

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 19<sup>th</sup> July 2011

Date: Tuesday 21<sup>st</sup> June 2011

Present: Mr K Charman (KC) (Chairman), Mr M King (MK), Mrs S Overington (SO), Dr J Sutcliffe (JS)

Apologies: Mr J Donovan (JD), Mr R Hamilton (RH), Mr A Jackson (AJ), Mr P Mahoney (PM), Mr C Vit (CV)  
Mr C Duncton (County Councillor)

In Attendance: Mrs L Davies, Clerk  
Mr J Ransley (District Councillor)

Members of Public: 1

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 Donovan, Mr Hamilton, Mr Jackson, Mr Mahoney and Mr Vit.

### 2. Declaration of Members' Interests: Being on the Youth Club Committee, MK declared an interest in item 8d. No other interests were declared.

### 3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 17<sup>th</sup> May 2011 were approved as a correct record and signed by the Chairman.

### 4. Presentation of Community Needs Assessment by Karen Harris, Hyde Plus Neighbourhoods' Team: Unfortunately Ms Harris did not attend.

### 5. District/County Councillor Update:

#### District Councillor:

- Mr Ransley had recently circulated a District update which he hoped members found of interest.
- At the North East Parishes Forum last week a query had been raised regarding the Local Development Framework (LDF) housing numbers and the possibility that out of area responses could influence housing numbers. This potential anomaly had now been raised with Chichester District Council (CDC) who confirmed that the LDF panel would be looking to give weight to comments from outside of the district, with the possibility of postcodes being included on the online facility.
- In his brief experience as a District Councillor he was aware that people locally were generally concerned about the 10-20 year housing allocation numbers set out in the Local Plan and Strategic Housing Land Availability Assessment plans, which focused on allocation numbers and could cause anxiety. Given that CDC would shortly be consulting on the Chichester Local Housing Requirements, Mr Ransley felt it worthwhile to identify other related aspects. *(It should be noted that developments of less than 6 houses were not included in the aforementioned, nor were exception sites.)*

In his personal opinion people should also look at housing delivery numbers that identified houses built, which were monitored, and over the last 10 years these showed that the number of houses built on the allocated areas was a low percentage of the total included in the plan. Whereas the number built and completed on land not identified in the plan was about 73% of the total housing numbers built. The 73% included individual houses given consent and in compliance with the planning regulations, for example, individual houses and the small developments (under 6) in the

village/parish built in the last 10 years. Therefore the numbers quoted in the housing allocation exercise were not necessarily as dramatic as they could appear when viewed out of context and without consideration or weighting of the historical delivery numbers.

Mr Ransley stressed that this did not mean that people should not take care or partake in the consultation process to ensure that the numbers allocated should be sustainable. Everyone should look to partake in the consultation if they were concerned about our area and its future sustainability.

Being on the edge of the Horsham District, any development in Billingshurst could potentially impact and MK questioned how neighbouring districts were involved in consultations.

Mr Ransley confirmed that adjoining authorities were contacted.

- The Forward Plan had just been updated. Mr Ransley would forward for information.
- CDC would shortly be addressing the Localism Bill to determine policy and was therefore anxious to hear residents' views and aspirations before the policy was debated. Mr Ransley would circulate details through his updates, in particular to determine community's aspirations, what role they saw for CDC and how CDC could help achieve their aspirations. Councillors and Cabinet Members had now been briefed and he anticipated that the debate would be in about 4 to 6 weeks. It was therefore agreed to discuss further at the July meeting. Mr Ransley agreed to forward the background paper on the latest interpretations.

Mr Ransley

Mr Ransley

County Councillor:

- Mr Duncton had sent his apologies; he was attending the County Local Committee meeting at Fernhurst.

6. Public Questions: Mrs Carter confirmed that a meeting had been arranged with herself, Green Oak Housing Association and PM on Monday 4<sup>th</sup> July at 4.30 pm in the Committee Room at the Village Hall. Mr Ransley also confirmed his attendance. Other members were encouraged to attend if available.

7.55 pm – Mrs Carter left the meeting room.

7. Matters Arising from the Parish Council Meeting on 17th May 2011:

Due to the length of the agenda and importance of the Mortuary Wall discussion, MK made a request to the Chairman that the order of business be varied to allow for earlier discussion. The Chairman agreed, which was endorsed by the other members.

- a. Mortuary Wall: A written response had now been received from the Church which had been circulated to all in advance of the meeting. Councillors expressed disappointment, not only that the Church appeared unwilling to consider the work on the East Wall as a joint project, but also at the tone of the letter; previous meetings had been very cordial. For the benefit of new members, the Chairman gave a summary of the current situation and previous discussions. Although it appeared from the surveyor's report that the wall was not in imminent danger of collapsing, it was acknowledged that the financial outlay would be considerably greater should this occur, in addition to the potential impact upon the graveyard. Members agreed that it was important to regularise responsibility and undertake the work by the time the planning permission expired, in approximately 2½ years.

The Clerk had made some preliminary enquiries with the Council's solicitors and gave details of the potential costs involved in trying to establish responsibility. Members therefore authorised the expenditure of £170 for initial enquiries.

It was agreed that the Chairman would speak directly with Reverend Peter Dixon to express the Council's view and to:

- Explain that legal advice was being sought to understand the Council's position and hopefully regularise responsibility.
- Request that the Church progress quickly with advice regarding the Yew trees.
- Establish a communication link to allow for progress updates.

KC

- b. Members' Areas of Interest: Absent members had notified of interests in advance of the meeting. For simplification, it was agreed that some areas should be combined and the following agreed. It was noted that some new categories might be required in the future as a result of the Community Led Plan.

Planning Committee	KC/AJ/RH/PM/MK although any member could attend the meeting and might be required to do so at times to ensure the meeting was quorate.
Affordable Housing Working Group	PM/AJ
Community Led Plan Working Group	MK/KC/AJ/Clerk
Green Co-ordination Group	RH/JS
Tree Warden	RH
Playground Inspections	RH
Local Council Associations	KC
Road Safety/Transport Issues	CV
Conservation/Footpaths	JS
South Downs National Park	JS
Youth Activities	JD/MK
Village Emergency Plan/Winter Management Plan	JD/CV/SO
Pavilion	KC/AJ
Village Hall /Workhouse	SO/Clerk
Neighbourhood Watch	Updates from Village Co-ordinator via the Clerk
Allotments	Updates from Mr Preston-Jones (Manager) via the Clerk

- c. Green Co-ordination Group: Parish Council membership of the committee was agreed under item 7b. The Terms of Reference were reviewed and adopted unchanged. RH was elected as Chairman. Proposed by SO, seconded by MK. Agreed by all.
- d. Community Led Plan: The Working Group had now met and agreed the preferred process which had been successfully used by other communities; details were displayed. It was hoped that the process would be launched in October with a survey, the results of which would help to identify the important issues for the village and create the Village Design Statement and Action Plan. MK, JS and the Clerk had attended a training session at Action in Rural Sussex (AiRS) in Lewes to learn more about Community 21, the pilot website which could help facilitate and manage the planning process. Having initially experienced some technical difficulties with the internet connection, the overall impression had been good. The survey facility allowed for easy design of questionnaires with immediate analysis and the mapping function was a visual and attractive facility, holding information on one website. The Working Group would meet again on Tuesday 28<sup>th</sup> June at 8 pm; MK/JS and the Clerk would be recommending to the Group that Community 21 was used.
- e. Affordable Housing: As advised earlier by Mrs Carter, an information gathering meeting with Green Oak Housing Association had been organised for Monday 4<sup>th</sup> July at 4.30 pm in the Committee Room at the Village Hall.
- f. Improvements to Junior Cricket Facilities: Mr Newman had confirmed that the Cricket Club would investigate further over the summer with a view to attending the September Parish Council meeting.
- g. Playground Refurbishment: SO and the Clerk had a productive meeting with Petersfield Town Council, which was currently refurbishing 2 playgrounds. The Deputy Clerk had undertaken several consultation exercises and consulted a number of manufacturers. She provided details of grant funding, a matrix to grade the current equipment and a specification for their projects. SO and the Clerk were able to inspect several playgrounds and discuss the different safety surfaces which had been most helpful. They would now undertake a grading of the current facilities which would help identify the areas of activity to be addressed, and would make further enquiries with playground suppliers. A phased project was also being considered as Section 106 money might be available in the future which would allow for further improvements. It was agreed that the CLP consultation exhibition would be an ideal opportunity to display any plans. Integrating the

thoughts of the young people of the village was essential although it was important not to heighten expectations. SO and the Clerk would meet shortly to consider the next steps.

SO/Clerk

- h. Composting Scheme: SO had made contact with the village in Devon which had established the scheme. She explained how the scheme operated, the money raised and the investment required. All agreed that it sounded an interesting idea, particularly now with greater awareness of environmental impact and recycling, and the possibility of generating income for the village. SO agreed to prepare a briefing paper for inclusion on the next agenda. JS agreed to contact Selsey as she believed that a similar system had previously been established there. Mr Ransley advised that, if required, he would be happy to take to the District Council as sustainable income was being encouraged.

SO/JS

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

- Highways Update:

- o Flooding at Moonsbrook, Newpound Lane: Southern Water had advised that the flooding was caused by the pumping station overloading due to adverse weather conditions. The equipment was built to national standards and was normally self-cleaning. However, there were unfortunate occasions when the flow was affected by an excess of surface water. The Technical Call Centre to be notified when the problem was evident.
- o Drop Kerb outside Garmans in Newpound Lane: WSCC Highways had advised that there were insufficient funds in the budget at present. Once the new contract with Belfour Beaty was established, some funds might be made available; a request to be submitted again in 6 months.
- o Community Speed Watch Observations: Full details had been forwarded to Mr Dunton to pursue on the Council's behalf. The Clerk would speak further with Mr Dunton.
- o Other Highways Issues: The concerns highlighted at the last meeting had been reported to Highways.

Clerk

Clerk

Clerk

- Scout Hut Lease and Land Registration: A Statement of Truth had now been prepared for the Clerk to sign. In addition, the Solicitor had requested a supporting letter from the Scouts Group. The Clerk had therefore contacted Mr David Ribbins, the Scout Group Leader, and would forward when available.

Clerk

- Litterbin Review: The old concrete bins on the Green had now been removed; five further bins would be removed in the near future. CDC had advised against a litterbin at the Hughes Hill lay-by as this encouraged fly tipping; the lay-by was already checked weekly.

- Weed Problem in School Road Verge: Due to the dry conditions, KC had advised that the spraying be deferred to September. He would inspect and advise accordingly.

KC

- August Newsletter: It was agreed that the following articles should be included. The deadline for copy was 18<sup>th</sup> July.

New Councillor Experience – link with Localism/CLP (SO)

CLP Update (MK)

Parish Cluster (KC)

New Councillor information and interests (Clerk)

District Councillor's Update (Mr Ransley)

- Fence Line of 4 Butts Meadow: The Clerk advised that she had written to the occupier, copied to the Housing Association. No acknowledgement received to date.

- Harsfold Lane Road Repair: The Chairman had had an opportunity to speak with Mrs Scott and was advised that quotations were being sought. She would provide the Parish Council with further information in due course.

8. New Items for Discussion

- a. Annual Fair: The official date for the Fair, 20<sup>th</sup> September, fell on a Tuesday. Although Mr Trickett had been advised that the dates would be discussed at the meeting, no request had been received. Mr Trickett was currently charged £250 for the main day and £60 for the additional day,

the income being used to repair any damage. It was agreed that the charge would not be increased and that Mr Trickett would also be offered the Wednesday if he wished. Clerk to advise Mr Trickett.

Clerk

9.00 pm – Mr Ransley left the meeting room.

- b. The Old Workhouse Rent Review: Councillors had received a briefing document in advance of the meeting which gave details of the tenancy and past rent and insurance payments. Members agreed that the rent should be increased from £408.00 to £417.00 (2.16% increased over 2 years) with effect from 1<sup>st</sup> October 2011. Mrs Stewart to be advised.

Clerk

- c. August Bank Holiday Events: A request had been received from Mr Craig Vit, Publican of The Cricketers Arms, to hold two charity events in the marquee on the Bank Holiday weekend. The event on Friday 26<sup>th</sup> August would be a Wisborough Green's Got Talent evening and run in conjunction with the Football Club for their funds. The Saturday night was being organised in association with the Billingshurst Rotary Club and Willie Austen would be playing. The evening was in aid of Chestnut Tree House, Sussex Air Ambulance and the Wisborough Green swimming pool fund. Both events were ticket only, with 250 anticipated on the Friday and 450 on the Saturday. Both would start at 7 pm and the entertainment would finish at 11 pm with the marquee being cleared of attendees by 11.45 pm. Clearing up would take place until about 1 am. Food would be served from a gas barbecue. The security company employed by the Horticultural Society would be in attendance.

Members were delighted that the marquee would be used, and gave consent for the events as detailed; the completion of a risk assessment and event insurance was a requirement of the consent. Clerk to issue Agreement form and to also advise of previous problems experienced on the Green after a Willie Austen event.

Clerk

- d. Youth Club Request: A request had been received from the Youth Club to hold the occasional informal games session on the Green on Youth Club nights, weather permitting. Members were delighted to support this request and gave consent for ad hoc dates throughout the year. Agreement form to be completed and insurance and risk assessment details requested.

Clerk

- e. Weed Control on Football Pitch: RH had highlighted to the Chairman a developing plantain problem on the re-seeded areas of the football pitch. KC had inspected and agreed that the area should be sprayed as soon as possible. Mr John Newman, Chairman of the Sports Association, had advised that the Club would be happy to help finance the cost of £110.00. Active Grounds Maintenance (professional contractors) would be used. It would be undertaken early in the morning and the necessary regulatory requirements adhered to. Members were happy to sanction the spraying under these terms.

Clerk

#### 9. Policy Documents:

- a. Freedom of Information Publication Scheme: The policy had been circulated to members in advance of the meeting. The only amendment to the document adopted in November 2008 was the increase of a copy charge from 6p to 10p. Members unanimously agreed to adopt the document as circulated.
- b. Complaints Procedure: The policy had been reviewed in line with the model document provided by the National Association of Local Councils (NALC) and circulated to members in advance of the meeting. Members unanimously agreed to adopt the document as circulated.

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

- Mr Ransley – affordable housing allocation policy – circulated to all by email.
- Mr Ransley – Core Strategy Consultation timeline – circulated to all by email.
- Ms Marion Greene, Royal Wedding event organiser – thanks to Parish Council for support. Without this support it would not have been possible to go ahead and the village would have lost what turned out to be a fun and relaxed community event. Special thanks to Mike King and Sarah Jackson for taking on the first aid duties.
- WSCC – funding news – forwarded to Youth Club for information.
- Tesla-Imac International Ltd – Details of proposed 2D vibroseis seismic survey for Celtique Energie Weald Ltd and notification of geophysical survey – on boundary of parish – no further action required.  
CDC – details of digital television switchover to begin February 2012 – details circulated. **To be included in future newsletter.**
- Sussex Safer Roads Partnership – details of ‘Stay A Hero’ the latest campaign. Details circulated.
- WSCC – acknowledgement of bus service review feedback.
- WSCC – details of tree warden training scheme – copy to RH for information.
- Sustainable Gov – weekly news – circulated to all.
- CDC – received letter from BT concerning the removal of the telephone box at Newpound. Advised that Parish Council had agreed to the removal and not to adopt the kiosk. Enquired into the status of the Listing of the village box. Advised that an application had been made but result unknown at present.
- Rural Services Network – weekly email news digest – circulated to all.
- CDC – request for display regarding West Sussex Affordable Energy to be present at Village Market. Details forwarded to Market Committee.
- Chichester in Partnership – details of “All together now” event on 4<sup>th</sup> July at CDC offices to showcase local examples of successful projects and communities helping themselves. Details circulated.
- Mr Ransley – District Councillor’s update – circulated to all and put on website.
- Open Spaces Society – quarterly news – forwarded to MK and JS.
- Horticultural Society – risk assessment for August event – forwarded to KC to check.
- Mrs White, Petworth Road – following up on concerns/observations made by Community Speed Watch Group. Mrs White advised of situation.
- Rural Services Network – weekly email news digest – circulated to all.
- South Downs National Park Authority – initiation for Parish Council to send representative to an all day forum event on Tuesday 19<sup>th</sup> July in Brighton; create vision, scope out opportunities and challenges, agree priority areas. Response by 27<sup>th</sup> June. **JS was unfortunately unable to attend. MK agreed that it would be an interesting day and would attend if work permitted.**
- West Sussex Rural Mobile Youth Trust – invitation to attend AGM on Thursday 30<sup>th</sup> June at Herbert Shinner School, Petworth at 7 pm. Details forward to Youth Club Chair, MK and JD.
- WSCC – Minerals and Waste Development Framework Update – Council to commence the preparation of a Waste Plan with a separate Minerals Plan to be prepared at a later date. Currently proposed that the plans will cover the period to 2031. Ten preferred waste sites identified – nearest at Warnham.
- CDC – agenda for Standards Committee meeting on 6<sup>th</sup> June. Subsequently followed by minutes of the meeting.
- WG Horticultural Society – invitation to the 60<sup>th</sup> Anniversary celebration course lunch on 17<sup>th</sup> September at 12 noon in the Village Hall - £12 per person.
- James E Pearce (Sussex) Ltd – agreement form, risk assessment and insurance details for Vintage Car Meet on 2<sup>nd</sup> July.

- Fuel Poverty Co-ordinator for West Sussex – working on an advice project called Future Rural Energy in England which aims to reduce fuel poverty in off-grid rural communities. Fuel poverty is where a household needs to spend more than 10% of its income on maintaining an adequate heating regime. The project offers advice on individual household and community energy efficiency and reducing energy consumption. WG identified by Calor as an area most at risk of fuel poverty. To assist with the delivery of the project and to make contact with as many residents as possible, would like list of events taking place over the next year that may be suitable for the project to attend. **The Clerk had already requested further information for inclusion in a newsletter. Members were interested to know how Calor made the assessment and what criteria was used. Attendance at the Village Market was a possibility or inclusion at a CLP exhibition.**
- CDC – Neighbourhood Policing presentation from North East Parishes Forum – circulated.
- WG Primary School – request to use the Green on Monday 4<sup>th</sup> July from 9.30 am to 10.30 am for a School Fun Run. **Members were enthusiastic about the event and gave consent. Agreement form to be sent. School to be asked if any photographs could be included in the Parish Council newsletter.**
- WG Youth Club – Gratitude for the kind donation made by the Parish Council in May 2011 of £600 towards the hall hire and running of the Youth Club.

16. Finance:

- a. Donation to the Church: A request had been received from the Churchwardens for a donation towards the maintenance of the churchyard and clock which had been circulated to members in advance of the meeting. Members acknowledged that the churchyard and clock were important features for the village and were happy in principle to support, particularly as the Council had historically supported. It was unfortunate that the Mortuary Wall issue was unresolved but members agreed that this should not influence any decision. After some discussion, it was agreed that 50% of the request (£500) would be paid at this time due to the uncertainty surrounding a number of financial issues in the Parish. To be reviewed again later in the year.
- b. Accounts for Payment: The Clerk circulated the Cheque List for June, which was approved.

Clerk

Cheque Number	Total	Details
2433 17.05.11	1169.97	Broker Network Limited – Parish Council insurance until end September 2012
2434 24.05.11	152.40	Green Brothers Signs Ltd – New road sign for access road to Pavilion
2435 24.05.11	107.59	British Telecommunications – Quarterly broadband and telephone charges
2436 19.06.11	70.00	Chichester District Council – Annual charge for Premises Licence for Green
2437	552.00	Garden Care (Southern) Ltd – Grass cutting contract for May
2438	200.00	Royal Mail Group Ltd – Annual fee for PO Box address and re-direction of mail
2439	820.66	West Sussex County Council – Clerk's salary for May
2440	67.50	P N Evans – Internal audit fee for year end 31 March 2011
2441	91.19	L N Davies – leather minute binder
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	3231.31	Cheques dated 21 <sup>st</sup> June 2011 unless otherwise stated.
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- c. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget and highlighted the kind donation from Mrs Warburton for the restoration of two family benches, which was received with thanks. The vat repayment of £5115.79 for year-end 31<sup>st</sup> March 2011 had been received.
- d. 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 was one matter relating to the Litter Warden contract which was highlighted. It was agreed that this should be considered further at a future meeting.

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

- e. Bank Account Review: The Clerk explained the Council's banking arrangements and that the Council had previously agreed that all Councillors should be given the opportunity to be signatories. At present, KC, AJ, MK and JD (as well as the Clerk in an emergency situation) could sign cheques. Members agreed that the banking arrangements with Natwest in Billingshurst should continue. Members to notify the Clerk if they wished to be signatories.

Clerk

17. Planning

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

Application No:	Application and Reason
WR/11/02392/DOM	Mr And Mrs Brett Ward 19 Butts Meadow , Wisborough Green Conservatory to rear. <u>No Objection</u>

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

Application No:	Application and Reason	Decision
WR/11/00942/DOM	Mr & Mrs Walls Amblehurst Manor ,Petworth Road Erection of 3 bay garage and construction of new driveway (55m), previously approved under application ref WR/05/03053/DOM).	Permit
WR/11/01703/TCA	Mrs Helen Vause Fairview, School Road Notification of intention to fell 4 no. Conifer trees (marked on plan as 1-4).	No Tree Preservation Order

18. Other Reports

- a. Village Hall:
- Leaderbid: The AiRS architect was now drawing up plans. Further investigations were being made into solar heating, kitchen and toilet refurbishment.
  - Changes to Hire Charges: The Village Hall Management Committee (VHMC) had advised that the charges would be increased by approximately 10% from 1<sup>st</sup> September 2011; the last review was undertaken in 2006.
  - Stonework Repairs: The VHMC had engaged a surveyor to assess the stonework. A full written report would be available in due course although verbal indications suggested that it was in a better condition than had been anticipated. He had indicated that a drain along the path on the north side should be installed to prevent water damage to the stonework. Further information when available.

Clerk

- b. Workhouse:-
- Replacement Windows: The work had been completed today. In addition to the slimmer glazing, horns had been added to remove the draughts and improvements made to ease opening. The glazers had highlighted that the glazing bar would not be inserted between the glass which was approved by CDC.
- c. Allotments:- Allotment 12 had now been re-allocated to the publican of The Three Crowns. The terms of the tenancy agreement relating to domestic consumption only had been highlighted to him.
- d. Pavilion:- Nothing to report.
- e. Green Co-ordination Group: It was noted that poles remained at the back on the Pavilion and were a potential trip hazard. Clerk to speak with RH to organise removal.
- f. Neighbourhood Watch: Several advisory notices had been circulated. Nothing village specific to report.
- g. Footpaths: Nothing to report.
- h. Youth Club: Nothing to report.
- i. Councillor Training Session in Billingshurst: SO, JS and RH attended the Sussex Association of Local Council's (SALC) session in Billingshurst. Having previously been an adult trainer, SO had been disappointed and did not feel that it had been a good use of public funds, providing the following comments:
- o Too many attendees – no identification and no opportunity to network.
  - o No active participation and interaction was limited.
  - o Course content over ambitious although speakers were confident and knowledgeable
  - o Written pack information was extensive but not extended by presentations – duplication
  - o No evaluation sheet was provided.
  - o Was not conducive to further attendance. Not enthused or empowered as a new councillor.

Clerk/RH

It was agreed that the Clerk should write to SALC and express the concerns, copied to the District Councillor. To emphasise the importance of networking and the need to ensure good use of public money and councillor time. Response to be invited.

Clerk/KC

- j. Parish Council Cluster: The Chairman explained that a Cluster Group had now been established involving Wisborough Green, Kirdford, Loxwood and Plaistow & Ifold Parish Councils. An inaugural meeting had been held at which Mr Ransley agreed to be secretary and KC agreed to Chair for the first year. A Constitution was currently being prepared and would be circulated when confirmed. The Cluster had been established to allow representatives from the Parish Councils to meet informally to consider common issues. One formal meeting would be held each year and the other meetings would be called should an issue arise which could be a concern to the other Parishes. The Group was not empowered to make decisions but would be a forum in which to air common concerns and act as a lobby group as required. Two Parish Councillors would attend each meeting and although KC would be attending for the first year, initially supported by MK, it was hoped that other members would attend as interest areas arose.
- k. North East Parish Forum held on Thursday 16<sup>th</sup> June: The meeting had been hosted by Wisborough Green and held in the Scout Hut due to the Youth Club in the Village Hall. Full details would be available in the minutes which would be circulated shortly. The following were discussed:
- o Brief update on the Local Strategic Partnership
  - o Neighbourhood Policing Team – presentation already circulated by email.
  - o Broadband Presentation – unfortunately the speaker could not attend. Although not an issue for the village, the notes were available from the Clerk.
  - o Localism and WSCC's perspective
  - o Brief LDF update.

JS extended thanks to KC for Chairing the meeting so efficiently and to the Clerk for providing the refreshments.

19. Any Other Business

- a. SO asked that parking issues around the village be included on a future agenda. She had particular concerns relating to children playing on the small green by The Cricketers Arms. The Chairman explained that there was considerable history and agreed that the item should be included on a future agenda.
- b. As a new member, SO was now aware of the important role of the Parish Council and questioned how the Council's profile could be raised and perhaps the image changed. Attendance at village events, perhaps the monthly market, would help to raise the profile. The Clerk also felt that the letter heading and image of the Council was a little dated and perhaps this could be considered when designing literature for the CLP to give consistency. As a result of attending the Community 21 briefing session, he, JS and the Clerk had discussed how the online survey could be completed by those without a computer and how to interact with the community. It was thought that perhaps the Vine Room could be opened with computer facilities or home support could be offered. It was agreed that MK would include in his newsletter article the overwhelming importance of completing the questionnaire and advising that support would be available. The newsletter distribution could be used as a means of distributing the questionnaire. Although many would hopefully be completed online, a paper copy would need to be sent to all households with an introduction advising of the options available.
- c. The Clerk reported stammer damage to the Catalpa at the top of Harsfold Lane; the bark had been stripped at the base. Mr Preston-Jones was seeking advice and would treat if required. Mr Howard-Smith of Garden Care had been advised and accepted liability should the tree die.
- d. The Clerk advised that the \$137 value per elector from 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012 was £6.44 or a total of £7708.68 for the year.
- e. The Queen's Diamond Jubilee next year was highlighted by the Clerk; the Government had announced plans for a special four-day Jubilee weekend (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> June 2012). It was agreed that this should be included for further discussion on a future agenda.
- f. The Chairman had made further enquiries about a defibrillator. There were currently two responders in the village who were obviously not always available. Ifold and Barns Green already held units in the village shop as would Kirdford in the near future. It was agreed that the Clerk would make further enquiries from the Billingshurst Emergency Assistance Team (BEAT) regarding cost, requirements and availability. SO also requested that enquiries were made into the holding of Epipens in case of allergic reactions.
- g. Mr Ransley had previously asked the Chairman if there was any response to the major development of The Grange Centre in Midhurst into a sports centre. It was felt that Wisborough Green residents generally headed towards Billingshurst and Horsham.

Clerk

MK

Clerk

15. Date of Next Meeting:

Planning Committee Meeting on Tuesday 5<sup>th</sup> July 2011 at 8.00 pm.

Parish Council Meeting on Tuesday 21<sup>st</sup> July 2011 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