

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 15th November 2011

Date: Tuesday 18th October 2011

Present: Mr K Charman (KC) (Chairman), Mr A Jackson (AJ), Mr M King (MK),
Mrs S Overington (SO), Dr J Sutcliffe (JS), Mr C Vit (CV)

Apologies: Mr J Donovan (JD), Mr R Hamilton (RH), Mr P Mahoney (PM)

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

Members of Public: 2

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 and Mr Mahoney.
2. Declaration of Members' Interests: JS declared an interest in the Redlands and Three Crowns planning applications. MK declared an interest in the allotment rent review and the Youth Club donation. No other interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 20th September 2011 were approved as a correct record and signed by the Chairman.
4. Minutes of the Planning Committee Meeting: The Minutes of the meeting held on Tuesday 11th October 2011 were approved as a correct record and signed by the Chairman.

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

5. District/County Councillor Update:

District Councillor:

- CDC's Annual Meeting with Parishes: Mr Ransley reminded that the meeting would be held on Wednesday 19th October; KC, AJ and JS confirmed attendance.
- Chichester District Council (CDC) Budget: The Council would shortly be addressing its budget for the next financial year and whilst it was in a good financial position it had, and would need to continue, to address reductions in services and expenditure as its funding was reduced in the current national austerity situation. Whilst currently it only needed to find £1.3m savings over the next five years, this did not provide for a number of items where government funding would be reduced. Equally the current financial climate would invariably mean a greater demand on support from people in our communities so Mr Ransley expected that some hard choices would need to be made. He reminded that whilst CDC was the collecting agent for Council Tax only £134 per household was retained by CDC, the balance being paid to WSCC, Police and Parishes.
- Housing Numbers and Locations – CDC LDF Consultation: A number of people advised that they experienced difficulty in responding online and the LDF team had been notified accordingly. When officers had analysed the information, Mr Ransley would provide clear feedback.
- Bus Service Cuts: A meeting had been arranged for Friday 28th October between the Parish Cluster representatives, CDC Councillors and members of the WSCC localism team, as well as some alternative providers, to consider how an alternative system of local access transport provision could supplement the reduced bus service provision.
- CDC Cabinet and Council: The Cabinet had a full agenda at its meeting on the 4th October covering the Development Management Committees Structure and future Council Tax Benefits amongst other items. Further information available at <http://www.chichester.gov.uk/index.cfm?articleID=18337>

- Grange Community Leisure Centre: Planning consent had now been granted by the South Downs National Park Authority for some associated housing which was critical for CDC's development of the new Centre in Midhurst. Mr Ransley hoped to provide an update on the proposal in the near future; it was a major development for the north east of the District.
- Chichester Careline: Connection to the service was now available online at www.chichestercareline.org.uk. The service operated every day of the year, 24 hours a day. It supported the whole family, from young carers, to lone workers or those who wanted to maintain their independence. It offered a number of solutions designed to alert their call centre if a participant was in need of assistance. Call 01243 778688 for details.
- Planning Changes: Mr Ransley advised that future applications relating to tree work would be decided by a Case Officer and not go to Committee even if objections were submitted.

Whilst notifying of budget constraints, Mr Ransley had alluded to the costs associated with a forthcoming appeal regarding development on a glasshouse site in Selsey. Having an interest in the area, JS asked for further information. There were no further questions. The Chairman thanked Mr Ransley for his update.

County Councillor:

- Mr Duncton had sent his apologies. He had advised the Clerk that there was no intention to reduce the Library Service at the present time. Winter grit was now available for delivery and that County Local Committee (CLC) funding was still available.

6. Public Questions: The members of public had attended the meeting in relation to the Butts Meadow parking concerns. As residents, they were aware of the parking issue but had been taken aback to receive the police letter. They currently had no parking space available and with the limited roadside parking it did cause difficulties for elderly and disabled residents. They confirmed that they would support the provision of designated parking spaces on the grass area. A previous application for the provision of a disabled parking space on the grass had been rejected by Hyde Martlet.

7. The Three Crowns Planning Application Appeal: The planning application for en-suite bedroom accommodation had been refused by CDC earlier in the year; the applicant had now appealed to the Inspectorate. The Parish Council had previously objected to the application along with a large number of residents. In advance of the meeting AJ had circulated a draft letter to be sent to the Inspectorate. He explained that the text was based upon the representation he made at the Planning Control Committee Meeting. He was mindful that the Planning Inspector would be considering planning policies and had therefore reinforced the previous decision not to allow the garden to be split and allocated to the adjoining property. He had also commented on the current position under new management. After some discussion, the content of the letter was agreed with some alteration to the summary order to emphasise community importance and to make reference to the recent Conservation Area Character Appraisal.

AJ/Clerk

Mr Ransley gave explanation to the process and confirmed that he would be happy to submit a response as District Councillor. Members thanked Mr Ransley for his help.

As members of the public had attended the meeting to hear discussion relating to the Butts Meadow parking concerns, the Chairman proposed that the order of business be varied to allow for earlier discussion, which was endorsed by all.

8. New Items for Discussion

- a. Parking Concerns in Butts Meadow: Maps showing the area under discussion were distributed – the communal grass area between properties 2 and 14. Members agreed that the vulnerability of some of the residents made the current parking situation unsatisfactory. Ownership of the communal grass area was unknown but it now appeared that Hyde Martlet was maintaining the grass; in previous years had been hesitant to take on this responsibility. It was noted that one disabled parking bay with drop kerb had already been created for use by residents in number 8. Members agreed that the sympathetic creation of allocated parking bays on the grass would be desirable and beneficial for the whole road, and therefore agreed to make representation to Hyde Martlet and CDC. Mr Ransley to be copied in on correspondence and a response made to the resident who initially raised the concern.

Clerk/KC

The two members of public left the meeting room.

- b. Old Pond Cottage Bed & Breakfast: Following recent building work, a request had been received from the owners of the Bed & Breakfast to tidy up and tarmac at their own expense the small grass area at the back of the bus shelter. The Chairman and Vice-Chairman had inspected and confirmed that it was only a small triangle of grass/mud. Members agreed that the area could be tarmaced but not until the outcome of the planning appeal was known. Owners to be thanked for their kind offer and as part of the tidying up, to be asked to sweep up the conkers. Details of the change to be recorded in Parish Council records.
- c. Budget Preparations for 2012/13: The Chairman explained that he and the Clerk would meet to prepare the draft budget and would circulate well in advance of the next meeting. The Clerk should be notified of any possible projects in order to obtain estimates.

Clerk

KC/Clerk

9. Matters Arising from the previous meeting and on-going matters:

- a. Mortuary Wall: There had been no further contact from the Revd Peter Dixon. Members agreed to no further action at the present time.
- b. Community Led Plan (CLP): Although creating the questionnaire on the Community 21 website had been frustrating at times, MK stated that it had helped to identify the important elements and to develop the questions to maximise the information obtained. Comments from members had now been incorporated and a useable hard copy had been circulated to members for comment. MK confirmed that the questionnaire would be produced and distributed by the newsletter printer and would be in the same folded format; full explanation to the CLP would be included in the actual newsletter. Residents would be given a month to complete, with collection boxes at the three public houses, village shop and the Parish Council post box; AJ requested that additional copies of the questionnaire to be made available at the collection points. Parish Council presence would also be required at the Village Market on Thursday 7th December to answer questions or help with the completion of questionnaires over coffee; this could be viewed as a pilot for regular surgeries. Members agreed to the questionnaire content and thanked MK and the Clerk for their hard work. The following to be included:
- consider way to indicate progress through online survey.
 - give evidence of what was achieved as a result of the last Parish Plan.
 - other comments to be emailed after the meeting.
- The Working Group would be meeting again on Tuesday 25th October at 8.00 pm to consider arrangements for the March exhibition.
- c. Affordable Housing: Following the correspondence presented to the Council at the last meeting, the Chairman confirmed that an acknowledgement had been sent to Greenoak Housing Association. It explained that the Parish Council was unable to offer support to any possible development plan until the outcome of the CLP consultation was known.
- d. Playground Refurbishment: The Clerk confirmed that the Natwest Community Force application was being promoted in the village and that an application had also been submitted to WSCC for Community Initiative Funding. CDC's grant scheme had now been re-opened and an application would be submitted, along with an expression of interest to Leaderbid. Other funding opportunities were being explored with the help of JS and a WSCC contact. The Clerk had prepared an article for the next newsletter which alluded to possible donations and funding raising initiatives and questioned whether a 'totaliser' should be displayed. Although this could be a motivator there were some reservations that this could be counterproductive, however it was agreed that the Clerk should make a request to the International Olympic Committee to use the Olympic rings in future publicity. The Clerk confirmed that a further quotation was being obtained.
- e. Highways Issues: As a result of the Community Speed Watch campaign, two suggestions had been proposed which had been discussed with the WSCC Highways officer at the time; increasing the double white lines (no overtaking) on the A272 Petworth Road and a speed indicator and buffer zone on the west side of the village. Members agreed that applications for these improvements should be submitted to WSCC; it was appreciated that the proposals would join a long list.

All

Clerk

Clerk

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

- Highways Update:
 - o A number of the loose granite sets had now been repaired.
 - o The flooding problems around the Pavilion were again being pursued with WSCC as the drain under the Green clearly carried surface water from the estates. It was hoped that a site visit would be held shortly. The accumulation of water in Kirdford water would also be addressed.
 - o Confirmation had been received that details of the flooding problems experienced in the driveway of the White House, School Road, had been forwarded to the WSCC Engineering Department for investigation.
- Bus Service Review: As previously advised a meeting would be held on Friday 28th October to consider the implications.
- November Newsletter: Further contributions welcomed.
- Replacement Trees: The Chairman and Clerk had marked the sites for the new trees. Unfortunately the tree on the Little Green could not be replaced due to available space; it was not desirable to replant a tree in diseased soil. An application had therefore been sent to CDC to relocate on the opposite side of the road. Members had no objection.

10. Correspondence: Details of correspondence received since 2st September 2011 was distributed prior and at the meeting. The Clerk highlighted details as necessary.

- Arun & Chichester CAB – were considering a merger but have agreed to remain as a single bureau and service to Arun and Chichester districts will remain unchanged.
- Rural Services Network – weekly email news digest. Forwarded to all.
- Arun and Rother Connections Project – details of project proposal to link the Arun and Rother catchments to their surrounding communities. Forwarded to JS and MK for information.
- South Downs National Park – Summary of Arun and Rother Connections Project consultation. Forwarded to JS.
- Letter regarding the playground refurbishment and concern that the big slide would be removed. Comments re cradle swing chain length. Responded to say that we did not plan to remove the big slide. **The Clerk confirmed that this would be addressed in the newsletter article.**
- SALC – Draft National Planning Policy Framework – response by the South Downs Society. Forwarded to JS for information.
- Sustainable Government – weekly newsletter – has the spark gone from the electric car? Circulated.
- News from the West Sussex Local Involvement Network – Expanding patient choice-government's commitment to increase choice for NHS patients. Age with confidence – launched by WSCC to help people prepare for old age.
- Rural Services Network – weekly email news digest. Forwarded to all.
- WSCC – reminder that Youth Support and Development Service public consultation closed on 14th October. Details forwarded to Youth Club Management Committee.
- SALC – re Billingshurst training session – due to numbers did not include feedback sheet but do for other training sessions. Have taken comments on board.

- WSCC – notification of closure of Horsebridge Hill for aerial cabling – Friday 18th, Mon 21st and Tues 22nd November between 09.30 and 15.30 hrs. Notice displayed on the notice board.
- SALC – Six monthly meeting with Sussex Chief Constable would be held shortly. Details of any strategic items or local items that have not been resolved should be sent to SALC by 21st October. **There were no comments to forward.**

- WSCC – Update on West Sussex Waste Plan – details forwarded to all – nearest sites Nowhurst Business Centre in Slinfold Parish and near Chichester in Oving Parish.
- CDC – The Queen's Diamond Jubilee – Guide to Taking Part. Bruno Peek, Pageantmaster for The Queen's Diamond Jubilee Beacons is encouraging wide participation in the lighting of beacons on 4 June 2012. The District Council is considering its response. However since this is very much a celebration by local communities, CDC would not wish to do anything that would interfere with or duplicate local celebrations. Would be interested to know if Parish Council proposes to organise a beacon or if others are organising within the village. **Members agreed that it was likely that a village event would be organised. To be considered at a future date.**
- South Downs National Park Authority – details about upcoming consultation on the Settlement Hierarchy Study for settlements within the National Park. Details forwarded to JS and MK for information.
- SALC – reminder and agenda for AGM on Friday 4th November at 2 pm in Ardingly.
- Sustainable Government – weekly newsletter – Circulated.
- WSCC – Reminder to complete 'Every Pound Count's survey – closed 19th October. Circulated.
- Letter of thanks from Horticultural Society for contribution to the marquee's security.
- Open Spaces Society – details of Special General Meeting on 23rd November to consider and agree to the incorporation of the society.
- Bruno Peak, Pageantmaster for The Queen's Diamond Jubilee Beacons – official guide to taking part.
- Campaign to Protect Rural England – booklet – 'How to respond to planning applications: an 8 step guide'. Given to AJ for information. Having read the booklet, AJ passed to JS.

- WSCC – Gary Jefkins – details of possible funding for playground to be followed up.
- South Downs National Park Authority Consultation: The responses from summer consultation have been used to inform the draft Statement of Community Involvement for the South Downs National Park Authority and would now like to consult on processes of engagement in the document. The draft Statement of Community Involvement and a report summarising the responses to the questionnaire can be found on the [South Downs National Park Authority website](#). This consultation period will run for 8 weeks, from Monday 17th October 2011 until Friday 9th December. **The Parish Council had previously submitted comments. MK suggested that members submit individual response to this consultation.**
- Campaign to Protect Rural Pulborough Village – highlighting that there is a large scale planning application for 104 dwellings in Pulborough pending consideration and asking if the PC would write in objection in view of objection to increase in traffic submitted re the proposed development in Billingshurst. **Members considered but agreed that as there was only a tenuous link with traffic heading in a northerly directly, the Council would struggle to make a legitimate case to object.**
- Voluntary and Community Action Chichester District – details of Silver Dreams Lottery funding available for projects aimed at older people. Closing date 27th October.
- WSCC Public Rights of Way Volunteers update – update on the scheme and information about what is involved. Wisborough Green does not have a volunteer path inspector. **Details had been included in the November newsletter.**

9.10 pm – Mr Ransley left the meeting room.

11. Finance:

- a. Christmas Tree: The Parish Council had previously agreed to spend approximately £850 to purchase a large rooted Christmas tree, the idea being that it was more cost effective in the longer term, saved the putting up/taking down and was the sustainable option. The Clerk had made further enquiries and was now not confident that a large tree would survive. Members therefore agreed that a smaller potted tree should be purchased and planted in the desired location. Until it was of sufficient size, a cut tree would continue to be erected. Explanation to be given in the November newsletter.

Clerk

- b. Youth Club Donation: Members agreed to pay the second instalment of the Youth Club donation as approved in November 2010. MK was unaware of what other funding options were being explored. JD, as Youth Club Treasurer, to provide further information for the next meeting.

Clerk/JD

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

Cheque Number	Total	Details	
2460	21.09.11	52.62	Playdale Playgrounds Ltd – new pull-up rope for climbing frame
2461	21.09.11	120.16	Southern Water – allotment water charge
2462	28.09.91	891.15	English Woodlands – three Horse Chestnut trees and underground staking system
2463		35.00	The Information Commissioner – Data Protection registration fee
2464		480.00	Mazars – external audit charge for year end 31 st March 2011
2465		243.75	Chichester District Council – rental and emptying of bins at Hall and Pavilion
2466			Error
2467		100.00	George Nicholls – emergency tree work
2468		552.00	Garden Care (Southern) Ltd – grass cutting contract for September
2469		49.91	Mrs L Davies – website quarterly charge, stationery and postage
2470		820.66	WSCC – Clerk's salary for September
2471		600.00	Wisborough Green Youth Club – second instalment of agreed donation

		£3945.25	Cheques dated 18 th October unless stated otherwise.

- d. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. The Clerk confirmed that the Harsfold Lane repair was still to be settled; an email thanking the Parish Council had been received from one allotment holder. The remainder of the St Peter's donation would need to be considered at the next meeting. There were no further questions.

Clerk

12. 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/11/03919/FUL NP	Mrs Alexandra Howarth-Jones Redlands, Ingrams Farm, Fittleworth Road Covered cattle penning and sorting building. <u>No Objection</u>

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

Application No:	Application and Reason	Decision
WR/11/02988/DOM	Mr S Calder Smith The Elms, Billingshurst Road Construct hard porous tennis court with 2.75m chainlike fencing enclosure on the site of an existing grass tennis court.	Permit
WR/11/03186/DOM	Miss M Hunt 40 Butts Meadow Proposed single storey rear extension. O.S. Grid Ref. 504664/126094	Permit

WR/11/03108/PLD	Mr Richard Brown 2 Wisborough Lodge Billingshurst Road Dormer extension.	Permit
WR/11/03264/DOM	Mrs S Hicks Old School House, School Road Proposed garage / store. O.S. Grid Ref. 505030/126003	Permit

- c. Enforcement Matters: The Clerk confirmed that the following had been referred to CDC for investigation;
- Caravan in Mrs Carter's field.
 - Creation of a track and access onto the highway in The Luth.
 - Work undertaken at Greenways Nursery.

13. Other Reports

- a. Village Hall:
- Leaderbid: The Village Hall Management Committee was still considering possible options.
 - Stonework Repairs: No further details received.
- b. Workhouse:- Nothing to report.
- c. Allotments:-
- Rent Review: The Council currently charged £19 for the large allotment, £10 for the half size and £6.50 for the small allotments per annum. The allotment rents were last increased with effect from 1st April 2010 by £1.50, £1.00 and 50p respectively. At the last meeting, Councillors agreed that the rents should be increased due to the road repairs. Members agreed that it was also important to ensure that the water charge and maintenance expenditure was met. After careful consideration, it was agreed that the charge would be increased to cover rising water costs and reflect the recent road repairs. With effect from 1st April 2012 the annual charge would be £22 for the large allotment, £12 for the half size allotment and £7 for the small allotment with a 10% increase (rounded down) for the following 2 years (2013 & 2014). Clerk to advise allotment holders accordingly.
- d. Pavilion:- KC and AJ anticipated a meeting with the Trustees within the next week or so.
- e. Green Co-ordination Group: The Cricket Club had been asked to remove the nets and screen, and repair the manhole cover south of the cricket square.
- f. Neighbourhood Watch: Several advisory notices had been circulated via the Neighbourhood Watch Village Coordinator.
- g. Conservation/Footpaths: An electric fence across a bridleway on Paplands Farm had been reported to the WSCC Access Ranger. She was now making further enquiries with the landowner as the alternative provided was not ideal.
- h. Youth Club: Nothing to report.

Clerk

KCAJ

14. Any Other Business

- a. JS was conscious that no further contact had been made with the school regarding the CLP and their kind offer to be involved. Mk suggested that the Working Group consider the school's involvement at the meeting next week.
- b. Having recently received information about solar power and the implications of changes planned for from 1st April 2012, SO was anxious that the Village Hall Management Committee (VHMC) did not miss an opportunity to install renewable energy which would be beneficial in the longer term. For clarity, AJ explained that although the Hall was owned by the Parish Council, the management had

CLP Group

been delegated to the Trustees. The Parish Council valued the VHMC's management of the Hall, but it was agreed that KC should raise at the forthcoming Annual General Meeting. As any scheme would involve considerable financial outlay, JS agreed to forward possible grant funding sources for information.

KC/JS

c. RH had reported to the Clerk that a balloon landed on the Green on Sunday morning (16th October). CV advised that it appeared to be an emergency landing as the balloon lost altitude quickly. It was agreed that the Clerk should ensure that Mr Brian Smith, Wisborough Green Balloon Club, had registered the Green as a 'no landing area'.

Clerk

d. The Clerk advised that numbers for the recent litter picking and conker clearance were slightly down but it had been a successful afternoon.

e. The Clerk had been contacted by Mr Donoghue who ran a dance class in the Village Hall on a Monday evening. Due to Horticultural Society meetings, they were unable to hold a class one Monday a month and the only availability in the hall was on a Tuesday. Although a dance class had previously been held on a Tuesday, it finished at 8 pm and did not disturb the vast majority of the Parish Council meeting. Members agreed that music for the whole evening would be a distraction. Clerk to advise Mr Donoghue accordingly.

Clerk

f. RH had reported an increase in dog fouling on the Green by the lay-by; possibly those travelling through the village. It was agreed that signage should be erected.

Clerk

15. Date of Next Meeting:

Planning Committee Meeting on Tuesday 1st November 2011 at 8.00 pm if required.
Parish Council Meeting on Tuesday 15th November 2011 at 7.45 pm.

16. Clerk's Salary Review: Details had been circulated to members in advance of the meeting. The Clerk was asked to withdraw from the meeting room.

The Chairman explained that the Clerk's last salary review was undertaken in November 2010 when the Clerk's salary was increased in line with the national scale effective from 1st April 2009 and backdated to 1st April 2009 - £11.549 per hour for 16 hours per week (15 hours plus one hour per week for the website). A national salary review was not undertaken for 2011.

It was agreed that the Clerk's hours should be increased to 17 per week at her current hourly rate in order to more accurately reflect the time she spends working on Council business and this should be backdated to April 2011.

The Clerk returned to the meeting room and was advised accordingly.

There being no further business, the meeting was closed at 10.10 pm.

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Chairman

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Date