

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 17th March 2015

Date: Tuesday 17th February 2015

Present: Mr A Burbridge (AB), Mr K Charman (KC) (Chairman), Mr P Drummond (PD),
Mr A Jackson (AJ) (Vice-Chairman), Mr H True (HT)

Apologies: Mr M King (MK), Mrs S Overington (SO)

In Attendance: Mrs L Davies, Clerk
County Councillor, Mrs Janet Duncton

Members of Public: 1

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

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr King and Mrs Overington.

2. Declaration of Members' Interests: Being members of the Fete Society, both AJ and the Clerk declared their interest in the application to use the Green. As a member of the Wisborough Green Sports Association Committee, AB declared his interest in the Pavilion improvements.
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 20th January 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 had advised that the Chichester District Council (CDC) Cabinet had voted for no Council Tax increase this year, which was expected to be confirmed by full Council.
- CDC had also sent further comment on the Crouchlands application to West Sussex County Council (WSCC) reaffirming that it did not consider it appropriate development.

County Councillor:

- Mrs Duncton advised that the next County Local Committee meeting would be held at Lodsworth on 3rd March 2015. For those who were concerned at the proposed changes for Petworth Fire Station, the new unimog vehicle would be on display. Mrs Duncton confirmed that she had supported the changes to the Fire Service. Being a retained Fire Station, Petworth often struggled to crew two tenders. As such, one would be removed and replaced with this new smaller 4-wheel drive vehicle which could attend heath fires and was easier to manoeuvre in housing estates; a smaller crew was required to operate.
- There would be no increase for the fifth year to the WSCC Council Tax. There had been no cuts in frontline services but efficiency changes in management structure. No libraries had been closed during the year and the Council continued with investment in schools, mainly in the Worthing area.
- Over the past year, extra funding had been put into pothole repair. A marked improvement had been seen, which had been helped by a better winter. 77,000 gullies had also been cleared and 13,000 street lights replaced for improved look and efficiency.
- WSCC had now applied for additional Government funding which was specifically for pavement projects; any concerns in Wisborough Green should be reported.

- In order to balance the budget, WSCC was looking at their property that was no longer used, with a view to selling or re-use. Planning Permission had been given for a solar panel operation on Council land at Tangmere Aerodrome. Although costing £1.5 million to build, it was hoped that the Council would reap the benefits in the long term.
- Mrs Duncton was not aware of the Council Tax for Sussex Police, but understood that it would be increased under 2%.
- The Clerk had received notification that the WRVS would no longer be providing Meals on Wheels from October which was obviously concerning as there were Wisborough Green residents reliant upon the service. Mrs Duncton confirmed that WSCC was actively trying to find a new contractor.

6. Public Questions:

Dr Jill Sutcliffe, a member of Keep Kirdford and Wisborough Green (KKWG) made the following comments:

Oil & Gas Public Inquiry: KKWG appreciated the Parish Council's support and invited a member of the Council to attend their next meeting on Monday 23rd February at 7 pm, which would be focusing on the Character of the Village.

Neighbourhood Plan: Dr Sutcliffe congratulated the Parish Council on an excellent Plan and hoped that there had been a good response to the consultation.

Boxal Bridge: An online and paper petition had now been set up to 'Save Boxal Bridge'.

Information Session: KKWG would be holding an update session in the Village Hall on the 24th March 2015 which would be hosted by Sue Jameson. KKWG had also discussed possible talks and wondered if the Dark Skies would be a suitable topic for the Annual Parish Meeting.

Fundraising: In order to raise funds, KKWG was looking to organise some events, and would also be selling prints of the Boxal Bridge painting by Arthur Nichols and a Parish wildlife print that had been commissioned.

7. Matters Arising from the Parish Council Meeting on 20th January 2015 and on-going matters:

- a. Proposed Oil & Gas Exploration Site: The Public Inquiry was now being held in Northchapel Village Hall from 10 am on Tuesday 8th September, possibly for 12 days. A timetable had been circulated to members which detailed submission dates for those involved – Celtique Energie, WSCC, KKWG and Sussex Wildlife Trust. KKWG's and WSCC's Statement of Case had also been circulated; Mr Ransley had replied to KKWG with a few observations for further enquiries. It had been agreed at the Boxal Bridge meeting that both Wisborough Green and Kirdford Parishes would like to keep in close contact with KKWG and offer assistance as required. To avoid the need for additional meetings, representatives from both Parish Councils had been invited to attend KKWG update meetings. KC agreed to attend the next meeting on Monday 23rd February which would be focusing on the Character of the Villages. As mentioned by Dr Sutcliffe, KKWG would be holding update sessions as well as local interest talks over the coming months and would be looking at other fundraising ideas as they were aiming to raise £100,000; any help from the Parish Council would be appreciated.
- b. Neighbourhood Plan: The Pre-submission Neighbourhood Plan consultation ended yesterday, Monday 16th February. There had been some very positive feedback. The Neighbourhood Plan Working Group would be meeting on Wednesday to review comments and discuss next steps. The Group would also be meeting with the Planning Consultant on Monday 23rd February.
- c. Gatwick Airport: PD confirmed that the response to the Airport Commission's consultation was submitted. He would be attending several meetings in the coming weeks; Communities Against Gatwick Noise Emissions (CAGNE) Annual General Meeting tomorrow, a Gatwick Area Conservation Campaign (GACC) meeting and a meeting with Gatwick Airport management.

Much of the attention had been focusing on the 2nd runway, so it was now important to focus on the landing routes which were clearly a concern. It was clear that Air Traffic did not understand the issues currently being experienced and there were measures that could be taken to reduce the noise; higher altitude, flight paths, plane modifications.

Mrs Sally Pavey, Chairman of CAGNE, recently had an informative meeting with the Leader of WSCC: PD would circulate the notes for information.

PD

The Clerk had previously been asked to make enquiries into the possibility of noise monitoring. Details of the service and potential costs, up to £3500 plus vat, were provided. PD advised that some monitoring had been undertaken at Bedham in September/October and that Gatwick were aware of the noise issue. Members acknowledged that some areas of the Parish were being severely affected, but it was important to ensure that any monitoring was undertaken at a key time. Due to the cost, it was agreed to defer this decision and await the outcome of further discussions.

- d. Boxal Bridge: Notification had been received from WSCC that, due to the current level of objection, it had taken the decision to suspend the detailed design phase of the scheme to replace the bridge until the outcome of the public inquiry for the Celtique Energie planning appeal. WSCC wished to distance the replacement of the bridge from the appeal process to demonstrate that the two were not linked. Members supported this decision.

A meeting with Kirdford Parish Council and KKWG was held on 4th February 2015 to discuss options: minutes had been circulated. It was agreed that a further meeting with WSCC should be held to consider safety issues and to clarify the decision making process. WSCC had responded positively and the date was being confirmed.

As a cyclist, AB regularly used this bridge and expressed his concern at the safety. In fact, at the weekend he was travelling back from Kirdford by car and had a very near miss with a van that was travelling at speed. In his opinion, he was not convinced that it was architecturally special and being on a major thoroughfare, single track and on a sharp bend, questioned whether saving the bridge was misguided. How would people judge the Parish Councils if a death were to occur? Although WSCC had been asked to address the safety issues – hedge cutting and signage – he personally did not feel that this would improve the safety sufficiently. He also felt that there might be many people who would support a replacement bridge, particularly if disassociated with the oil application.

Members agreed that safety was the key concern and this would be discussed further with WSCC. Potentially some resistance to the replacement of the bridge was related to the oil application, but it was also noted that within the Kirdford Neighbourhood Plan the bridge was listed as a Heritage Asset and listed on the CDC register accordingly. The bridge was potentially dated 1850 although the crossing itself was medieval or earlier and for Kirdford, was part of a pattern of bridges that entered the Parish. However, it was noted that this road was far busier than the other bridge roads.

Mrs Duncton advised that she had spoken at length with WSCC officers and putting the cost implications aside, would have to support the officers' recommendations for safety issues. She had received assurances that both Parishes would have the opportunity to discuss the design to ensure that it was in keeping with the character of the area.

In light of the concerns raised, it was agreed that the Parish Council would not promote the 'Save Boxal Bridge' petition.

- e. Biogas Plant at Crouchlands Farm, Plaistow: Plaistow & Ifold/Kirdford Parish Councils made a legal challenge against WSCC which resulted in the application being withdrawn from the Planning Committee on 3rd February. This would not be considered on 3rd March; it was necessary to obtain tickets well in advance to ensure attendance. An online petition has been set up – details circulated.
- f. Access Road to Forge Cottage: AB had been unable to speak with the owners of Forge Cottage, but understood that there were upset about the damage and use of their access. He had, however, discussed access across the grass area at the rear gate to the public house with Mr Tim Skinner, Publican of the Three Crowns. Mr Skinner had apologised for the damage and subsequent mess that had been created when trying to repair. In the short term, Mr Skinner had agreed to turf down the pavement edge (about 15 metres) to stop the soil spreading onto the pavement and to rake and re-seed the area when ground conditions permitted. Members agreed that the Council would wish

to support Mr Skinner and the business as it was a valuable asset for the village, but in the longer term, the issue of access to the back gate did need to be addressed as the grass was constantly being damaged with deliveries. AB had discussed the possibility of Mr Skinner providing reinforcement to the grass area; it would not change the appearance but would be harder to withstand the deliveries.

AJ expressed his concern at the creation of an access. He reminded members that access had previously been a major consideration in the refusal of two planning applications relating to use of the public house garden, the most recent being the proposal for Bed and Breakfast accommodation units. This had received considerable village opposition and whilst Mr Skinner might not have this in mind, AJ warned members that establishing a precedent might have implications for future ownership. He agreed that the situation did need addressing and suggested that Mr Skinner should take a more active role in the management. Putting down boards, which was common practice for many marquee companies, would solve the problem. Whatever the solution, better management was still required. Members also expressed some concern that it could become the norm for deliveries on this area.

After some further discussion, it was agreed that:

- Additional posts should be installed along the Forge Cottage access to prevent vehicles being driven onto the grass.
- A post/posts to be installed on the end of the car park to prevent damage to the verge. It was discussed whether this could be hardened for a delivery area, but the area was insufficient being alongside the A272.
- AB and AJ to meet with Mr Skinner to discuss further.

AB/AJ

Mr Skinner had also highlighted that some potholes were appearing in the car park. It was noted that a water main repair had recently been undertaken by Clancy, so the KC/Clerk would review and authorise the repair as necessary.

KC/Clerk

The Clerk advised that she would be ordering the parking stoppers as previously agreed and the signage for the public house.

Clerk

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

- Highways Update:

- Kirdford Road/Pavilion drainage: The Watershed application had been successful and funds received. A meeting with representatives from the Sports Association would be arranged for the second half of February to confirm the work and take on board concerns relating to the capacity in the Kirdford Road ditch.
- Skiff Lane Junction: A Watershed application had been submitted.
- Moonsbrook: Some work had been undertaken, but the Clerk would pursue.
- Granite setts: a 'Quickfix' application had now been submitted.
- Fingerpost sign, Skiff Lane: The top dropped off earlier in the week. The anticipated cost was £200 to repair. A Quickfix application was made by Fiona Baker at WSCC so this would hopefully be from WSCC funds, otherwise it was Parish Council responsibility. The repair had been undertaken quickly to avoid the risk of the signs being removed.
- 30 mph speed sign, Kirdford Road – reported and in system to repair.
- Road signs on A272 – reported and in system to repair.
- Pothole, School Road – reported.

Clerk/KC

Clerk

- Next Parish Council Newsletter: It was agreed that the next newsletter would be distributed with the April Parish magazine. To include updates on Neighbourhood Plan, Gatwick, Oil application, elections, Boxal Bridge, Precept, and Annual Parish Meeting.

- Annual Parish Meeting: Members were reminded of the meeting which would take place on Thursday 23rd April 2015. The inclusion of speakers in the past had increased attendance, so it was agreed that Mr Dan Oakley of the South Downs National Park Authority should be invited to speak about the Dark Skies initiative.

Clerk

8.50 pm – Mrs Duncton and the member of public left the meeting room.

8. New Items for Discussion

- a. Parking Bay Marking in Village Hall Car Park: The Parish Council had previously been awarded £675 New Homes Bonus funding by CDC for marking bays to use the space more efficiently. The work had been delayed due to the sewer installation for the church which had now been completed. A plan was displayed which created 19 parking bays, a disabled parking bay and a new site for the minibus. Part of the New Homes funding had already been spent on the removal of fencing and making good, and the Parish Council had previously agreed to fund the difference. In view of the time delay, the quotation had increased, so the total that required Parish Council funding was £350, previously £200. The Clerk highlighted that this quote also included the cost to installing white lines across 3 drop kerbs to keep clear for pedestrian access (School Road and in Wyatt Close), the marking of a disabled symbol and minibus space, and the blacking out of the current minibus marking.

Enquiries had also been made into the use of the clothes recycling bank as this potentially took up another space; unfortunately this information had not been received. Members agreed that they would be happy to see this removed in order to make additional parking.

Unfortunately, since measuring the car park, more potholes had appeared to the west side; the Clerk had asked E P Clark to review and report back.

Members agreed to:

- Increased expenditure.
- Proposed layout.
- In view of parking concerns in School Road, residents to be asked if they wished to refresh on road markings at their own expense. Residents at Old School Cottages had already requested a line across their access, which members agreed.

Clerk

- b. Grass Cutting Contract for 2015: A quotation for this year's contract had been received from Sussex Land Services for £4226.00, an increase of £122 or 2.97% on last year. Members agreed that this was a good local company, and the contract this year had been undertaken well. The Clerk advised that with the specification, the cutting was undertaken on a frequency that related to the growth rate, but in the summer months, was anticipated to be on a weekly basis for the main Green. It was agreed that the 2015 quotation, including the additional spraying for £65, should be accepted.

Clerk

- c. Toilet Cleaning Contract for 2015: Members were happy with the current arrangement and agreed to renew the contract with Pyzer Cleaning Services which had been held at the 2014/15 annual charge being £5122 per year plus consumables; £98.50 per week excl. vat plus consumables.

Clerk

- d. Christmas Tree Lights: The current lights had to be reduced this year due to failure, so were now shorter and needed to be changed to low voltage for public safety. Members discussed the current practice of erecting a tree and the difficulties that this presented. It was agreed that having the nearby Horse Chestnut tree decorated in lights offered an attractive alternative, removed the need to purchase a tree and the difficulties in putting up. It was noted that the help of a tree surgeon would be needed. PD had undertaken some research and recommended that the Parish Council purchase from a company that he had previously used – Lights for Fun - 20 stands of new lights, connectors and transformers for an approximate cost of £300. The lights were currently being offered at a discounted price so this was the ideal time to purchase. Members agreed to this expenditure.

PD/Clerk

- e. Allotment Hedge: The tenants who had the allotments next to the hedges had the responsibility to maintain the hedge; the Clerk gave details of the arrangement. One allotment holder, who did not have this responsibility, had approached the Council as he felt this was unfair and was willing to contribute to the cost. A quotation for £395 plus vat had also been obtained. The Clerk had contacted Mr Preston-Jones, who acted as the Allotment Manager on the Parish Council's behalf, for his opinion. Whilst he could see the attraction he did not feel that tenants would accept a rent increase to cover the cost. On the whole, it was well maintained. Members considered and

agreed that the arrangement should not be changed, particularly as the Parish Council had budget pressures.

- f. Use of Green by School: A request had been received for the School PTA to use the Green for the school fayre on Saturday 6th June 2015. Details would be similar to previous year, set up from 8.30 am with the fayre open from approximately 12 noon until 4 pm. The Cricket Club had confirmed that no fixtures were to be held. Members had no objection to the fayre. Clerk to issue Agreement Form.

Clerk

- g. Use of Green by Horticultural Society: A request had been received to erect a marquee on the Green for the August Bank Holiday Show. The Horticultural Society would be using the same provider; Lewis Marquees Ltd, having undertaken a tendering exercise last year and established a 3 year fixed term agreement. Members were happy to continue with the current provider. The Horticultural Society had provided the Council with a copy of the year-end accounts in support of their request for a contribution towards the Society's security costs; in past years this had been £350. Members recognised the importance of the Society to the village and the need for security. However, having reviewed the accounts, and due to pressure on the Parish Council's own budget, it was agreed that a contribution could not be made in 2015, but future requests would be considered.

Members also agreed to the use of the Little Green for Plant Sales on Saturday 9th May and Saturday 3rd October 2015. Clerk to advise and issue Agreement forms.

Clerk

- h. Use of Green by Fete Society: A request had been received from the Society to use the Green for the August Bank Holiday Fete on Monday 31st August 2015. Details would be similar to last year; set up from about 8.30 am with the Fete open from 1 pm. Members had no objection. Clerk to issue Agreement form.

Clerk

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

- Carters Road resident - Just wanted to say a big 'thank you' to the Parish Council for putting on a very informative exhibition and for all the work you have done on the Village Plan. We are very lucky in this village to have such a dedicated team - we do appreciate you!
- Cllr Susan Pinder, Kirdford Parish Council – organising an event regarding Resilience Planning (Emergency Plans). **The Clerk had now spoken to Mrs Pinder and advised of Wisborough Green's set up. Mrs Pinder agreed that the arrangements that she was trying to establish had been addressed in Wisborough Green and representation at the event was not required. Once they had completed their Plan it would be good to share.**
- Arun & Rother Connections – Winter Newsletter – forwarded to MK.
- Ifold West Sussex Blog – epetition regarding Biogas Plant at Crouchlands Farm – circulated.
- Village Hall Management Committee – minutes of meeting held on 12th January 2015. Circulated.
- CDC - In accordance with the provisions of the European Directive 2001/42/EC and the Environmental Assessment of Plans and Programmes Regulations 2004 (Regulation 11 (1)), please find attached a copy of the SEA determination outlining the reasons the Wisborough Green Neighbourhood Plan does not require a strategic environmental assessment.
- Rural Services Network weekly email digest – circulated.
- CDC - notice that the next meeting between members of Chichester District Council and representatives of Parish Councils is being provisionally arranged for Wednesday 30 September 2015. A buffet will be provided from 6:00pm onwards with the meeting itself starting at 7:00pm. All Parishes are invited to send up to two representatives to the meeting. **Highlighted. Attendance to be confirmed after May election when Council membership was known.**

Clerk

- WSCC - From April 2015, the way that West Sussex County Council delivers care and support for adults is changing. The Department of Health and Public Health England are about to launch a national campaign to raise awareness of the changes, which are the result of reforms introduced by the Care Act 2014. The campaign includes a leaflet drop (copy attached) to around 31,000 residents in West Sussex who form part of their target audience. Details of the Care Act and copy of leaflet being sent out forwarded for information in case of enquiry.
- Dan Oakley, South Downs National Park – Launched a project to get International Dark Sky Reserve Status for parts of the South Downs National Park. Asking if Parish will be willing to help.
A key part of the application to the IDA is about implementing specific planning policies and we are currently developing guidance for applications that require permission –this won't usually cover small domestic lighting. For these policies to work they need to be compatible and consistent with local policies and have the commitment of parishes. These policies look to reduce light pollution and its overall landscape impact in three ways by:
 - eliminating any upward lighting that causes harmful skyglow;
 - reducing light trespass to an acceptable level;
 - reducing the impact of glare and direct visibility.

Asking for Parish Council support by –

Yes, you support the dark skies project;

Yes, you will look to reduce light pollution where possible;

Yes, you will include dark sky friendly policies in Neighbourhood Plans or Village Design Statement.

Members agreed to invite Mr Oakley to the Annual Parish Meeting.

- WSCC – update on the progress of the Minerals Local Plan. Timetable given, adoption in Spring 2018. Details circulated.
- CDC - Link to Chichester District Council's Corporate Plan 2015-2018 which was approved by Council and sets out our new priorities for the next three years. Details circulated.
<http://www.chichester.gov.uk/corporateplan>
The new priorities are:
to improve the provision of, and access to, suitable housing.
support our communities.
manage our built and natural environments.
improve and support the local economy.
- Miss J Davis regarding her pre-application inquiry about The Studio, The Luth – circulated.
- GACC – response to Airport Commission's consultation – circulated.
- Kirdford Parish Council – letter of support of Neighbourhood Plan.
- Rural Services Network weekly email digest – circulated.
- Tony Morris regarding proposed cuts in fire service and petition. Details circulated.
- Details of [Streetlife](#), the local social network launched across Chichester, inviting thousands of local residents to get more involved in their community. The website brings together people based on their postcode, to help everyone – residents, elected officials and local groups – discover and discuss local issues and initiatives. Wanting promotion in community, so have signed up to see what it's all about first!
- CAGNE – notification of AGM on 18th February 2015 – PD attending.

- WSCC - Prevention & Wellbeing Grants Programme for 2015/2016 open to applications from Voluntary and Community organisations and groups until Friday 24th April, 2015.
The total funding available is £190k and applications are invited from organisations offering services within West Sussex. The grants programme is prioritised towards funding new ideas and projects and the start-up costs of services and activities for Adults (including Older People), including the following: Social contact and stimulation. Activity and exercise. Occupational/educational activities. Maintaining or restoring independence. They will be especially pleased to hear from organisations who want to provide innovative, community based activities for people, which enable social opportunities for people to make friends and see people. Last year, Prevention & Wellbeing grant awards ranged between £250 and £5,000 – the latter will again be the upper value of an award to any one organisation for 2015/2016.
Details sent to Wyatt House and Church.
- Rural Services Network weekly email digest – circulated.
- CDC - Work is now beginning on the Chichester Site Allocations document that will follow on from the Chichester Local Plan - Key Principles. The key areas that this new document will include are the following:
 - Housing allocations
 - Employment allocations
 - Review of settlement policy boundaries

NPs may include housing allocations and settlement policy boundary reviews, however employment land provision is often/usually a more strategic issue, where the needs and requirements extend beyond the boundaries of the parish. It may therefore be the case that this is not a matter the parish is considering.

In order that we can progress the site allocations document further, I am writing to confirm if any of the issues listed above are to be excluded from your forthcoming neighbourhood plan. In addition it would be helpful for those of you undertaking the early stages to understand how far you have reached with your Neighbourhood Plans. Form to complete and return by 27th February – suggest that this is delegated to the NP Steering Group. **It was agreed to delegate completion of the form to the Neighbourhood Plan Working Group.**
- CDC - about to start work on producing an Infrastructure Business Plan (which will be an ongoing five year rolling programme). The first Plan will cover the years 2015 – 2020. This will identify the infrastructure that will be provided to accompany the growth identified in the first five years of the new Local Plan. The IBP will identify all available funding sources to pay for the identified infrastructure, and prioritise projects for CIL funding. The decision making process will need to be both consistent and transparent. It is possible that the CIL may be used either as match funding, or to fund projects that are identified as high priority, but which can't be funded from any other source. Workshops to be held in April – nominated representative required (KC is happy to attend if date fits). **Agreed as a discussion item for the March meeting.**
- CDC – election briefing session to be held on 16 February 2015 at 5.30pm in the Committee Rooms at the Chichester District Council Offices. Details circulated.
- Cinnamon Trust - national charity for the elderly and terminally ill and their pets. We seek to keep owner and pet together for as long as possible with the help of a national network of volunteers who assist when day to day care poses a problem.
Have a resident of Wisborough Green asking for our support to walk their dog but not enough local volunteers to be able to help them, so wondered if you have any community notice boards or a local newsletter that may be able to help us publicise our need for volunteers in the area. Poster displayed and details forwarded to Ad Vinc.
- CDC – details of New Homes Bonus Scheme for 15/16. Village has £771 allocated to it. Details circulated. **To be considered at the March meeting.**
- SSALC – February Newsletter – circulated.
- WSCC – New monthly newsletter – circulated.
- WSCC – Future of WSCC Plan, Management Structure and corporate contact details – circulated.

Clerk

Clerk

10. Planning

- a. Planning Applications: There were no planning applications to review.
- b. Chichester District Council Planning Decisions: The following was noted:

Application No:	Application and Reason	Decision
WR/14/03754/FUL	Bat & Ball Newpound Wisborough Green Demolish existing unsafe lean-to off kitchen and replace with new lean-to. Amend construction of barn structure to block work, externally clad with weatherboard, add chimney and amend roof from half hip to gable end, amend fenestration. Demolish existing unsafe pig sty. Construct new timber pergola to courtyard. Form office on first floor and additional internal alterations.	Permit
WR/14/03755/LBC	Bat & Ball Newpound Wisborough Green Demolish existing unsafe lean-to off kitchen and replace with new lean-to. Amend construction of barn structure to block work, externally clad with weatherboard, add chimney and amend roof from half hip to gable end, amend fenestration. Demolish existing unsafe pig sty. Construct new timber pergola to courtyard. Form office on first floor and additional internal alterations.	Permit
WR/14/04111/DOM	Mr & Mrs G Pritchard Lowfold Fittleworth Road Lead roofed veranda to side elevation (West).	Permit

- c. Enforcement Issues: CDC had advised that an Enforcement Notice had been served in relation to two mobile homes, for the purposes of human habitation, which had been positioned without planning permission on land at Northlands Farm House, Newpound.
- d. Westholme Farm, Newpound: CDC had advised that an appeal against Council's refusal of planning permission had been made for the removal of condition no. 7 of application 05/04886/FUL. Members were advised that this condition related to the removal of the old dwelling which was replaced. The Parish Council had previously objected to this planning application and had no further comments to make; its previous comments would be submitted to the Inspector.

11. Finance:

- a. Donation Requests: A list of requests received over the year, along with details of the payments agreed for last year, were circulated for consideration. The Chairman reminded members that Council had previously been agreed that only those organisations which had made a formal request and demonstrated benefit to the village would be supported. Councillors discussed each request and agreed to support the following charities, to be paid in March 2015, unless otherwise stated.

Air Ambulance	£100	(Recently landed on Village Green)
St Catherine's Hospice	£100	
Arun & Chichester CAB	£30	
West Sussex Mediation Service	£30	(Two families in the village supported)
The Royal British Legion	<u>£100</u>	(paid in November 2015)
	£360	To be paid from Section 137

Wisborough Green Minibus £250

Victim Support – due to pressure on the Parish Council's budget this year and support of Air Ambulance, it was agreed that a donation could not be made.

Purple Bus – previously supported as the bus visited the village, but as no request and established Youth Club in the village, it was agreed not to support.

- b. Accounts for Payment: The Clerk displayed the Cheque List for February which was approved.

Cheque Number	Total	Details
2836	62.60	Arun District Council – printing costs for Neighbourhood Plan consultation
2837	1400.00	B Twelvetreets – annual charge for litter picking around village
2838	149.07	British Telecommunications plc – quarterly broadband and telephone charges
2839	154.00	CAGNE – publicity material for Gatwick Airport consultations
2840	160.00	George Nicholls – tree surgeon on Horse Chestnut tree on Little Green
2841	243.60	I F C Davies – posts around village, litterbin cleaning and grit bin repair
2842	1390.00	Kirdford Parish Council – consultant reports in relation to Oil application
2843	28.08	L N Davies – playground repair tape and office supplies
2844	767.02	Lewis Marquees – deposit for August Bank Holiday marquee
2845	2105.79	WSCC – Clerk's monthly salary and additional hours for work on Neighbourhood Plan
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	6460.16	Cheques dated 17 th February 2015.

- c. Statement of Accounts: The Clerk displayed details of the actual year to date figures against budget and highlighted the following:
- The Watershed Grant of £11600 had been received and therefore increased current bank balance. Will be spent shortly.
 - Toilet Income – a request had been sent to CDC and advertisers invoiced.
 - Clerk's Salary – will be over budget this year due to additional hours on Neighbourhood Plan.
 - Legal and Professional Fees – no further expense anticipated.
 - Litter Collection – payment for annual litter and dog bin emptying outstanding.
 - General Maintenance was over budget – explanation given to expenditure, in the main relating to emergency tree work.
 - Playground Maintenance was over budget – need to replace matting and repairs required; Cost of new cradle swings outstanding.
 - Toilet Expenditure – consumables under budget.
 - VAT claim for period end 31st December 2014 submitted for £4641.58.

A copy of the report and commentary had been emailed to councillors. There were no further questions.

12. Other Reports

- a. Village Hall: The minutes of the last Village Hall Management Committee (VHMC) meeting had been circulated.
- b. Workhouse: The Clerk was obtaining quotations for the exterior re-decoration.

Clerk

- c. Allotments: One resident declined the offer half of Allotment 5 so the complete plot was accepted by the remaining resident on the waiting list. There were not further names on the list at the present time.
- d. Pavilion: Members were reminded that at the June 2014 Parish Council meeting the proposed extension or replacement of the Pavilion had been discussed in detail and the Council's comments subsequently fed back at a meeting with members of the Sports Association committee. A further meeting had been organised for Friday 27th February to which a CDC Planning Officer would attend. The Parish Council's previous comments had been circulated in advance of the meeting as a reminder and the Chairman asked if there were any further comments.
- As a member of the Sports Association committee, although not on the sub-committee working on this project, AB displayed two plans which were under consideration – one being in a similar position to the existing building, although set back away from the football pitch to improve safety, and the other in the space below the playground and accessed from Kirdford Road. AB gave explanation to the proposals and the Sports Association's reasoning for preferring the new build on the new site; larger area to offer facilities relevant to current needs, improved access and in a better position to exploit the hours of sunlight. It was highlighted that the Parish Council represented all users of the Green and would need to approve the proposal as the owners of the Green. There were also Trustees that had a responsibility to ensure correct management of the building. It was also highlighted that the Parish Council had undertaken research into the provision of an all-weather surface some years ago and whilst there was support, there was community concern for this provision on the village green; unfortunately an alternative site could not be found. Due to the Enclosure Act, fencing on the Green for this use would not be permitted. Members discussed in detail and agreed the following:
- Current building did need updating to meet the needs of the Club. The Parish Council was pleased to support improvements or in principle, replacement.
 - Acceptance of slight re-positioning with access through Butts Meadow. This would have less impact on the views and openness of the Green.
 - Acceptance of slightly larger footprint, bulk and height of building in order to accommodate required facilities.
 - Acceptance of some parking facilities.
 - Proposal with access from Kirdford Road would have a negative impact upon the vistas and community enjoyment of the Green. It would take a large part of the Green out of community use and would cause an additional hazard to those using the pavement.
 - Concern about any access off Kirdford Road – traffic concerns and impact on use of the Green. Traffic entering via Butts Meadow was at a slower speed. Access from Kirdford Road across to the west side would split the Green.
- e. The Green: A meeting would be organised in early March to confirm the work to the Green next April.
- f. Neighbourhood Watch: No village specific details to report.
- g. Footpaths/Conservation: It was noted that the WSCC inspection cycle had now been increased from a 9 month to a 15 month cycle. Mr Nick Scott was the new Access Ranger taking over from Ms Mary-Ann Edwards.
- h. Youth Club: Nothing to report.

13. Any Other Business:

- a. The Clerk had received a telephone call from a prospective purchaser of Upfield Stores, School Road, which overlooked the Sundial Green. He was making an enquiry about creating on-site parking at the side of the property and some possible improvements. The Clerk had advised that it was in the Conservation Area and that the Parish Council would comment on any planning application. If the proposal was accepted by the Parish Council and this did involve access over the village green, then an Easement would be granted; legal costs would be their responsibility. Members agreed with this response.

- Clerk

14. Date of Next Meeting:

Planning Committee Meeting on Tuesday 3rd March 2015 at 8.00 pm (if required)

Parish Council Meeting on Tuesday 17th March 2015 at 7.45 pm.

There being no further business, the meeting was closed at 10.30 pm.

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