

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 20th October 2015

Date: Tuesday 15th September 2015

Present: Mr A Burbridge (AB), Mr A Jackson (AJ), Mr M King (MK),
Mrs S Overington (SO), Mr H True (HT),

Apologies: Mr K Charman (KC) (Chairman), Mr P Drummond (PD), Ms A Stone (AS), Mr C Vit (CV)

In Attendance: Mrs L Davies, Clerk
Mrs J Duncton (County Councillor)

Members of Public: One

In the absence of the Chairman, Mr Jackson, as Vice-Chairman, opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Charman, Mr Drummond, Ms Stone and Mr Vit.
2. Declaration of Members' Interests: No interests were declared and no requests for dispensation had been received.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 21st July 2015 were approved as a correct record and signed by the Vice-Chairman.
4. District/County Councillor Update:

District Councillor:

- Mr Ransley had sent his apologies. There were no major District Council events to report. The Infrastructure Business Plan, which listed parish priorities, had now been approved by Cabinet.

County Councillor:

- August was generally a quiet month for the County Council, but unfortunately, many had been involved at Shoreham following the tragic air accident.
- The next County Local Committee (CLC) meeting would be held on 26th September 2015 at Duncton. Cllr Duncton also confirmed that CLC funding was not generally available to precepting authorities.
- Arrangements for the repair of Foxbridge Lane had now been confirmed for November; a process of carriageway recycling would be used. Although it did not directly affect Wisborough Green, there was the potential for increased tanker movements through Wisborough Green from the Crouchlands Biogas Plant during the 2-3 week closure period.
- Cllr Duncton was aware that the Boxal Bridge proposal would be debated by the County Council; a letter was handed to her from both Kirdford and Wisborough Green Parish Councils objecting to the recommendation of removal and asking for her support at the forthcoming Council debate.

5. Public Questions: A Newpound resident attended the meeting with regard to the proposal to change the use of an agricultural barn into a residential dwelling adjacent to Loves Farm. Members confirmed that they had had the opportunity to familiarise themselves with the details and objections raised by local residents. The resident gave explanation to the building's history and current proposal, the impact upon the adjacent Listed buildings, access and highways issues, prominent impact upon the rural area, unsustainability and implication for other sites in the Parish as well as the Neighbourhood

Plan. Details of the condition of the current agricultural barn were given with photographs circulated. The resident had sought professional opinion from a Structural Engineer who advised that the building was unsuitable for conversion and was in fact unsafe and should be dismantled. The Chairman thanked the resident for highlighting his concerns; the proposal would be considered later in the meeting.

6. Matters Arising from the Parish Council Meeting on 21st July 2015 and ongoing matters:

- a. Neighbourhood Plan: The consultation following the adoption of the CDC Local Plan closed yesterday. The Parish Council had sent a response to confirm that the comments submitted as part of the Regulation 16 consultation still stood. CDC had now submitted all comments to the Examiner for his consideration. Ms Valerie Dobson, the CDC Neighbourhood Planning Officer, would contact the Examiner in a few days to ascertain a timescale.
- b. Gatwick Airport: PD was attending a meeting with Gatwick Area Conservation Campaign (GACC) this evening; he would report back at the next meeting. An invitation had also been received from Gatwick's Director of Corporate Affairs & Sustainability, Charles Kirwan-Taylor, to attend a meeting on 13th October with other affected Parishes; PD and SO would attend. It was interesting to note that Kirdford had not received this invitation and that Wisborough Green had been linked with south Horsham parishes. PD and SO would also attend the second meeting for this area.
- c. Boxal Bridge: A meeting was held with Mr Kieran Dodds, WSCC Infrastructure Manger, on 10th September 2015; minutes of the meeting had been circulated for information. HT explained that a Principal Inspection was undertaken every 6 years (last undertaken 2nd June 2015), with a General Inspection every 2 years. Mr Dodds had confirmed that the bridge replacement was not due to safety aspects, but maintenance. He gave explanation to the latest Principal Inspection report and confirmed that no massive deterioration had been shown since the last report and that there was nothing of extreme concern. Mr Dodds had given explanation to weight distribution and confirmed that the bridge was still able to carry the maximum axle weight of 11.5 tonnes. The Parish Councils had again challenged the recommendation to replace and the option costs in the Feasibility Report as there were omissions, primarily that no road improvements had been included which would be required for a new bridge. The matter would be debated by Council on 16th October 2015. Kirdford and Wisborough Green Parish Councils were unable to make representation at the County Council meeting and as such, had written to Cllr Duncton to ask her to represent the Parish Councils' views at this meeting.
- d. Parking Issues on the Green: KC and AB attended a meeting on 18th August 2015 with a Pavilion Trustee and Sports Association Chairman following confirmation of the legal position regarding access and use of the west road. The urgent matter to address was ensuring that the residents of Ivy Cottage could gain unhindered access to their property as stipulated in the Deed of Easement. As such, it had been agreed that the Sports Association would inform all members and visiting teams that there was no parking along the road and that parking at the side of the building was restricted to officials and Pavilion staff only. New signage had been installed on the side of the building, along with further 'no parking' signs immediately outside the cottage. Management of the area immediately outside the cottage, not only by sport players but also members of the general public, was proving difficult for the Sports Association as there was not always member of staff available to make approaches. As such, it was suggested that a hatched area be created outside the cottage to clearly identify the area of 'no parking'. Members viewed a plan of the proposal and agreed that, due to the importance of retaining a clear access, the hatched area should be installed. Two quotations had been obtained for £325 and £525 (no response from the third company). Members agreed to accept the quotation from Acculine for £325 and would ask the Sports Association to thoroughly sweep the area.
The increase in popularity of the Club now meant that parking for events did need to be managed. Members were pleased that this was being recognised by the Club and acknowledged its help with thanks.
The legal enquiries into the access had identified weaknesses in both the Pavilion Lease and Easement. In relation to the Pavilion, there appeared to be no right of access or parking for the

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building, although historic precedent was acknowledged. There was an opportunity to update the Lease once the plans for any Pavilion improvements had been confirmed. In terms of the Easement, this would need updating before any further Easements were issued.

HT had noted recent parking on the double yellow lines and requested a supply of the polite 'no parking' notices be distributed to all.

Clerk

- e. Village Gateway on the A272 West Side of the Village: AS, PD and the Clerk attended a meeting with Mr Darren Rolfe of WSCC on 9th September 2015 to discuss Village Gateways. It became apparent that there was no WSCC funding available and that volunteer help to achieve this type of project, as well as ongoing maintenance, was being encouraged. Mr Rolfe's role was to coordinate the use of countywide volunteers as well as encouraging communities to self-help. It appeared that the Parish Council could draw up and then install a gateway scheme although landowner or Highways permission for using a verge was required. AS had found a useful document published by Dorset County Council focusing on community identity and traffic calming, which contained a useful toolkit, references and examples. The Clerk had also obtained a copy of the Traffic Report undertaken by WSCC about 3 years ago which looked at the speeding and overtaking issues on this section of the A272. It was noted that a gateway scheme had recently been installed at Loxwood and the Clerk was waiting to obtain cost details. The Clerk had forwarded Mr Rolfe a copy of the Community Action Plan contained in the Neighbourhood Plan to identify any other projects that he might be able to assist with. In view of future Section 106 funding and future Community Infrastructure Funding, the Clerk suggested that this might now be the time to focus on a Traffic Management Plan for the village which could identify and priorities possible projects and give a better understanding of the costs involved. It was agreed that this would be a positive approach.

AS/PD/Clerk

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

- Highways Update:

- o Moonsbrook: Nothing further to report; the Clerk would continue to chase.
- o Durbans Road: The raised manhole had now been repaired by Southern Water. AB was concerned that it was still raised and posed a safety concern for road users. Clerk to follow up.
- o Petworth Road Pavement: The matter had not been progressed; the Clerk would obtain a quotation for submission to WSCC.

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Clerk

- County Local Committee Funding: An initial application had been submitted for a contribution to the cost of the new community noticeboard; unfortunately it was declined as the Parish Council could make allowance within its precept.

- Meeting with CDC Chief Executive: On 5th August 2015, the Chairman met with District Councillor Josef Ransley and the CDC Chief Executive, Diane Shepherd, to walk around the village and explain the issues facing Wisborough Green. This also included CDC's decision to permit the scale of development on Land South of Meadowbank with the pavement access into the village. It had been a useful meeting for all.

- Public Toilets: There had been a few issues with the public toilets over the summer months:

- CDC had been extremely helpful in diagnosing the electrical fault which related to the Southern Electric supply.
- On the Bank Holiday Saturday the hand basins were overflowing. Fortunately the local plumber, who had previously offered his help in this situation, was able to clear the drain. On the same day, there was an unrelated sewerage leak from a manhole outside The Three Crowns which the Clerk reported to Southern Water.
- The café owners had received a number of complaints relating to the cleanliness. The Clerk advised the cleaners when events were being held to ensure that additional supplies were available but the concerns raised did suggest that on the busy weekends, once a day cleaning was perhaps insufficient. The Clerk had inspected on occasions during the morning to confirm that the facilities had been cleaned. To be considered again as part of budget preparations.

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- Feedback for Summer Events on the Green:
 - Vintage Fayre in the marquee: Traffic management issues with cars on the Green on the south side of marquee, on road parking, and traders using litter bins.
 - Fete: Due to weather and ground conditions, the Fete Society had run a mini fete, cancelling business and food stalls to reduce the impact upon the Green. Static vintage vehicles appeared not to have damaged the surface on the north of the cricket square. Unfortunately, some damage had occurred early on in the goal mouth, but subsequent vehicle movement was restricted to the bare minimum, with equipment being carried to the road edge instead.
 - Horticultural Show: Vehicle movements associated with exhibitors caused some damage. Horticultural Society to be asked to restrict traffic on the Green in wet ground conditions.
 - Rugby Tournament & Balloon Festival: Traffic management problems were noted, potentially related to the balloon event later in the afternoon, although the traffic management was a combined effort. A signed car park was provided, but unfortunately the 'no parking' cones were ignored by motorists and there was on road parking as well as verge parking in Kirdford Road, causing a delay to road users. It was agreed that for future events, traffic marshals should be used to avoid roadside parking and encourage the use of the car park.
 - The Annual Fair would be arriving tomorrow. The Clerk had already spoken to the organisers who were also concerned about the weather and ground conditions. The Clerk had requested that the football pitch be avoided, all vehicles should enter from the south side and that care should be taken to avoid unnecessary damage. The Fair had a right to attend and needed to be onsite for 20th September, the official day to retain the right. AJ highlighted that the installation of drainage had helped the ground to drain more quickly and that over the years, the damage caused by the Fair had been covered by the fee charged. The weather looked better for the end of the week when the Fair was operating which would lessen the impact of wear, but potential repairs would be considered after the visit.

- Installation of Solar Panels on School Roof: It had been brought to the Parish Council's attention by a resident living opposite the school that solar panels had been installed on the roof over the summer. He was concerned at the appearance and possible impact upon the view from his property. The resident was pursuing the matter with WSCC and keeping the Clerk informed. The Clerk had contacted Mrs Duncton, who made enquiries from the WSCC Planning Department which dealt with planning matters for WSCC structures. WSCC had confirmed that it was permitted development and that the visible rail was for annual safety inspections. Members agreed that the rail did seem excessive but acknowledged that WSCC was the relevant planning authority and that the works did fall within permitted development, not requiring a planning application.

- New Councillor Briefing and Planning Training: A briefing session was held on 7th September for new councillors from Wisborough Green, Kirdford and Plaistow & Ifold; the discussion points had been circulated to all. A Planning Training session had now been organised with CDC for Monday 23rd November, 7 pm in the Village Hall. All members were encouraged to attend. Other local Councils to also be invited.

- Autumn Litter Picking Session: Advertised in the Ad Vincula magazine for Saturday 10th October 2015, meeting at the Sundial at 2.00 pm.

- Bus Stop in Kirdford Road: The Clerk highlighted a letter that had been received from a Butts Meadow resident concerning the north side bus stop in Kirdford Road. He was concerned that the bus stop was too small and posed a danger being too close to the road and fast traffic. He suggested that the bus stop be moved further down the road. He was also concerned about the parked cars leading into Butts Meadow. In consultation with the Chairman, the Clerk had responded to advise that the Parish Council had agreed that the bus waiting area could be enlarged and that the matter had been referred back to WSCC in April 2014. With regard to the parked cars, the Neighbourhood Plan consultation had identified a number of traffic issues

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and possible solutions which would be explored further to help develop a Traffic Management Plan for the village. Members concurred with these comments and agreed that there was nothing further to add at this stage.

- Café Flags: Following adverse comments about the café flags, the Chairman explained to the owners that planning permission was required to fly flags in a Conservation Area; there were restrictions on the type and number of flags that could be flown. The café had been busy at the time, so the Chairman was unsure if the message had been understood. Members agreed that the Clerk should write to state the legal position and cause of action. Clerk
- Water Run-off from Village Hall Car Park: The property owner of Glebe Barn had reported that more water was now flowing under the gate. Although he had a drain in his courtyard, he was concerned that the level could rise and enter his property. The Chairman and Clerk had sought advice and requested a quotation from one contractor. Members agreed with this action. The Clerk to obtain a further quotation from E P Clark. Clerk
- Road Edge Spraying: WSCC had now attended the village and sprayed the road edge weeds. The Clerk had spoken to the operatives and confirmed that all problem areas had been addressed, including the estates.
- Winter Management Plan: The Clerk had confirmed arrangements with WSCC. HT and SO advised that they would remain as contacts and liaise as necessary.
- Major Emergency Plan Update: A meeting was currently being arranged in October with the new CDC Emergency Planning Officer to review the current plan. AJ requested that an equipment check was also undertaken. Clerk

7. New Items for Discussion

- a. Green Maintenance: AB explained that the wet ground conditions for the various events in the summer had taken its toll on the football pitch and it was important to bring the condition back. An alternative to the spring work had been discussed at the Green Coordination Group, which involved four elements:
 1. Liquid Gypsum: this was a specialist treatment to improve the soil structure. It took 8 weeks to have an effect and so an application was required shortly, for the benefits to be evident in November.
 2. Vertidrain: to let air back into the ground and improve plant health.
 3. Autumn Fertilise: to boost the over-seeding that was undertaken earlier in the year which had not taken as well as hoped. In this regard, on occasions the grass had been cut too short, so AB asked to review the grass cutting contract for next year and requested that the blades be raised now. Clerk
 4. Worm Control; this was a suppressant which did not kill the worms but reduced their activity. Although worms were generally helpful for soil structure, unfortunately the worms brought the clay soil to the surface.

AB had obtained one quotation for the work for £2395 and would obtain a further quotation from Active Grounds Maintenance which had previously undertaken the work. Some savings could be made if he purchased and spread the fertilizer independently. Unfortunately Active did not offer the Liquid Gypsum and as such, only one quotation might be available for this specialist treatment.

Members reviewed the budget and agreed to a maximum budgeted expenditure for the Parish Council of £1300, with the additional 50% committed contribution by the Sports Association. This figure would also need to include any repairs necessary after the Fair's visit. Members were happy to support the worm suppressant. The decision for the work to be delegated to the Clerk in consultation with AB and the Chairman.

- a. Installation of Parking Stoppers: The Clerk had approached two contractors to provide a quotation to install the stoppers outside The Three Crowns. Although both contractors highlighted that the fixing might not work due to the material under the tarmac, one contractor did not quote as he believed the stoppers would be a hazard. Members were reminded that the Parish Council had looked into possible alternatives to address the problem of car being parked with bonnets over the pavement. This restricted access for pedestrians and in fact, an injury was sustained which had resulted in this possible solution. Members agreed that this was a trial to potentially address a safety concern and that the stoppers were used for this purpose in many public areas. Members therefore agreed to accept the quotation from David Pegley Groundwork Contractors for £215 plus vat for chemical fixed anchor bolts drilled in. Stoppers to be fixed to the second, third, fourth and fifth bays and their effectiveness monitored.

Clerk

- b. Skiff Lane Watershed Scheme: An application had been made to WSCC for Watershed Funding to resolve the surface water issue at the bottom of Skiff Lane. WSCC had drawn up a specification for which two quotations had been received. Subsequent to this, the cheaper contractor discovered an unknown road gully which confirmed that the WSCC scheme was incorrect. WSCC had confirmed that any deviation from the specification was acceptable if it resolved the problem. Members therefore agreed to accept the quotation from David Pegley Groundwork Contractors for £850 plus vat to trim back vegetation, form new ditch to existing culvert pipe and the clearing 50 metres of ditch with spoil to remain onsite. Landowner permission had been obtained.

Clerk

8. Correspondence: Details of correspondence received since 22nd July 2015 was distributed prior to the meeting and displayed. The Clerk highlighted details as necessary:

- SDNPA – details of Parish Workshop in Pulborough on Thursday 10th September – PD to attend.
- Chichester District Association of Local Councils – invitation to attend and meeting agenda for meeting in Boxgrove on 27th July – members unable to attend – apologies sent.
- Rural Services Network – weekly email digest – circulated.
- CDC – on 14th July Chichester District Council formally adopted the new Chichester Local Plan.
- CDC - The Licensing Act 2003 (the 'Act') requires Chichester District Council, as a Licensing Authority, to publish at least every five years a Statement of Licensing Policy (the 'policy') with respect to the exercise of its various functions under the Act. The current policy has had effect since 2011 and therefore it is now necessary to prepare and consult upon a new policy in time for it to be published by the 7th January 2016. revised policy is available from <http://www.chichester.gov.uk/draftpolicy> Response by midnight on the 4th October 2015.
The Clerk had reviewed; no comments to submit.
- Cllr J Duncton – statement from WSCC leader in response to press details about annual audit report and criticism received in relation to Council spending. Circulated to all.
- CDC - At its meeting on 7 July 2015 the Cabinet agreed the principle of maintaining the grant to compensate Parish Councils for the loss of taxbase due to the continuation of the Council Tax Support scheme. The grant will be reduced in line with the reduction in the Council's funding from Government and will be confirmed at the December Cabinet.
The draft settlement will not be received until December so exact figure will be notified to with normal taxbase notification. **Potential reduction in grant funding highlighted to members.**
- Karen Roberts – email of introduction as newly elected Member to the South Downs National Park Authority, having been elected by the West Sussex Parishes. Circulated.
- CDALC – minutes of meeting on 27th July and notification of next meeting on 12th October – circulated.
- Rural Services Network – weekly email digest – circulated.
- West Weald Landcape Project – newsletter – circulated.
- Rural Services Network – weekly email digest – circulated.

- CAGNE – newsletter update regarding Gatwick Airport – circulated.
- WSCC – Boxal Bridge inspection report – circulated.
Rural Services Network – weekly email digest – circulated.
- Rural Services Network – weekly email digest – circulated.
- WSCC – summer newsletter from Council Leader, Louise Goldsmith – circulated.
- CDC – notification of all parishes meeting on Wed 30th September – KC to attend.
- Rural Services Network – weekly email digest – circulated.
- SDNPA - Invited to participate in the South Downs Local Plan: Preferred Options consultation. Open from 2 Sep 2015 at 08:00 to 28 Oct 2015 at 23:59. The SDNPA value the important contribution Parish and Town Councils make to the National Park and your local knowledge is vital in ensuring the Local Plan will be effective in managing development across the National Park. We encourage all Town and Parish Councils to take the time to comment on the Preferred Options consultation.
- SSALC – September newsletter – circulated.
- Action in rural Sussex Sussex Annual General Meeting and Debate – details of AGM -being held on the 29th October 2015 at Lewes Town Hall starting at 17.00hrs
- Rural Services Network – weekly email digest – circulated.
- SSALC - In association with Sussex Police and the Police & Crime Commissioner, have been looking at ways to develop and improve a more versatile community presence within clusters of communities, linked to the Chief Constable's recently announced new Policing Model referred to in our September Newsletter. To gauge opinion on the feasibility of the approach, may we invite you to attend a briefing session at Lodge Hill, Watersfield, Near Pulborough, RH20 1LZ on 8th October from 1400 – 1630. **KC to attend.**
- Arun & Chichester Citizens Advice Bureau's, Annual General Meeting on Thursday, 22nd October 2015, 10am for 10.30am start.
- WSCC – request for comments on cycling and walking in your area by Monday 12 October 2015. **Details to be forwarded to AB and MK to respond.**
- CDC – Statement on Syrian Refugees from the Leader of Chichester District Council - circulated
- SDNPA – details of consultation events in relation to South Downs National Park Local Plan; Preferred Options. 10:00-15:00 Sat 12 Sept South Downs Centre, Midhurst GU29 9DH, 15:00-20:00 Wed 16 Sept Arundel Town Hall BN18 9AP.
- WSCC – “What If” has been developed with partners in the Sussex Resilience Forum as a way of providing support to enable communities to prepare and respond in times of difficulties. It's based on a programme providing skills, knowledge and equipment to enable local volunteers to reduce the impact of a crisis event within your community, and covers areas including first aid, evacuation and shelter, coordination and control, and developing community assets. The ultimate aim is to help you develop a safer, stronger and more resilient community in the event of any emergency. **Clerk completed online survey and advised waiting to meet with CDC Emergency Planning Officer to look at current plan.**
- Kirdford Parish Council – donation of £500 towards public toilets. **Acknowledged with thanks.**
- CDC – Standards Board Meeting Minutes – review of Terms of Reference and complaints procedure.

AB/MK

9. Finance:

- a. Insurance Renewal: The insurance renewal details had now been received. The Clerk highlighted that the Parish Council had previously entered into a 3 year long-term agreement which expired on 30th September 2016, however the broker, Came & Company, was offering a 5% reduction on this year's premium of £1439.52, reducing it to £1367.54, if the Council wished to enter a new agreement until 30th September 2018. The Clerk advised that the policy covered fixed assets, as well as Public Liability, Fidelity Guarantee, Personal Accident, Keyman Cover should the Clerk be off on long-term sick, amongst a number of other core elements, which was in excess of the cover previously provided. As Came and Company offered a prompt and friendly service, and were quick to respond to queries, members agreed to renew on a new 3 year agreement.

Clerk

- b. Accounts for Payment: The Clerk circulated the Cheque List for August and September, which was approved.

Cheque Number	Total	Details
2898 30.07.15	493.80	Pyzer Cleaning Services – monthly charge for cleaning public toilets
2899 21.08.15	42.00	Scruples Signs & Designs – ‘No Parking’ signs for outside Ivy Cottage
2900	633.90	Sussex Land Services – grass cutting contract for July
2901	1789.70	Lewis Marquees – balance of payment for Bank Holiday marquee
2902	959.68	WSCC – Clerk’s salary for July
2903	100.00	St Peter ad Vincular PCC – distribution of July newsletter
2904	146.78	British Telecommunication plc – quarterly broadband and telephone charges
2905 24.08.15	493.80	Pyzer Cleaning Services – monthly charge for cleaning public toilets
2906 15.09.15	504.00	Wellers Law Group LLP – legal advice in relation to Pavilion access
2907	360.00	PKF Littlejohn LLP – external audit for year end 31 March 2015
2908	100.00	St Peter ad Vincular PCC – distribution of April newsletter (missed off earlier invoice)
2909	959.68	WSCC – Clerk’s salary for August
2910	116.58	Mrs L N Davies – office expenses and cast iron drain cover
2911	930.00	Pro-tec Security Management Ltd – security for August marquee
DDebit 12.08.15	21.60	Plusnet – Village Hall broadband
DDebit 12.09.15	21.60	Plusnet – Village Hall broadband
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- c. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliations for the periods ending July and August 2015 for the Parish Council’s Business Account. The bank signatories were confirmed as KC, AJ, MK as existing signatories, with AB, HT, and AS as new signatories. The Clerk would circulate the paperwork as necessary.
- d. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. The figures were displayed which included commentary for clarification. There were no further questions.
- e. External Auditor’s Report for Year End 31 March 2015: The report was displayed which confirmed that the accounts had been approved. The statutory notices would now be displayed on the notice board and website for the required time.
- f. Budget Preparations for 2016/17: Members were asked to give consideration to any items to be included in next year’s budget for discussion at the next meeting.

Clerk

10. Planning

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

Application Number	Application
WR/15/02583/PA3Q	<p>Agricultural Barn south of Loves Barn, Newpound Pt 3 Class PA3Q, Change of use of agricultural building to 1 no. dwelling. The Parish Council was pleased to be given the opportunity to comment on this proposal.</p> <p>Members reviewed the plans and came to a unanimous view that the proposed development is inconsistent with the policies within the emerging Neighbourhood Plan (currently being considered by the Planning Examiner).</p> <p>The proposal is inconsistent with Neighbourhood Plan Policies:</p> <p>OA3: Settlement Boundary Overarching Policy – Rural Area Page 36 EN3: Public Rights of Way EN4: Conserving and Enhancing the Heritage Environment DS2: Vernacular for New Developments</p> <p>Members also expressed considerable concern at potential highways safety issues.</p>
SDNP/15/03964/HOUS	<p>Mr & Mrs Stilwell Westland Cottage Fittleworth Road Construction of replacement outbuilding. <u>No Objection.</u></p>
WR/15/02080/FUL	<p>Mr D Gent Goose Cottage Durbans Road Wisborough Green Change of use of existing store building to residential. <u>No objection</u>, but as previously stated for earlier applications, the Parish Council is concerned at the safety of the access and the precedent being set for residential use behind the building line.</p>
WR/15/02321/ELD	<p>Mrs Tracy Cawdell 1 Newfields Newpound Change of use of land for the siting of two caravans for human habitation. <u>No objection</u> but the application is inconsistent with the emerging Neighbourhood Plan.</p>
WR/15/02295/FUL	<p>Mrs Linda Cooper Greenways Nursery Kirdford Road Variation of Condition 2 of planning permission WR/13/00744/FUL - To substitute proposed site plan. <u>No Objection.</u></p>

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

Application No:	Application	Decision
WR/15/00251/FUL	<p>Mr Colin Wood Bat and Ball Newpound Wisborough Green Installation of new extract and fresh air plant and ductwork to kitchen.</p>	Permit

WR/15/00252/LBC	Mr Colin Wood Bat and Ball Newpound Wisborough Green Installation of new extract and fresh air plant and ductwork to kitchen.	Permit
WR/15/00032/OUT	Mr Michael Gadd Stable Field Kirdford Road Development of a 26 residential unit sheltered housing scheme for over 55s to include on-site communal facilities, with new vehicle and pedestrian access, associated parking and attenuation ponds and associated infrastructure(all matters reserved).	Refuse In rural area Not allocated in NP Access Impact on character of area & Conservation Area etc Refer to decision notice
WR/15/01391/DOM	Mr And Mrs C Voller Arunvale 9 Carters Way First floor and single storey extension.	Permit
WR/15/01828/DOM	Mr Ian MacRae Northlands Farm House Newpound Construction of garage with loft storage.	Permit
WR/15/01843/LBC	Hall & Woodhouse Wisborough (Formerly The Bat & Ball) Newpound Redecorate window frames, door frames and areas of painted render.	Permit
WR/15/01869/DOM	Mr C Lee 24 Carters Way Wisborough Green West Sussex Single storey rear extension, first floor side extension and pitch roof over porch.	Permit
WR/15/01974/DOM	Mr & Mrs T March Coed Afal, Petworth Road, Wisborough Green, Proposed two storey rear extension and internal alterations.	Refuse Bulk, mass & form detract from Listed building. Harmful to Conservation Area
WR/15/01975/LBC	Mr & Mrs T March Coed Afal, Petworth Road, Wisborough Green, Proposed two storey rear extension and internal alterations.	
SDNP/15/03084/HOUS	Mr Richard Hexall Mockbeggars, Horsebridge Hill, Bedham Proposed demolition of single storey living garden room and external store. Proposed single storey extension, with a basement and new wall facade to main entrance.	Permit

c. Enforcement Matters:

- Northlands Farm: Nothing further to report.
- The Wisborough: Referred to CDC, but nothing heard to date. The Clerk would follow up.
- Caravan on Agricultural Land, Harsfold Lane: Referred to CDC. An officer had inspected but there was no breach at the present time. Now held on CDC records and the owner would be written to in due course.
- Dunhurst Copse: Kirdford Parish Council had reported to CDC some earthworks in the copse. The officer had now undertaken a site visit and established the location of lakes as well as

Clerk

landownership; the lakes were in Wisborough Green Parish. He would be contacting the owners to establish the nature of the works and would report further.

- Land at 1 Newfields and south of 2 Newfields, Newpound: An enforcement notice had been served for the siting of caravans – refer to the above planning application.

d. Appeals:

- Roosters, Durbans Road: The Appeal was upheld – see Planning Application for Goose Cottage.

11. Other Reports:

a. Village Hall:

- SO was delighted to report that meetings with possible architects were now being held with a view to upgrading the hall facilities. Initial discussions were very exciting and suggested that the third floor could be reinstated to offer more space. Further details would be presented to the Parish Council in due course.
- In this regard, members resolved that an application should be made to obtain a Locality grant to fund the feasibility study and the preparation of plans for any subsequent planning application.
- The minutes of the last Village Hall Management Committee meeting on 3rd August 2015 had been circulated to all.

Clerk

- b. Workhouse: The Clerk was experiencing difficulties in obtaining quotations for the work. Having thought she had obtained a third quotation, one company then declined; this was the second company to do so. Details of another company were provided.

Clerk

- c. Allotments: Nothing to report.

- d. Pavilion: Nothing to report.

e. The Green:

- AB advised that the drainage work at the back of the Pavilion started on Friday after a delayed start. Due to the current weather and ground conditions, there was the potential for damage to the Green. Members therefore agreed that AB should actively manage the project, in consultation with the Clerk, and was authorised to call a halt to the work if conditions were unsuitable. It had been agreed at a site meeting earlier in the year that an additional drain would be installed at the side of the Pavilion. This was still within budget but the final details and cost would be confirmed and circulated to all for approval.
- HT advised that during his last playground inspection he picked up a number of maintenance items. These items had also been identified by The Play Inspection Company during the annual inspection on 2nd September 2015

AB/Clerk

1. Cradle seat – cracking picked up on the inspection but the seat had since been replaced with the new one purchased earlier in the year.
2. Matting under the main swings – raised and lumpy, potentially roots.
3. Matting under the seesaw – compacted with mud.
4. Rails loose on climbing frame – the Clerk believed that the Council has a tool to tighten.
5. Climbing Frame Rope – although HT had repaired a number of areas with tape, the inspection had picked up some fraying. He would repair, but it posed the question as to whether the rope should be replaced. The Clerk would look into the cost – she believed that sections could now be purchased.
6. Fencing – the Clerk would chase the fencing quotations.

Clerk

Clerk

- Green Coordination Group Meeting: The Clerk would organise a meeting in October.

Clerk

- f. Neighbourhood Watch: Several advisory notices had been circulated. Nothing further to report.

- g. Footpaths/Conservation: A resident had raised a concern about an electric gate across the driveway to Paplands Farm. The Clerk had referred the matter to the WSCC Access Ranger.

Clerk

- h. Youth Club: As Chairman of the Youth Club Management Committee, MK was disappointed to report that the Youth Leader would be leaving at the end of the year having found fulltime employment. The Club had also been hoping for financial support from the Fete Society, but this was now unlikely.

12. Any Other Matters to Report

- a. At the last meeting, the Clerk had highlighted correspondence regarding Commonwealth Day. She had raised this with Mr Killingbeck who confirmed that he did raise the Union flag on the day. He suggested that if the Parish Council wished to buy the Commonwealth flag, for consistency, perhaps the European Union flag should also be purchased. After some consideration, members agreed to leave for the time being.

13. Date of Next Meeting:

Planning Committee Meeting on Tuesday 29th September 2015.
Parish Council Meeting on Tuesday 20th October 2015 at 7.45 pm.

Part 1 of the meeting closed at 10.05 pm. The member of public left the meeting room.

14. Exclusion of Press and Public: Pursuant to Standing Orders Section 3d, and in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that the press and public be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.

- a. Pension Arrangements: In order to comply with Workplace Pension requirements, it was necessary for the Parish Council to agree pension provision for the Clerk and any future employees. The different options available were thoroughly investigated. Careful consideration was given to the long term financial implications for the Parish Council and the security of the scheme.

As an employer listed in Part 2 of Schedule 2 of the Local Government Pension Scheme Regulations 2013, Wisborough Green Parish Council has the power to designate who within the organisation can join the pension scheme.

It was resolved that all members of staff holding an employment contract with Wisborough Green Parish Council are eligible to join the National Employment Savings Trust (NEST) pension scheme, offered as an alternative to the Local Government Pension Scheme. The Parish Council will make the minimum employer contribution applicable at the time of entry to the scheme. Membership is not extended to any other individuals.

The Council resolved to adopt the Auto Enrolment Staging Date of 1st October 2015.

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

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Chairman

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Date