor changes to roofs, loss of chimneys, poorly sited satellite dishes, minor changes to unlisted buildings, including uPVC windows and doors, loss of front gardens and boundaries to create parking spaces. Each individual change might only have a very limited impact but together over time could severely undermine the special character of an area. This might set a precedent and many other villages might wish to have an Article 4 Direction.

- CDC was introducing a new Grants and Concessions Policy. Funding would be aligned to Council's priorities. Deadline for comments was Monday 21<sup>st</sup> June and should be sent to Shelley Tanner at CDC.
- CDC's Standards Committee required 4 new independent members. The Committee monitored Ethical Governance of Local Authority and the Effectiveness of the Code of Conduct to oversee, promote and support high standards of behaviour, relevant to both Parish and District Councils. Further information could be obtained from Vivien Williams the District Solicitor. Closing date 25<sup>th</sup> June 2010.
- A junior aquathon was being held at Westgate, Chichester on Saturday 17<sup>th</sup> July. Young people were being encouraged to swim at the Westgate Leisure Centre and then run around the Chichester College Campus. Further information available from Any Roots on 01243 785166 ext 4871.
- About 1176 school children from across the district visited the District's museum over the past year. It offered 'hands on' learning. Further information could be obtained from Samuel Fieldhouse on 01243 785166.
- Mrs Graves had made some further enquiries regarding 4 Garmans and understood that investigations had been conducted, although Hyde Martlet would be contacted again. The Chairman explained that a parishioner had taken action and the Council had offered some support but with caution owing to the lack of unequivocal evidence in this case.
- MK commented that the current Government was disbanding the regional planning directive and asked how this would affect CDC and the housing targets. Mrs Graves confirmed that CDC would continue preparing the Local Development Framework and anticipated some changes as a result of the new directives. Without improvements to the infrastructure (the A27, water and sewerage works) the Council would be unable to meet the current development targets; infrastructure generally within the district was not good. Although enormous targets had been placed on CDC, the 5 year target had been met. The new South Downs National Park also had planning implications for the district.

9. Public Questions: There were no public questions.

10. Matters Arising from the Parish Council Meeting on 18<sup>th</sup> May 2010:

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

- Emergency Plan: An email had been received from Lloyd Harris, Emergency Planning Officer at CDC, complimenting the Parish Council's document and commending the Council on having the foresight to provide emergency equipment. He was willing to create a scenario should members wish to test the Plan. It was agreed that this would not be necessary as the Plan was tested during the snowy conditions in January, which highlighted some communication problems which had now been addressed. Mr Stride had also confirmed that he would be unable to remain as part of the team but would obviously volunteer should the need arise. A further Parish Council member would therefore need to take on the responsibility – to be discussed at a future meeting.

Clerk

The Clerk had now heard from the warden at Wyatt House. Management felt that they were unable to cover every eventuality within the Plan but the Clerk had arranged to meet with the warden in July to discuss a link with the Parish Council and in-village help.

Clerk

- Highways Update: The drains had now been jetted and cleared. The jetting team had been a little puzzled that they could not source the outlet when jetting around the Pavilion. Heavy rainfall was now required to test the system. Members asked if the Clerk could obtain a report and questioned whether the drains in Durbans Road, by Brook Bridge, had been jetted.

Clerk

- Traffic Regulation Order for double yellow lines: No further update from Mr Johnson, Deputy Divisional Manager at West Sussex County Council (WSSC) Highways. The Clerk would pursue. Clerk
- Civil Parking Enforcement: The Clerk had left several messages for Mr Chris Barratt at West WSSC but to date, no response had been received. Clerk to pursue. Clerk
- Affordable Housing: An email from Mr Sam Irving, Rural Housing Enabler at CDC had been circulated to members. It contained information about the housing need within the village. Mr Irving was keen to discuss affordable housing as a number of the key influential policies had changed since the Garmans site was developed. Members were pleased to meet with Mr Irving, but due to the summer holidays and a longer agenda in September, felt that the October meeting would allow sufficient time to discuss a sensitive issue within the village. AJ asked if Mr Irving could provide details of supply and demand over the past 10-20 years and the amount of housing stock available. Clerk to make arrangements and confirm. Clerk

#### 8. New Items for Discussion

- a. Annual Fair: The official date for the Fair, 20<sup>th</sup> September, fell on a Monday and a request had been received from Mr Trickett for the Fair to also operate on Saturday 18<sup>th</sup> September. He would again be offering cheaper fares during late afternoon/early evening. Mr Trickett had advised that times were now more difficult and as a result, the fair attractions were markedly reduced last year; the attendance fee being split between the stall holders. Mr Trickett was currently charged £250 for the main day and £60 for the additional day; the last increase in 2005. Members agreed that the money charged was used to repair any damage. In view of Mr Trickett's comments, the charge would not be increased this year. Clerk to advise Mr Trickett. Clerk
- b. The Old Workhouse Rent Review: The last review was undertaken in June 2009 with effect from 1<sup>st</sup> October 2009. Although the contract stated that an annual review would be undertaken, the Parish Council had in the past undertaken bi-annual reviews. Full details of the increases and history had been provided to members in advance of the meeting. Apart from the Mortuary Wall, there was no anticipated expenditure on the Workhouse itself. Members therefore agreed that the rent would not be increased in October but a review would be undertaken in June 2011, effective from October 2011. Clerk to notify Mrs Stewart. Clerk
- c. Restoration/Cleaning of Village Benches: The bench by the notice board had been cleaned and oiled. Members agreed that this was a great improvement and that all benches should be cleaned on a phased basis. Each bench cost around £45 to clean, depending on the fixings, and as such, it was agreed that 10 should be cleaned during this financial year. Clerk to organise. Clerk
- d. Junior Football from September: The Chairman had had several conversations with Mr Alan Ball, who had previously organised the Saturday morning football sessions; unfortunately Mr Ball's involvement had now finished. With his approval, an email was sent to all parents on his mailing list to enquire if any parent was willing to organise training for the 3 – 6 year old age group; arrangements had been made for the over 7s to join the Kirdford Football Club. To date, no response had been received. The Chairman had therefore spoken with Mr Jason Today, Chairman of the Football Club, to ascertain if the Football Club could become involved. The Club was obviously keen to encourage younger football activities in the village and members agreed this was a desirable objective. Mr Today was therefore making further enquiries within the Club. As about 90 young people played cricket and many were likely to be involved in football, it was suggested that these parents should be approached. Members agreed to wait to hear from Mr Today before pursuing with the Cricket Club parents. KC  
MK expressed his disappointment that many of the children would be moving to Kirdford; to have all age groups participating in Wisborough Green should be encouraged, which was endorsed by all.  
Mrs Graves highlighted that Mr Ben Polehill at CDC organised various football training sessions throughout the district, involving Brighton and Hove Albion Club, and could be a useful point of contact.

12. Correspondence: Details of correspondence received since 19<sup>th</sup> May 2010 was distributed prior and at the meeting. The Clerk highlighted details as necessary.

- South Downs National Park newsletter – circulated to all and put on website.
- Rural Services Community – weekly rural focus – circulated to all.
- Rural Service Network – parish newsletter – circulated to all.
- Open Spaces – summer news booklet, accounts and details of Annual General Meeting. Forwarded to MK for information.
- A resident in Durbans Road had highlighted overgrown vegetation make the use of the pavement difficult. The property owner had been informed.
- Wey & Arun Canal – newsletter – circulated to all.
- SALC – notification that a Big Lottery Community Wildlife grant fund was about to open for projects that brought local people together to discover, enjoy and protect the wildlife in their local area. Details forwarded to MK.
- SALC newsletter – circulated to all.
- CDC Community Buildings and Facilities Audit – linked to Section 106 legal agreements which actively sought developers' contributions for community building/facilities to help accommodate the needs of the new residents. Information requested from Pavilion, Village Hall and Scouts. Clerk to complete and return.
- West Sussex Mobile Youth Trust – details of Annual General Meeting to be held in Wisborough Green on Tuesday 29<sup>th</sup> June. Details forwarded to MK.
- WSCC – meeting to be held at the Grange in Midhurst on either 13<sup>th</sup> or 29<sup>th</sup> July to hear about future plans and how needs would be met when the centre was closed for re-development.
- Horsham District Council – due to changes in the planning system, a review of the current adopted Statement of Community involvement would be undertaken. Public consultation over the summer and the Council would be advised.
- Concern had been expressed about the footpath that ran in front of the Three Crowns. Two issues were highlighted. The parking of cars in the road blocked the pavement and made crossing difficult, especially for the elderly. Cars also parked too far forward in front of the public house and again caused difficulties for those using the pavement.  
Members agreed that a white line should be painted on the road to prevent the pavement from being obstructed. Clerk to organise.
- The issue of cars pulling too far over the pavement had been raised previously. Different options were discussed, which either created additional problems or would be cost prohibitive. Members were not in favour of concrete bollards. It was therefore agreed that AJ and the Clerk should speak with the publican in the first instance to discuss signs or other ideas.
- Rural Community Focus – circulated to all.
- Update on NHS Mental Health Consultation - All the consultation feedback and responses, along with notes of the public and stakeholder meetings, were now being collated and analysed by an independent analyst who would produce a report identifying the themes and issues raised. This would be one of the key pieces of evidence which would help decide on the recommendations. The final decisions on the changes to be made would be made by the Board of NHS West Sussex in public once they had had time to consider the consultation feedback and responses. It was hoped that the decision would be taken at the Board of 29<sup>th</sup> July. Further update would follow.
- CDC – Parish Council Elections 5 May 2011. Letter to remind that the cost of election expenses for the financial year 201/2012 would need to be included in precept calculations. Wise to assume that the whole cost of the parish council election would be borne by the Parish Council - no poll cards £1675 or with poll cards £3000 for contested election.

Clerk

Clerk

AJ/Clerk

10. Finance:

- a. Donation to the Church: A donation of £1000 for maintenance of the churchyard and clock was approved.
- b. Restoration of the Village Sign: A quotation to repaint the panels and wrought iron framework had been received and included in the budget for this year; total £560.00. Members agreed that the oak post should not be treated which would reduce the cost to £510.00. The expenditure was authorised. The Clerk had searched through files for any original artwork but had been

Clerk

unsuccessful. AJ suggested that the Clerk contact Mr Eric Clark who was on the Council at the time.

Clerk

- c. Village Green Repairs: The Cricket Club Chairman had expressed concern that the damage caused by the realignment of the drain by the A272 junction looked unsightly, particularly in view of the Lashings match in August. The Chairman explained that the Parish Council had agreed to undertake remedial repairs in the autumn, but this could be done now if there was an undertaking from the Cricket Club to regularly water. Although the Clerk had obtained turf prices, it was agreed that soil and grass seed would be an easier way to level the ground; top soil cost £60 plus vat per tonne delivered and the seed approximately £20.

It was questioned whether the contractor should undertake the repair. The Chairman explained that the contractor rectified the drainage problem but unfortunately the digger bucket was stolen which delayed the work. Although they did level and seed the area, the dry conditions had stopped the regeneration. Additional sinkage was noted on the Western Road side.

Members agreed that the Parish Council would finance and organise the repair with soil and seed if volunteers from the Cricket Club would join Parish Council members. The Cricket Club would need to commit to regular watering.

9.00 pm – Mrs Graves left the meeting room.

- d. Accounts for Payment: The Clerk circulated the Cheque List for June, which was approved.

<b>Cheque Number</b>	<b>Total</b>	<b>Details</b>
2331	70.00	Chichester District Council – Premises licence for village green
2332	524.05	Garden Care (Southern) Ltd – grass cutting contract
2333	833.09	WSCC – Clerk's salary
2334	125.75	Royal Mail Group Ltd – PO Box fee for year
2335	373.65	J K Engineering – fingerpost sign repair at Skiff Lane
2336	102.00	British Telecommunications plc – telephone and broadband charges
2337	63.75	P N Evans – internal audit fee
2338	575.75	I F C Davies – repair to damaged verges, bench restoration, bench footrests
2339	84.60	L N Davies – stationery items and ink cartridges
2340	1000.00	St Peter ad Vincula PCC – donation towards clock and churchyard maintenance
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	3752.64	Cheques dated 15 <sup>th</sup> June 2010 unless otherwise stated.

For clarity, the Clerk gave details of all the work undertaken by Mr Davies. Members were happy with the charges.

- e. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. There were no further questions.
- f. Internal Audit: The Clerk confirmed that Mr Peter Evans had undertaken the annual internal audit and his full report had been circulated to members in advance of the meeting. There were no matters to draw to members' attention. Due to the tight deadline to get the Annual Return completed and approved, Mr Evans had requested to undertake an interim audit in October/November to check the first six months' transactions. This would then reduce the amount of audit work to be undertaken after the year end and he anticipated that this arrangement would not increase the cost. Members had no objection.
- The Clerk displayed the Annual Return to be submitted to the external auditors, which had been circulated to members in advance of the meeting. 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 and display the statutory notices. Members expressed their thanks to the Clerk.

Clerk

- g. Budget Review for Year End March 2011: Due to the Council's decision to postpone the lay-by project, members had agreed that the Chairman and Clerk undertake a budget review to re-allocate

the funds. A copy of the revised budget had been circulated to members in advance of the meeting and was also provided at the meeting. The revisions were highlighted to members. It was agreed that £2000 should be allocated to the Village Hall Reserve and the Workhouse Reserve, £1000 allocated for Playground Maintenance, £2000 allocated for Playground Improvements for younger children which left £3000 in the Lay-By Project Fund.

Members approved the revised budget.

#### 11. 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/10/02058/DOM	Mr D Hayes Westland, Fittleworth Road Single storey extension to side <u>No Objection.</u>
WR/10/02122/DOM	Mr Keith Fox 89 Butts Meadow Single storey rear extension with decking. <u>No Objection</u>
WR/10/02253/FUL	Mr David Mitchell The Old Wharf, Newpound Construction of clay protection bund measuring 550m (resubmission of application WR/09/04629/FUL). <u>No Objection</u>
WR/10/02412/FUL	Mrs Jane Scott Harsfold Manor, Harsfold Lane Change of use and repair of disused dairy building to 1 no. dwelling for tourist accommodation. The Parish Council had no objection in principle for the former dairy building to become a domestic dwelling as a holiday let. Whilst it accepted the previously approved plan for this building as offices, members had a concern that the current overall design could be out of keeping in the rural area. This could be addressed by materials and landscaping. Members additionally noted the illuminated walls in the garden and would be concerned if these created noticeable light pollution.
WR/10/02532/LBC	Hall And Woodhouse Ltd Bat And Ball, Newpound Formation of dining extension to north west elevation with link to bar areas and toilet for the disabled. Internal works to trade kitchen as previous approval, formation of link to toilets in barn as previous approval, formation of opening to terrace as previous approval. Resurfacing car park areas. Toilets in barn to include toilet for the disabled. <u>No Objection</u>

9.25 pm – Mr Hamilton left the meeting room.

9.40 pm – Mr Bowes left the meeting room.

- b. Chichester District Council Planning Decisions: There were no decisions to report.

## 12. Other Reports

- a. Village Hall: Minutes of the last Village Hall Management Committee meeting held on 7<sup>th</sup> June 2010 had been circulated to all. There were no further questions.  
The Clerk had met with Mr Preston-Jones to discuss the storage requirements. Four quotations were being sought to construct two large storage cupboards in the Committee Room, which would incorporate the filing cabinets.  
No further communication had been received from CDC regarding the replacement windows. AJ confirmed that he had been given verbal approval for the windows on the south side to be replaced on a like for like basis; CDC was to confirm this in writing. He therefore suggested that the Clerk advise CDC that the work would be undertaken.
- b. Workhouse:- The Clerk had now met with 3 builders to discuss the Mortuary Wall repairs. A copy of the surveyors report had been sent to the Churchwardens.
- c. Allotments:- Nothing to report.
- d. Pavilion:- Nothing to report.
- e. Green Co-ordination Group: MR had now received a quotation for the playground repairs and gave details of the repairs totalling £1946.00. Having made enquiries from the manufacturers, it appeared that some parts were available directly which would make a saving; he was happy to fit. Other items in the quotation appeared excessively priced for the work involved. The RoSPA inspection report would shortly be available and might highlight other areas that needed to be addressed. There was £1000 in budget and members delegated the repair decisions to MR and the Clerk.
- f. Neighbourhood Watch: Nothing to report.
- g. Footpath Group: Nothing to report.

Clerk

MR/Clerk

## 13. Any Other Business

- a. MK agreed that the Youth Club should be a regular item on the agenda. AJ was pleased to see that the Club was going well. The Scout Group had not been affected; it appeared that the young people were supporting both.
- b. MK reported that the School Fayre appeared to have raised about £8000. It was noted that parking and other signs had been screwed to trees which would not be permitted next year; it had already been highlighted to the PTA.
- c. At the Fayre and at other cricket events, MR had noted parking around the playground area which posed a danger to children. The Clerk confirmed that the Fete Society had already identified this concern and would be cordoning off as a picnic area. To be highlighted for any other events.
- d. The next newsletter would be distributed from 23<sup>rd</sup> August 2010. Copy to the Clerk by Friday 25<sup>th</sup> July. MK had agreed to produce a piece about ownership/use of the Green which would need to be approved by members at the July meeting prior to publication.
- e. The pond had developed a pinkish hue a few weeks ago. It had been inspected by Mr Paul Newman Leavens, who undertook the pond clearance last year. He was not too concerned at the reddish algae as the fish were spawning happily but recommended that the Clerk contact the Environment Agency (EA) for further advice. The EA was not concerned and felt that the algae would disperse with rainfall but recommended that warning signs be displayed as an interim measure, which was done. The algae did disperse with rain. The EA would be happy to inspect and provide further advice on the water quality, if required.
- f. The Clerk had asked Mr Newman, Chairman of the Sports Association, to provide a sign by the recycling area at the Pavilion. Mr Newman had stated that the bins were not used solely by the Pavilion and therefore implied that the Council should arrange for the sign. The Clerk had explained to him that the recycling facilities had been provided to remove one of the large 1100 litre bins and had not been advertised as a public facility. There was however still a risk associated with broken glass in the area. Members agreed that the sign was the responsibility of

MK

- the Sports Association and should include "For Pavilion Use Only". Possible changes to allow the recycling of glass in the domestic burgundy bins could remove the problem.
- g. The Clerk had previously written to the Old Mill Tea Room to advise of the sign policy. She noted that 2 signs were now being positioned on the Green, either side of the junction. Members agreed that only one sign, in line with other businesses, should be displayed on the village green.
  - h. Last autumn the Clerk was contacted by a resident in Fittleworth Road regarding the condition of the notable verges. The bracken was again taking hold and Mr Ben Rainbow, Assistant Ecologist for WSCC, had been advised.
  - i. The Chairman reported that a British School of Ballooning balloon had landed on the Green shortly after a cricket match. Not being aware of the particular circumstances, a polite letter requesting that the Green was not used had been sent.
  - j. With regard to the Lashings Match, one of the organisers, Mr Greg Stevenson, had spoken to the Chairman about Durbans Road. They had originally suggested that it be closed which the Parish Council would not have supported. They felt that netting Durbans Road would be unnecessary due to the positioning of seating and moving the crease towards Western Road; they did not foresee a safety concern. Members were happy with this arrangement.
  - k. As mentioned at the last meeting, Mr Self at the Village Shop had been experiencing some difficulties with posters on the railings and was beginning to tire of removing out of date posters and string. The Chairman had therefore discussed an alternative low notice board in front of the railings, which he would support. The Chairman had explained that it was unlikely to happen for some time, but it was agreed that the Clerk should make further cost enquiries.
  - l. Mr Self had also noted that cars parked in the lay-by for long periods, for example during cricket matches, affected his passing trade. Whilst he appreciated that drivers had every right to do so, he wondered if drivers could be encouraged to park elsewhere to leave the lay-bys clear for shop customers. It was agreed that a carefully worded article should be included in the newsletter the emphasis being on supporting the village shop.
  - m. The routine Rights of Way inspection would be undertaken within the next few weeks. Any maintenance concerns should be reported to MK.

Clerk

Clerk

MK

14. Date of Next Meeting:

Planning Committee Meeting on Tuesday 6<sup>th</sup> July 2010 at 8.00 pm.  
Parish Council Meeting on Tuesday 20<sup>th</sup> July 2010 at 7.45 pm.

There being no further business, the meeting was closed at 10.15 pm.

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Chairman

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Date