

Wisborough Green Parish Council

Minutes of the Parish Council Meeting to be agreed on 16th February 2016

Date: Tuesday 19th January 2016

Present: Mr A Burbridge (AB), Mr K Charman (KC) (Chairman), Mr P Drummond (PD),
Mr A Jackson (AJ), Mr M King (MK), Mrs S Overington (SO), Mr H True (HT)

Apologies: Ms A Stone (AS), Mr C Vit (CV)

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

Members of Public: 2

The Chairman opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: Apologies were received and accepted from Ms Stone and Mr Vit. Mr King advised that he would be delayed.
2. Declaration of Members' Interests:
Being a friend of the applicant, HT declared an interest in the planning application for Fowlers.
Being a friend of the applicant, KC declared an interest in the planning application for Fowlers.
Being a friend of the applicant, PD declared an interest in the planning application for Mockbeggars.
Being a neighbour to the Winterfold site, AJ declared his interest and advised that he would be withdrawing to the public seating area.
No other 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 1st December 2015 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:

District Councillor: Mr Ransley had sent his apologies, but provided the following written update:

- Council Tax – The Government's recent Financial Settlement (provision of funds to local councils) has proved to be much less (worse) than expected and as such I personally anticipate a proposal to increase our Council Tax, that is the District Council's element, by up to £5. As I am satisfied that CDC continues to be efficient in its financial management of delivering local services, I would look to support any proposal for an increase.
- Crouchlands – Pleased to report that along with local community groups, Parish Councils and District and County Councillors, Chichester District Council (CDC) is being pro-active and robust in its challenge to the various appeals being held regarding the unauthorised commercial plant at Crouchlands Farm. The first hearing is being scheduled for 28th February 2016.
- Major Local Housing Planning applications – both parishes in the ward have challenging applications on going but my personal view is that CDC is seeking compliance with adopted policy including adopted or emerging Neighbourhood Planning Policy.
- Aircraft Noise – Council will have benefit of separate reports but the latest response I've received to representations on your behalf from the Secretary of State for Transport dated 8th January 2016, refer only to the forthcoming arrivals review to be published at the end of January. In regard to the new PBN departure routes that have been implemented we are referred to the Post Implementation Review that started in November 2014 and published in November 2015 by the CAA.

County Councillor:

- West Sussex County Council (WSSC) had also received less funding than anticipated from the Government settlement; there was a £10-11 million shortfall so budgets were being reviewed. A 2% increase (£3 million) had been ring-fenced for the older population and the Government had confirmed that on top of this, the Council could increase by another 2% without a referendum. It was likely that on top of the ring fenced 2% there would be a further 1.75 or 1.99% increase yet to be decided. The Council did not have vast reserves and would not be considering using at this stage. Reserves were being used for capital improvements, such as the solar farm, to generate income. The Council would agree the budget and ratify the Precept increase at the February meeting.
- Mrs Duncton was now in receipt of a report relating to Broadband provision; she would forward to the Clerk for circulation. It detailed coverage and identified areas that still lacked a good connection. WSSC was working in partnership with British Telecom and provided funding to improve the service which also involved exploring different methods of connection to identify solutions. It was hoped that at the end of the programme, 95% coverage across the County would be achieved. It was noted that Wisborough Green settlement had received fibre-optic connection early in the programme.
- There were now 650 children being looked after by the Council at a considerable cost.
- Mrs Duncton had been involved in a Task & Finish Group which had just completed a review of road improvements. More information would be provided at a future date.

8.55 pm – as there were no further questions, Mrs Duncton left the meeting room.

5. Public Questions:

- A Newpound Lane resident attended the meeting to listen to discussion relating to the Winterfold application. He drew the Parish Council's attention to concerns relating to sewage management.
- The Winterfold landowner was in attendance; he had no questions.

6. Neighbourhood Plan Update: As it was relevant to discussion relating to the Winterfold planning application, the Neighbourhood Plan (NP) update had been included at this stage of the meeting. In the absence of MK, the Chairman explained that the Parish Council had endorsed the draft NP which had been on consultation and subsequently submitted for independent examination. The Examiner's Report was received last November and whilst some amendments had strengthened the Plan, the Parish Council was disappointed with some comments, particularly in relation to site phasing over the Plan period. It had been the community's wish for phased development which would be more sustainable in terms of assimilation into the village and to allow for infrastructure improvements. The consultant engaged to help with the NP had identified phasing as potentially being in conflict with the National Planning Policy Framework (NPPF), but the decision was made to include based upon local concerns. The Examiner's report had confirmed that the phasing of sites was not only in conflict with the NPPF but also the Chichester Local Plan. This was subsequently discussed in detail with CDC Officers in December 2015. Unfortunately a high volume of development in the North East Parishes was anticipated over the next few years, but if the Parish Council chose to dispute the Examiner's report in support of phasing, there was the real risk that the NP would not meet the Basic Conditions Statement and therefore not be consistent with the NPPF. This would open up the potential for a judicial review which CDC could not defend, leaving the village without a NP in place and exposed to unwanted development for up to 2 years until a new NP could be submitted. Although Outline planning permission had been granted for Land South of Meadowbank, the delivery of this site was unknown and might not come forward for some years. The professional advice received was that the Parish Council should not take issue with the Examiner's Report.

There was local experience in neighbouring villages that social disruption had been created with large development which was why the phased element had been included. AJ reiterated that the NP could not enforce phasing of all the sites, but potentially this might be achieved by persuasion and willingness of landowners.

The Winterfold landowner, who was present, was asked if some phasing could be achieved particularly as the application stated that the development could be delivered in 2017. Mr Slade advised that he was happy to work with the Parish Council within the time limits set by the planning system (3 years once Outline had been approved) if this would help with the phasing element.

AB was concerned that the Parish Council was being coerced by CDC. As Cllr Ransley had commented on and supported the phasing element at the last meeting, he questioned whether he should be involved in discussion with CDC. He also felt that the village should have been told in the NP that the phasing element was a weakness. AB was concerned that within 6-7 years, the village could have all the 15 year housing allocation. Whilst the developer had given a verbal indication of working towards phasing, it was relying upon goodwill. AB was also concerned that some people in the village did not want development.

The Chairman warned that if the Parish Council chose to challenge the phasing element, it would jeopardise the NP in its entirety. AJ concurred, highlighting that other sites put forward for consideration in the process would potentially reappear as potential development sites, making the village extremely vulnerable for further development above the allocated number. Loxwood was a local example of a village with developer pressure. In recent years there had been very little development in the village and those who responded to the NP consultations had identified a local housing need on planned sites. SO highlighted that many years ago, whilst there was some initial reluctance towards the Carters Way housing, it had provided valuable housing needed for the sustainability of the village.

8.10 pm – MK joined the meeting and declared no interests.

MK concurred that it was an imperfect situation and unfortunately CDC was also under political pressure to deliver housing. In terms of the NP, he agreed that the Plan should follow due process and it was important that all should understand the realities of the situation, particularly without a NP in place. In terms of the Winterfold application, he suggested that the Parish Council still make reference to phasing in its response.

7. Planning: AJ withdrew to the public area for discussion relating to the Winterfold planning application.

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

Application Number	Application
WR/15/03366/OUT	Mr C/O Agent Land East Of Winterfold Durbans Road Development of 22 units, associated infrastructure and open space. (Revised Plan)
<p>The Chairman gave a summary of the changes made to the proposal since the discussion on 1st December 2015, explaining that the provision and gift of the public open space was fundamental to the inclusion of the site in the Neighbourhood Plan. A Section 106 Agreement would be put in place for the land which would include the maintenance element. He invited members’ comments:</p> <p>AB highlighted concerns that had been made to him by local residents:</p> <ul style="list-style-type: none"> - The current access arrangements seemed unsatisfactory, particularly for lorries. - Power supply concerns. The village had substantive power failures so a backup generator would be required for the proposed sewage pumping station. - Noise and potential smell from the pumping station would need to be addressed. <p>AB also raised his concerns that whilst the site was included in the NP, the application was outside the proposed timeframe. He reiterated that he felt the Parish Council was being forced by CDC and that this development was against the wishes of the community. There were other brownfield sites, particularly the nursery site, which would have been more suitable, which was subsequently allowed for residential caravans. He suggested that the application was premature to the NP and questioned whether this should be challenged in the same way as that the Petworth Road site.</p>	

The Chairman explained that the Land South of Meadowbank, Petworth Road, was challenged on the basis that it was premature to the NP which was being prepared at the time. The site would have been included in the Plan but not to the same extent and number. Unfortunately, the NP process was not at a sufficiently advanced stage to uphold this concern. As such, the site was permitted and therefore included in the NP. If not in the NP, this development would have been in addition to the minimum of 60 houses allocated to the village. CDC had originally refused the application for Greenways Nursey but it was upheld on Appeal. Again, this site was then included in the NP so that the numbers would count towards the village housing allocation.

After some further discussion, it was agreed, with a vote of 5 in favour, 1 against, that the Parish Council did not object in principle to the outline application. This support was on the condition that the following issues were addressed:

- That the public open space given is the land hatched in pink/green in the Wisborough Green NP Policy Winterfold SS4, together with the other obligations, as amended by the Independent Examiner in his report dated 23rd November 2015. Details to be confirmed in a Section 106 Agreement prior to granting planning permission.
- That the Southern Water requirements relating to a detailed surface and waste water management plan satisfy fully the Neighbourhood Plan Policies IN1 and IN2. There are already major concerns in Wisborough Green that the current sewage system is at full capacity, particularly the Moonsbrook Pumping Station, already known to be at capacity and causing overflow issues on occasion.
- That the proposed pumping station on the site to be confirmed as not causing noise, obnoxious fumes or vibration effects to nearby properties.
- That adequate screening should be provided within the design to enhance the quality of the development and to mitigate the effects on nearby residents, in particular, in the Garmans development and along the length of the access road against the public open space. This, and the position of the pedestrian access path to Newpound Lane, to be discussed and finalised with the Parish Council.

The Parish Council would expect to be able to discuss the application details further with the developer prior to the FULL application, with particular regard to:

- Traffic management and pedestrian access in Durbans Road.
- Lighting within the proposed development.
- Parking provision within the proposed development.
- Traffic management within the site.
- Landscaping.

During the NP consultations, the community felt strongly that phased development would be more sustainable; its assimilation into the village and for the infrastructure to increase in pace with developments. The Parish Council is still concerned that the village could be adversely affected by the cumulative effect of substantial development occurring in a short time frame in Wisborough Green as well as adjoining villages.

1 member of public left the meeting room and AJ re-joined the meeting.

WR/15/03579/FUL	Mr R James Dunhurst Copse Skiff Lane Retrospective application for erection of a log store. O.S. Grid Ref. 503754/127385 <u>No Objection</u>
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WR/15/03976/TCA	Wisborough Green Parish Council Recreation Ground, A272 The Luth To Durbans Road, Maintenance work on various trees around The Green. <u>No Objection</u>
WR/15/04166/TCA	and West of Village Hall and pond area. <u>No Objection</u>
SDNP/15/06376/HOUS	Mr and Mrs Burr Fowlers, Fittleworth Road, Conversion of existing outbuilding to ancillary annex accommodation. <u>No Objection</u>
SDNP/15/06377/LIS	Mr and Mrs Burr Fowlers, Fittleworth Road, Conversion of existing outbuilding to ancillary annex accommodation. <u>No Objection</u>
SDNP/15/06062/FUL	Mr Richard Hextall Mockbeggars, Horsebridge Hill, Bedham, Alterations to existing Dutch barn. <u>No Objection</u>

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

Application No:	Application	Decision
WR/15/03216/FUL	Mr Glenn Stocker Land North Of The Long Croft The Long Croft Proposed new bungalow.	Refuse Outside the Settlement Boundary
WR/15/03504/DOM	Mr Jon Finn Park Cottage Kirdford Road Demolition of existing incongruous rear dormer. New modern dormer and extension design as a modern interpretation and connecting walkway.	Refuse Impact upon Grade II Building
WR/15/03505/LBC	Mr Jon Finn Park Cottage Kirdford Road Demolition of existing incongruous rear dormer. New modern dormer and extension design as a modern interpretation and connecting walkway.	Refuse Impact upon Grade II Building
WR/15/03690/TCA	Wisborough Green Parish Council Recreation Ground, A272 The Luth To Durbans Road, Notification of intention to fell 1 no. Horse Chestnut tree (quoted as T7).	No TPO

c. Enforcement Matters:

- The Wisborough: No further update. The Clerk would follow up with CDC.
- 6 Garmans: CDC confirmed that a breach of planning control had been identified. The person responsible has been informed that the change of use would require planning permission and that either a planning application should be submitted for determination or the new fencing removed and the land returned to the correct use. CDC would contact the Parish Council

should an application be submitted, the matter resolved or if there were any further developments.

- Café Flags: No further update had been received. The Clerk would follow up with CDC.

8. Matters Arising from the Parish Council Meeting on 17th November 2015 and ongoing matters:

a. Gatwick Airport:

- Following the last meeting, PD had circulated the response to the Arrivals Review for Parish Council approval before submission. The Arrivals Review Report would be available on 28th January – PD would be attending a meeting to hear the outcome.
- A departures review would also be undertaken in the future, although the CAA appeared to be delaying.
- A protest group to the East of the airport had launched a successful judicial review for the lack of consultation on airspace change which had led to an Appeal. This would now be heard in the Appeal Court and could potentially set a precedent for the changes that had occurred since 2013.
- During the course of his involvement with the various protests groups and his meetings with Gatwick and agencies, it had become apparent to PD that more weight appeared to be given to those involved with Councils. This was again highlighted by a Council action group which started with 6 councils and now represented 26, totalling about 87,000 people. PD had submitted the Arrivals Review response on behalf of the 'Cluster Parish Group' but proposed that a formal Parish Council protest group be established, with representatives from each Council attending periodic meetings. He would still liaise with CAGNE and GACC, but felt that this would be advantageous for the locality. Members agreed that in essence, the Cluster Parishes had already supported this by requesting PD make the review submission but agreed that PD should try to formally establish the group.

PD

b. Boxal Bridge: A letter had now been sent to WSCC regarding any future discussions, but no response had been received to date.

c. Youth Club: MK explained that the Youth Club had reached a critical point regarding its future and as Chairman of the Management Committee, he required some guidance from the Parish Council. He explained that historically the Club had been run by volunteers which had created some unpredictability over the years as volunteer leaders came and went. Five years ago, a need was identified in the village and the Parish Council took a lead role in re-establishing a Club. The Club had been successful for 5 years, with one small break, ultimately employing two Youth Workers to avoid the reliance upon volunteers. Unfortunately both paid members of staff had left in the autumn and a recruitment campaign across the district had been unsuccessful.

As an alternative strategy, discussions had been held with Horsham Matters, the organisation which ran 75% of the youth clubs in the Horsham district including Billingshurst and Pulborough. The organisation was open to the idea of running the Youth Club as an out-sourced arrangement with the Management Committee still in place. Horsham Matters would provide the staff and legal background. However, this arrangement would cost £7000 with the additional hall hire cost of £1000, making an annual cost of £8000. If the current numbers were maintained, the attendance charge would generate an income of £2000. The Parish Council had originally helped finance village hall hire and insurance costs, and the Club had received funding from the Fete Society, WSCC, CDC and Billingshurst Lions Club. Potentially 50% of the annual cost could be derived from local sources and fundraising, although this was not guaranteed. It also appeared that the contract would need to be with the Parish Council which would also be required to underwrite the whole annual cost; the Club would not be in a position to meet the full cost. MK confirmed that the Club operated for about 30 weeks in the year and that with two Youth Workers, up to 30 young people could be in attendance. Some young people from other villages did attend, although it was noted that Kirdford's generally went to Plaistow. Other options had also been explored such as using the minibus to take the young people to Pulborough which was under capacity, although again, this arrangement would rely upon volunteer drivers. Parents appeared to value the Club highly but yet were unwilling to help. Members discussed in detail and acknowledged that having a Youth Club as a meeting place for young people in the village was advantageous but not a necessity as there were other opportunities available. Based upon 30 weeks operation, it would cost £266 per session which appeared almost disproportionate. Members

therefore agreed that the Parish Council was still willing to offer financial support to the previous level (£1200) but could not commit further or to the full cost. MK to include an article in the next Parish Council newsletter to establish if parents were willing to help or if any further ideas were forthcoming.

MK

Pavilion Lease: Following the last meeting, AJ had reviewed the current lease and discussed further with Mr Ian Elliott and Mr John Newman of the Wisborough Green Sports Club Association (WGSCA). The current Pavilion Trustees were Mr Allan Self, Mr Nevin Davies and Mr Richard Vause. The recent parking issues, proposed Pavilion improvements and an indication that Mr Vause would be stepping down, had raised questions over the current arrangements.

AJ gave a presentation to members giving explanation to:

- The agreement between the Parish Council and a set of Trustees, what the lease set out and the boundaries of how the land was used.
- The reasons why the Lease was in place.
- The Lease structure.
- Delegation to the Sports Association and limitations.
- Trustee obligations.
- Exclusions for the Lease.
- Termination of the Lease.
- Trustee Liabilities.
- New Pavilion potential and implications.

In summary, the Lease provided for a chain of active management with the delegation of day to day responsibility to the WGSCA with a need for active Trustees to supervise. The obligations were generally related to common sense behaviour. AJ would circulate the presentation for information.

AJ confirmed that the WGSCA would like to see a closer relationship with the Parish Council and to have Trustees in place that were proactive in their role. Mr Elliott had indicated that further plans for the Pavilion improvement would be presented to the Parish Council shortly which would have implications for the Lease. As legal advice would be required, AJ suggested that this be finalised before the current Lease was changed. With the forthcoming Trustee vacancy, there was an opportunity to promote the role within the wider community which might encourage interest from those more actively involved. It was thought that particularly Mr Davies, who was now elderly, might be pleased to hand on this role. If the Pavilion was improved, there would potentially be implications for the role of Trustee and this would need to be explained from the outset. As such, an interim arrangement might be required.

After some discussion, members agreed that the current arrangement was still sound, although the Lease would need to be updated when Pavilion plans had been confirmed. In terms of the Trustees, it was agreed that the role should be promoted to fill the vacancy, initially by personal approaches. The Council would be pleased to receive suggestions from Mr Elliott and it was suggested that a Parish Councillor could also take on the role to foster a closer relationship. For further consideration at the next meeting.

Clerk

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

- Highways Update:
 - o Moonsbrook: Substantial work had now been completed at Moonsbrook with the installation of larger gullies and new outfalls into the brook. The residents in the property were pleased with the work; time would tell.
 - o Petworth Road Pavement: WSCC had confirmed that it would be undertaking the pavement and granite sett repairs. WSCC procurement and contracts had changed; work undertaken locally and funded by WSCC no longer seemed possible.
- Kirdford Road Bus Stop: A quotation to increase the size of the waiting area was submitted to WSCC in the hope that funding was available. WSCC had now confirmed that it could fund

- £330 being 50% of the total £660 cost. Members agreed that the waiting area should be increased noting the increase in bus users. Clerk
- Next Newsletter: The following to be included – articles to the Clerk as soon as possible.
 Gatwick update (PD)
 Neighbourhood Plan update (MK)
 Youth Club update (MK)
 Precept Increase (KC)
 - Spring Litter Picking Session: Members agreed to hold the event on Saturday 2nd April 2016, meeting at the Sundial Green at 2.00 pm. ALL
 - Any Other Matters to Report:
 - o Toilets: The Clerk reported a recent graffiti incident and blockage – both had been resolved.
 - o Village Hall Car Park Gully: The gully had now been inspected and tree roots had blocked a section of pipe. The Clerk would obtain a quotation to replace. Clerk
 - o Ditch Clearance: The ditches around the centre of the village had been cleared of leaves and the ditch opposite the Cricketers Arms cleaned out.
 - o Pavilion Gullies Clearance: The gullies had been cleared and the drains now rodded to ensure no further blockages; it was all clear to the new drain behind the Pavilion.
 - o Horse Chestnut Tree Removal: Two quotations had now been received to remove the tree. Members agreed to accept the lower quotation at a cost of £640, noting that this cost reduced the tree to a trunk to aid root removal. Further expenditure would be required to remove the root and treat the ground. Clerk
 - o Butts Meadow Parking: The Clerk had re-established contact with Hyde Group which confirmed that the creation of a parking area at the bottom of Butts Meadow would be undertaken in May.
 - o Meeting Dates for the Year: As the Chairman would not be available for the Annual Parish Meeting date, it was agreed that the meeting would be postponed to Thursday 28th April; the Clerk to check Hall availability. It was also noted that the scheduled planning meeting on Tuesday 2nd August was now Tuesday 9th August as Brownies were in the Hall. ALL

9. New Items for Discussion

- a. Litter Warden's Contract for 2016/17: Mrs Twelvetrees had been contracted to undertake litter collection in the Conservation Area on an annual basis; a copy of the specification was displayed. As such, it was necessary to confirm the arrangements for the forthcoming year. Members were happy with the arrangements and agreed that the contract should be renewed on the same terms, but requested that Mrs Twelvetrees submit a monthly report by email so that any areas of concern could be identified and action taken accordingly. Clerk
- b. Annual Risk Assessments: The Clerk advised that a number of Risk Assessments now required updating. For ease of future reviewing, the Clerk requested that they be undertaken by the end of February and would provide the forms for updating by email. Allocated as follows:

Village Centre Assets – KC	Benches – PD/Clerk
Pond – MK	Allotments – Mr Preston-Jones (Allotment Manager)
Village Hall Car Park – AB	Toilets - SO
The Green – SO	Parish Council paths - AJ
Playground – HT	

 Clerk

10. Correspondence: Details of correspondence received since 20th November 2015 was displayed at the meeting. The Clerk highlighted details as necessary:

- Gatwick One's Enough – update – circulated.
- CAGNE – update – circulated.
- Plaistow & Ifold Parish Council – note of thanks for donation.
- SDNPA – Key Highlights update for October – circulated.
- CAGNE – update and notification of meeting on 27th November. Circulated.
- Member of public who attended meeting – may be moving to village. Wanted to say how impressed he was with the professionalism of the Parish Council. Interested in joining council if he does move to the village. Enquiring into matters currently affecting village. Clerk responded.
- Rural Services Network – weekly email digest – circulated.
- Cluster Group Meeting Minutes – circulated.
- CAGNE – update and leaflet for meeting on 27th November – circulated.
- WSCC Highways – information relating to speed and traffic management as requested by Traffic Management Plan Group – circulated to Group for further consideration.
- KKWG – copy of Bat survey for Northup Copse area – circulated.
- WSCC – invitation to Chairman to attend a working lunch with Leader of the Council on 22 January; KC accepted.
- Rural Services Network – weekly email digest – circulated.
- WSCC New update for the Chichester District – circulated.
- CDC – currently reviewing the New Homes Bonus grant scheme. The Policy CDC had developed hoped to sustain this programme for several years, but was subject to review annually in light of confirmed government funding – the recent spending review now makes this imperative. Task & Finish Group set up to review. Proposals are:
New Homes Bonus (Parish Allocations) continues to be a successful programme and should be continued where possible
In order to try and give the programme longevity, the total value of funding allocated each year falls from £400,000 to £250,000. Whilst this is a significant reduction, it does reflect the average value of funding awarded annually through the programme.
To create better synergy with projects that Parishes are highlighting through the Infrastructure Business Plan, applications for such projects could require a shortened application. However, projects not highlighted through the IBP could still be considered with the existing requirements for justification/ evidence.
In order that the impact is not diluted by the reduced pot, some further constraints have been considered:
Chichester City could be capped at £100,000
Parishes that have had four or less new households in the previous 3 years are broadly considered not to have been impacted by development (in the context of this funding programme), and will not be eligible. However, those Parishes remain eligible to apply for the existing Grants programme.
Any comments requested by 21st January.
NB: No allocation for Wisborough Green in 2016. **Members agreed that they had no comments to submit.**
- Josef Ransley – chart downloaded from WSCC website which confirms that S106 contributions are required for education in this locality. Circulated.
- CAGNE - Report on Public Meeting with the Arrivals Review Team on 27th November at Warnham Village Hall.
- CAGNE – copy of letter sent to CAA regarding concentrated routes – circulated.
- Josef Ransley – copy of letter sent as District Councillor to planning officer re Winterfold application – circulated.
- Josef Ransley – copy of his letter in relation to concentrated routes – copied to Nick Herbert, MP.
- Rural Services Network – weekly email digest – circulated.

- CAGNE Update - The Government's announcement to delay the announcement on Airport expansion is met with frustration. Circulated.
- GACC – Following the Government's decision to postpone a decision on whether to build a new runway at Heathrow or Gatwick, GACC released press statement – circulated.
- Gatwick One's Enough – latest update – circulated.
- Wey and Arun newsletter update – circulated.
- CAGNE update - Gatwick expansion is not the “easy option” – circulated.
- SALC – fund opportunities – forward to SO in relation to Village Hall.
- Sussex Police – update on future role of Police Constable Support Officers and 3 month staff consultation. Circulated.
- Rural Services Network – weekly email digest – circulated.
- Gatwick One's Enough – link to Government statement supports their decision to delay the decision on a new runway in the South East. Circulated.
- Task Force on Shale Gas - copy of the fourth report which focuses on the economic impacts of shale gas. Also attached a copy of the Task Force's final conclusions and recommendations, which takes into consideration all of the evidence assessed as well as the feedback received from our interim reports. Circulated.
- CAGNE Bulletin update – circulated.
- Newpound resident – asked to raise with District and County councillors - concerned about heavy traffic movements on B2133, convoy of tankers at about 4 am – potentially related to Crouchlands ? Also speed of traffic particularly around the bends. Details forwarded to Mr Ransley and Mrs Duncton. Being a WSCC issue, Mrs Duncton raised as a query with WSCC and response was forwarded. To be considered by the Traffic Management Plan Group.
- WSCC New update for the Chichester District – circulated.
- SALC – update on 3 Southern Counties Devolution Bid to Government and the opportunities this could bring for communities in Surrey & Sussex. Progress report from Cllr Louise Goldsmith, Leader of West Sussex County Council setting out the timescale and objectives of the Bid for you to share with your councillors. SALC organising briefing and networking event at The Hawth Theatre in Crawley on Friday 11th March from 10.00am – 4.00pm. Initial indication of interest appreciated. Details circulated. **KC agreed to attend.**
- Email exchange between Josef Ransley and Robert Davidson, CDC Principal Planning Officer regarding Winterfold and phasing. Circulated.
- Rural Services Network – weekly email digest – circulated.
- CAGNE – copy of letter sent to Louise Goldsmith, Leader of WSCC. Circulated.
- Rural Services Network – weekly email digest – circulated.
- CDC – correspondence from Pageant Master relating to the Queen's 90th Birthday commemoration Beacons. This encourages communities to mark the Queens 90th birthday on 21st April 2016 with beacons, and asks that any proposed beacons are registered with the Co-ordinator (if this has not already been done) or the information is disseminated more wider in the local community to encourage the widest participation. Detailed information received.
- Ian Elliott, Sports Association – noted over Christmas period that possible guests to Ivy Cottage parked on hatched lines. Allowing this would cause all sorts of issues if we are policing that area to prohibit parking ‘in the box’. **It was agreed that a letter should be sent to the new owner to highlight that parking was not permitted on the lines.**
- Josef Ransley – copy of presentation made to CDC Members regarding rubbish and recycling, savings CDC will need to make and possible initiatives. CDC happy to speak to Parish Councils as required. Circulated.
- GACC Newsletter update for the year – useful summary of current situation - circulated to all.
- Newpound Lane resident – emailed to highlight Southern Water comments relating to the Winterfold site. Circulated.
- CDC - Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 - Site Allocation Preferred Approach 2014-2029 The Chichester Local Plan: Key Policies 2014-2029 was adopted in July 2015. It sets out the planning strategy guiding the location and quantum of development over the next 15 years. It provides the framework and context for the site specific proposals contained within this and other subsequent planning documents. The Site Allocation Preferred Approach 2014-2029 is the first formal stage in the preparation of this document. The purpose of the document is to identify specific sites to be allocated for housing and employment and other types of development in the Local Plan Area. The response to the consultation will be used to inform the Pre-submission development plan

Traffic
Group

Clerk

document. There now follows a 6 week statutory consultation period from 7th January **until the 18th February 2016**. Site Allocation Preferred Approach document, Habitats Regulations Assessment, Sustainability Appraisal and Site Allocation Methodology and Assessment can be viewed at the on www.chichester.gov.uk/siteallocation. **Having reviewed the document, the Chairman advised that it was for Parishes without a NP in place. Members all agreed that they had no comments to submit.**

- SALC January newsletter – circulated.
- CAGNE Bulletin – CAA launched 5 year plan – circulated.
- Rural Services Network – weekly email digest – circulated.
- CDC – North East Parishes Forum on Thursday 21st January at 6.30 for 7 pm – agenda circulated. Can anyone attend?
- Chichester District ALC – minutes of last meeting on 12th October and agenda for meeting on 18th. Circulated. Apologies sent. Also made enquiry re frequency of visits of Civil Parking Enforcement Officers to area.
- SDNPA – Key Highlights for December – circulated.
- SALC – update on external audit arrangements. No further action required.
- KKWG - March 11th 2015 was the date on which Celtique Energie withdrew from the Public Inquiry which they had initiated when they appealed the unanimous refusal by West Sussex County Council to permit their application for an Exploratory drill on land to the south of Boxal Bridge.

To mark the occasion we felt that the Parishes could use the day to launch joint initiatives. With that in mind we have invited Michael Blencowe, People and Wildlife Officer, based at the Sussex Wildlife Trust to come and talk to us about the marvellous wildlife which thrives in our particular area of West Sussex part of which is now included within the Sussex Downs National Park. Michael has a reputation for making his talks very enjoyable occasions and will talk on *Kirdford and Wisborough Green Wildlife*. After Michael's talk we will have a brief discussion about how we can, working cooperatively as neighbouring communities, continue to safeguard our local environment. 7.30 pm: Friday March 11th, 2016, Wisborough Green Village Hall, School Road, Doors open from 7 - refreshments available. **Noted by members.**

- Village Hall Committee – had an enquiry from a local cycling club. They want to use the Hall Car Park and the Hall toilets as a pit stop for their cycling event. Small tent in the car park. The Hall Committee had since declined the use of the hall due to users. **Members agreed that the area of grass in front of the toilets could be used if insurance and risk assessment requirements were met.**
- KKWG – information now provided by Association of Bedham Commoners includes a map of 1836 with "Boxal Bridge" on it, ie before 1840 which English Heritage claimed it had been constructed. Cannot tell whether or not the actual bridge is the same one....but it is named on that map.
- SALC – information from NALC re Queen's commemorations and how Parish Councils could get involved.
- Rural Services Network – weekly email digest – circulated.
- The Parish Council has also been copied in on a number of residents' submissions to CDC relating to Winterfold. These letters were available on the CDC website.
- Details of Electoral Review of West Sussex – poster to display advertising consultation which closes on 8 Feb. More information including interactive maps at www.consultation.lgbce.org.uk and www.lgbce.org.uk
- Phone call from Newpound Lane resident concerned about traffic speed in Lane. To be considered by Traffic Management Group.

Traffic
Group

11. Finance:

- a. Accounts for Payment: The Clerk circulated the Cheque List for December 2015 and January 2016, which was approved.

Cheque Number	Total	Details
2936 09.12.15	633.90	Sussex Land Services – grass cutting contract for October.
2937	1323.00	WSCC – clerk's salary for November.
2938	47.31	Southern Water – allotment water.
2939	68.05	Southern Electric – electricity for The Old Workhouse from 26.10.15 (estimated).
2940	226.50	Mrs L Davies – office expenses and filing cabinet.
2941	11.99	Mr A Jackson – annual domain registration.
2942 15.12.15	18.00	Scruples Signs & Designs – replacement no parking signs.
DDebit 12.12.15	34.20	Plusnet – Village Hall broadband . (Increased after 1 st year – average over 2 years is 23.25 excl vat per month)
2943 04.01.16	332.15	CDC – rental and weekly emptying for quarter of bins at Pavilion & Village Hall.
2944	607.27	Pyzer Cleaning Services – daily cleaning of public toilets, supplies & supply of new Toilet roll holders.
2945	2180.00	G S Builders – initial phase of refurbishment of The Old Workhouse.
2946 19.01.16	480.00	E P Clark & Co Ltd – clearance of ditch opposite The Cricketers Arms.
2947	630.00	Acculine Markings Ltd – cross hatched no parking lines at Pavilion.
2948	1323.00	WSCC – clerk's salary for December.
2949	513.60	Mr I F C Davies – installation of posts, installation of new bench, re-siting of existing bench, new drain cover, rodding of drains, clearance in The Old Workhouse
2950 Error		
2951	131.71	Mrs L Davies – office supplies, waterproof box for Christmas lights, playground tool, mileage to Chichester.
	<hr/>	
	8560.68	

Cheques dated 19th January 2016 unless stated otherwise.

The increased Direct Debit payment was highlighted which was in line with the contract terms.

- b. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliations for the period ending December 2015 for the Parish Council's Business and Reserve Accounts.
- c. 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. The Clerk highlighted the donation received from the Horticultural Society for £100 towards the village toilets; members expressed thanks. There were no further questions.
- d. Budget Preparations for 2016/17: AJ had reviewed budget figures with the Clerk and prepared a Budget Briefing for Councillors which was displayed. Having reviewed audit reports, he gave explanation to the Precept and cash reserves since 2007, highlighting that during this period, the Precept increases had kept pace with inflation. In the past, one project to the value of about £5000-£7000 was completed each year and provision made to Hall and Workhouse reserves. However, in more recent years, the Council had increased costs – staff time, larger projects, devolved responsibilities such as the toilets and defending industrialisation applications. Reserves were now being impacted and other service/maintenance items were being squeezed. After the refurbishment of the Old Workhouse, there would be increased rent, but potentially 7 years to get reimbursement of the cost. However, it would be a long term gain for the village. The Parish Council was fortunate in that reserves had been established over the years, but it was important that reserves were maintained to allow flexibility to vire (change) if unexpected expenditure was

experienced. In terms of these reserves, there was now an annual expense turnover of about £86,000 and AJ would suggest that it was reasonable to have 6 months costs in reserve, highlighting that the Precept was received in two instalments.

In terms of the Precept, with the current budget for next year, no increase in Precept would equate to the reserves being down to about £11,000; it was noted that in 2008 the level of reserves was greater than the Precept. He therefore advised that no change in the Precept was not an option highlighting that it would put serious risk on the cash flow as responsibilities for the Parish Council were increasing, village maintenance was falling behind and there were big projects on the horizon. In the long term, about £21,000 costs had been added but with the prospect of £6000 gain in rent, this was unsustainable.

He therefore proposed that the Parish Council should increase the Precept. Explanation was given to the impact on a Band B property and comparisons with other local villages given. After very careful consideration of all factors, members unanimously agreed that the Precept should be increased to £54963.39 plus £36.61 CDC grant, making the Parish Council's budgeted income from CDC £55,000. Members expressed thanks to AJ for his valuable presentation.

Members also agreed to the Clerk's recommendation that a Finance Committee be established to review budgets and prepare a 3-year projected plan; membership and Terms of Reference would be agreed at Annual Meeting in May.

Consideration to obtaining a loan for the Workhouse refurbishment would be included on the next agenda.

Clerk

12. Other Reports:

- a. Village Hall: SO advised that following further clarification and discussion by the Refurbishment Working Group, the quotation from Paul Tanner Associates of £1200 plus vat to undertake a condition survey of the whole building, including The Old Workhouse, had been accepted. Mr Keith Carter, Chairman of the Village Hall Management Committee, would liaise with the surveyor. SO was now compiling a list of possible grant funds and Dr Jill Sutcliffe had agreed to help with grant funding applications. SO would be meeting with the History Group in March with a view to producing a history video for the village as an initial fundraising opportunity.
- b. Workhouse: The Clerk advised that the initial phase to clear out old decoration had been completed at The Old Workhouse. She was now obtaining quotations, but unfortunately was struggling to find comparable quotes from builders who were able to complete the work quickly. The Clerk presented some initial costings and gave explanation to costs involved in the installation of an oil fired system. After some discussion about the installation cost and future letting, members agreed that the electric system should remain but be upgraded. Members also agreed that a sub-committee should be established with delegated powers to authorise work in order to progress the project speedily, comprising of PD, SO, Mr Barry Overington (retired builder), the Clerk and in consultation with the Chairman. It was agreed that the budget for the total project would be £40,000 with a 10% contingency. Members also noted that any delay in the project had financial implications in terms of Council Tax, garden maintenance expenditure and loss of income.
- c. Allotments: The Clerk advised that following the Parish Council's letter, there had been no attempt to tidy allotment 13B or any communication received from the allotment holder. Members agreed that the tenancy should not be renewed on 1st April. Allotment 13A was also a concern; members agreed that the Clerk should write to establish the tenant's intention for next year.
- d. Pavilion: The Pavilion Lease was discussed earlier in the meeting. Nothing further to report.
- e. The Green: Nothing to report. A Green Coordination Group meeting would be held in March.
- f. Neighbourhood Watch: Several advisory notices had been circulated. The Clerk also reported equipment to the value of £40,000 stolen from Fishers Farm on the evening of 14th January 2015. Access was gained through fields which allowed animals to roam free. Members also reported other recent thefts in the Parish.

Clerk

- g. Footpaths/Conservation: Nothing to report.

13. Any Other Matters to Report

- a. SO asked if a letter could be sent to Bellman Auctioneers at Newpound to highlight that customer parking for sales along the grass verges on the B2133 and in Newpound Lane was causing visibility issues and was potentially a safety concern. SO suggested that they might be encouraged to establish an arrangement to use the car parking area opposite or The Wisborough car park. Members agreed.
- b. There had been some electricity issues with the new Christmas lights related to the Public House supply. Having resolved, the new concept worked well but PD highlighted that it might need some further decoration next year.

Clerk

14. Date of Next Meeting:

Planning Committee on Tuesday 2nd February 2016 at 8.00 pm (if required)
Parish Council Meeting on Tuesday 16th February 2016 at 7.45 pm

There being no further business, the meeting was closed at 11.00 pm.

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Chairman

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Date