

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 21<sup>st</sup> April 2015

Date: Tuesday 17<sup>th</sup> March 2015

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

Apologies: Mr A Jackson (AJ) (Vice-Chairman),

In Attendance: Mrs L Davies, Clerk  
District Councillor, Josef Ransley

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 Mr Jackson.
2. Declaration of Members' Interests: MK declared a possible interest as the planning application for 24 Carters Way was in his road. Being a friend of the applicant, AB declared his interest in the application for Thornton Cottage.  
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 17<sup>th</sup> February 2015 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:

District Councillor:

- Mr Ransley advised that the Chichester District Council (CDC) had not increased the Council Tax.
- The new West Sussex County Council (WSCC) traveller transient site at Westhampnett had been opened on Monday. WSCC would manage the facility and it was hoped that a reduction in unauthorised encampments over the District would result.
- Mr Ransley expressed his appreciation of the assistance and support offered by CDC regarding the Biogas application in Plaistow. CDC made representation to WSCC which clarified the Council's objections.

County Councillor:

- Mrs Duncton had sent her apologies.

5. Public Questions:

A Butts Meadow resident attended the meeting to again express his concern at the pavement parking on the estate, which in his case, restricted access to his own property. On occasions, it had been necessary for him to ask the neighbour to move a car to allow him to swing into his driveway; this situation was now becoming more difficult. He was purposely not cutting his hedge as this deterred the parking. He also raised concerns at the parking around the junction at the bottom of the estate which forced drivers onto the wrong side of the road. He advised that the police's previous action had little effect.

The Chairman acknowledged that this was a continuing problem that had no easy solution. In the longer term there might be some options to explore, but in the meantime, it was a police responsibility. The Parish Council would certainly raise it again with the local policing team. Advice

had previously been taken from a traffic consultant regarding speeding on the estate, and he advised that leaving cars parked in the road was the best way to control speed.

PD asked if there was a Residents' Association for the estate and wondered if this would be a way of highlighting the problems that were being experienced and to potentially identify a local solution. The resident indicated that this might be something he would consider.

The resident was asked to email details to the Clerk, who would take up with the local police, potentially to target those causing the difficulties. The Clerk would provide further information about Resident Associations. The Parish Council would include an article to highlight consideration to neighbours in the next newsletter.

Clerk

8 pm – one member of public left the meeting room. The other remained as he was interested in joining the Parish Council.

6. Matters Arising from the Parish Council Meeting on 17<sup>th</sup> February 2015 and on-going matters:

- a. Neighbourhood Plan: MK highlighted that an incredible amount of work had been undertaken in recent months by the Working Group, and extended particular thanks to the Clerk; a high quality document had been produced. The consultation on the Pre-submission Plan had now finished and the comments from both statutory consultees and residents had been considered. Work was now being undertaken to prepare the necessary documentation to submit to CDC for the next stage of the consultation process.
- b. Proposed Oil & Gas Exploration Site: The Chairman was delighted to report that Celtique Energie had withdrawn the appeal against WSCC's decision to refuse planning permission for the exploratory site. Celtique stated that the Inquiry delay did not allow sufficient time as the licence expired in June 2016. Although this was tremendous news for the community, MK reminded members that the company was drilling at Broadford Bridge, south of Billingshurst, which could still have implications for the village. The work and support of Keep Kirdford and Wisborough Green (KKWG) was acknowledged with thanks; many of these members now had an in-depth knowledge of the processes. The Clerk had received notification from KKWG that members would be attending a water monitoring course in May.
- c. Gatwick Airport: PD had attended a number of meetings in recent weeks with representatives from different protest groups as well as Gatwick Airport and the Civil Aviation Authority (CAA). He would be attending further meetings, one being with the Department for Transport (DFT). A protest group had now launched a judicial review against the CAA on a technical point relating to changes without consultation. In 5 or so days, the group had raised £100,000 from donations and was now looking to raise a further £50,000; this demonstrated the level of public concern. Obviously different areas had different concerns and although residents should continue to complain to Gatwick Airport, the decision makers had to be targeted. Policy decisions were made by the DFT, CAA and National Air Traffic Services (NATS).  
On a positive note, one meeting had been informed that the ADNID trial (take off route) would not be implemented before 2020, although recent observations over Kirdford suggested that it was still continuing; there was no way to prove. PD gave explanation the use of PBN, essentially SatNav for planes, and explained that diversification of planes was still possible with this system to avoid precision routes and concentrated traffic.  
If a second runway was not built at Gatwick, passenger numbers could still increase and it was therefore important to ensure infrastructure improvements were still financed.  
Landing aircraft was a specific issue for Wisborough Green, the impact of which had been felt in recent days. PD believed that the current descent from Burgess Hill stacking could be changed to retain planes at 7000ft until the approach to Gatwick and would be making further enquiries. Unfortunately, Government guidance was to fly over low populated areas avoiding National Parks and areas of Outstanding Natural Beauty.  
PD would continue to be actively involved, particularly with the Campaign Against Gatwick Noise Emissions (CAGNE), and would prepare an update for the next Parish Council newsletter.
- d. Boxal Bridge: A meeting was held with representatives from WSCC Highways on 4<sup>th</sup> March 2015 before Celtique Energie withdrew the appeal. HT explained that, as such, it concentrated on

PD

addressing the shorter term road safety concerns relating to road signage and foliage obscuring sight lines. WSCC would continue with preliminary investigations and designs, which would include an inspection survey under the bridge when water levels permitted. WSCC had given assurances that the Parish Councils would be kept fully informed and involved in future decisions; both Parish Councils were against the principle of removal at the present time. Notes from the meeting would be circulated when available.

Clerk

Having walked in the copse, MK noted a collapsed old bridge which was potentially contributing to the flooding at Boxal Bridge. With the route of the brook, this was in Wisborough Green Parish although potentially landowner responsibility. It was confirmed that Kirdford Parish Council had applied for Watershed funding to have the brook cleared.

- e. Biogas Plant at Crouchlands Farm, Plaistow: The application to expand the facilities to the current operation had been refused by WSCC Planning Committee on 3<sup>rd</sup> March 2015. The decision meant that the operation would need to revert back to 'on farm' activities, however, it had been reported that since the decision, operations had increased. A Planning Contravention Notice had been served which allowed the planners to collate further information to be considered by the Planning Committee on 28<sup>th</sup> April to inform the Enforcement Notice. Although the operation currently had limited effect in Wisborough Green, it had major implications for Plaistow, Ifold and Kirdford, and was certainly something to watch.

8.30 pm – Mr Ransley left the meeting room.

- f. Access Road to Forge Cottage: AB had now had an opportunity to speak to the residents of Forge Cottage, but due to AJ's availability, possible solutions had not been discussed further with Mr Skinner, publican of The Three Crowns. The residents had been concerned at the use of their drive for deliveries and the damage caused recently. Members briefly discussed the issues and agreed that potentially widening the Forge Cottage access would remove vehicle obstruction for Forge Cottage, would provide a better access to the public conveniences but not create a new access across The Green. It was agreed that AB and AJ should discuss options further with both the residents and Mr Skinner with a view to resolving the issue of deliveries and the crossing of the grass for events.

AB/AJ

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

- Highways Update:

- o Kirdford Road/Pavilion drainage: A meeting to be arranged to discuss the options further; AB requested to be involved.
- o Skiff Lane Junction: A Watershed application had been submitted, but funding had not been confirmed.
- o Moonsbrook: The Clerk had sent a further email to follow up.
- o Granite setts: 'Quickfix' funding had been confirmed; the Clerk would arrange repair.
- o Fingerpost sign, Skiff Lane: WSCC funding of the repair had now been confirmed.

Clerk

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## 7. New Items for Discussion

- a. Use of Green by School: The Parish Council had agreed at the last meeting for the use of the Green for the school fayre on Saturday 6<sup>th</sup> June 2015, but further details of the event had now been received. In addition to the Fayre in the afternoon, the PTA wished to extend the event to enable families to picnic together, potentially with live musical acts. The Fayre would include the usual events and amusements, but possibly with a vintage motor bike display. Assurances had been given that great care would be taken with the Green and, in the event of poor weather, vehicle attractions would be cancelled. Members were delighted to support the event and agreed to static vehicle displays only, ground conditions permitting. Clerk to issue Agreement Form.
- b. Community Infrastructure: CDC was starting work on the preparation of an Infrastructure Business Plan (5 year rolling programme) to cover the years 2015-2020 which would identify the infrastructure provided to accompany growth identified in the first 5 years of the new Local Plan. Parish Councils were invited to contribute to this process by sending a representative to a meeting in April (KC agreed to attend) as well as identifying local priorities. Members reviewed the

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Community Action Plan in the back of the Pre-Submission Draft Neighbourhood Plan and agreed that the key concerns to the community were traffic speed and parking. As such, any Community Infrastructure Levy (CIL) would be prioritised for these improvements. KC would provide an update on CIL and use of the community element at the April meeting.

KC

- c. New Homes Bonus: Notification had been received from CDC that the New Homes Bonus (Parish Allocation) scheme would be running again this year and the Parish Council could make a bid for funding by the end of July; the notional allocation for Wisborough Green was £771. Examples of funding over the District were given and members were reminded that previous funding was contributing to the Village Hall car park lining. Members noted that the provision of a new community notice board in front of the railings at the shop was a project that had not progressed due to lack of funding, with the total cost likely to be just over £1000. Members agreed that the Clerk should submit an application for this project.

8. Correspondence: Details of correspondence received since 17<sup>th</sup> February 2015 was displayed at the meeting. The Clerk highlighted details as necessary.

- Nick Scott, WSCC Rights of Way – reviewed Harsfold Lane and confirmed no objection to rocks or posts being placed on the verge due to available width; not to be placed closer than 1.5m apart. **It was agreed that the Clerk should highlight the concern to Scout Hut users and discuss the possibility of the Scout Group installing a turning area with AJ, as Chairman of the Group.**
- Following last year's consultation on changes to fire service, and the public's objections, there was an attempt to try to get the issue back to full county council debate. A petition had been established at <http://bit.ly/1xJDxEO>
- Cllr J Ransley – copy of correspondence regarding Permitted Development Order for barn at Loves Farm – circulated.
- Rural Services Network – weekly email digest – circulated.
- WSCC – link to Local Committee Meeting agenda for 3<sup>rd</sup> March 2015 – circulated.
- KKWG – details of campaign to save Boxal Bridge – circulated.
- Rural Services Network – weekly email digest – circulated.
- Secretariat Task Force on Shale Gas – minutes of meeting held with Lord Smith on 17 December – circulated.
- WSCC - West Sussex County Council is seeking your views on our draft Local List for the Validation of Planning Applications. The draft Local List relates only to applications dealt with by the County Council – that is, applications for minerals, waste and the County Council's own developments ('regulation 3' development). The draft Local List can be found via the following link: <http://www2.westsussex.gov.uk/ds/cttee/plng/plng030315i7a.pdf>  
All comments should be received by **5pm on 17 April 2015**.
- Sussex Police – notification that the new divisional commander for West Sussex, Chief Superintendent Steve Whitton, takes up his role this month. Moving from Brighton and Hove division where he has been acting divisional commander since last November, Steve takes over the West Sussex division on Monday 9 March, following the retirement of Chief Superintendent Martin Walker. Details circulated.
- Arun and Rother Connections – 21st February, TV presenter and naturalist Chris Packham visited RSPB Pulborough Brooks to launch the Arun and Rother Connections (ARC) brand new wildlife app ARC Explorer. Before setting off for a walk around the reserve Chris gave an inspirational talk, which can watch here: <http://arcexplorer.org.uk/chris-packham-launches-the-arc-app/>
- Rural Services Network – weekly email digest – circulated.
- Plantlife - National Plant Monitoring Scheme which was launched at the beginning of this month. The scheme is the first of its kind and asks for volunteers across the United Kingdom to visit a kilometre square local to them and record the plants they find there in several different plots. The scheme will enable us to explore how plants in different habitats are responding to changes in the environment. Details forward to Ad Vinc.
- Sussex Police - Following an extensive project to define how we deliver local policing in Sussex, unveiling our new Sussex Local Policing Model.  
Over the next four years will make significant changes to ensure local police services are

Clerk

directed to where they are most needed, to protect core policing services and meet the financial challenges we face. Circulated.

- CDC: Chichester District Council has submitted its Community Infrastructure Levy Draft Charging Schedule and other supporting documents for independent examination on 12th March -2015. The submitted CIL Draft Charging Schedule will now be subjected to an independent examination to be conducted by the Planning Inspectorate on behalf of the Secretary of State. Part of this process may involve hearing sessions where those invited to attend will have the opportunity to respond to matters raised by the appointed Planning Inspector. Once confirmed, all details relating to the examination process will be made available online at <http://www.chichester.gov.uk> and sent to those who responded to the consultation processes for both documents.

SDNPA – February highlights – circulated.

- Arun and Rother Connections - Free pond training on Sat 28<sup>th</sup> March – details circulated.
- Rural Services Network – weekly email digest – circulated.
- SSALC - Aware of the changes proposed for Local Policing in Sussex announced on 10<sup>th</sup> March.

In order for towns and parishes to be briefed on the new operating model, Assistant Chief Constable Robin Smith has attended meetings of all District Associations across Sussex; with Chichester District this is being approached in a different way. On 1<sup>st</sup> April there will be an open meeting at the Assembly Rooms in Chichester from 6.30pm until 8.00pm – details circulated. **Highlighted.**

- Rural Services Network – focus of rural economy – circulated.
- Editor of RH14 - planning to run a series of articles about gatwick aircraft noise over the coming months. If there are any particular points that any of you feel it is important to raise or useful information that you have that you would like to reach the villages of RH14 or things that the various Parish Councils are doing to help this situation then please feel free to get in touch. **PD agreed to provide some information.**
- Environment Agency - Update: Future of the River Arun Internal Drainage District - As you are aware, the Environment Agency currently manages three IDD's within West Sussex. In line with government policy, we are seeking to transfer the management of ordinary watercourses within these IDD's to local ownership. To do this, we must abolish the existing IDD's, including the River Arun IDD.

What happens next?

We expect to confirm arrangements for the designated sites during summer 2015. We will then formally submit a Draft Scheme to Defra, setting out our intention to abolish the River - Arun IDD. If and when confirmed by the Secretary of State, this IDD will no longer exist and:

- riparian land owners will be responsible for maintaining the ordinary watercourses in the IDD and the Hardham, Greatham and Houghton pumping stations which we have been maintaining and operating on their behalf
- district councils will have the power to carry out flood risk management work in order to manage the flood risk from the ordinary watercourses and
- West Sussex County Council will be responsible for enforcement and consenting; it will also have powers to carry out flood risk management work with regard to surface run-off and groundwater. **Noted with interest.**

PD

## 9. Planning

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

Application No:	Application and Reason
WR/15/00431/DOM	Mr Antony Flood Fishers Newpound Lane Oak framed extension for swimming pool. <u>No Objection</u>

WR/15/00443/DOM	Mr C Lee 24 Carters Way Wisborough Green Single storey rear extension, first floor side extension and pitch roof over porch. <u>No Objection</u>
WR/15/00487/PLD	Mr & Mrs G Pritchard Lowfold Fittleworth Road Wisborough Green Use of existing residential outbuilding as a accommodation incidental to the enjoyment of the dwelling house and associated external alterations. <u>No Objection</u>
WR/15/00457/TCA	Mr Stephen Rollinson Thornton Cottage Petworth Road Wisborough Green Notification of intention to crown reduce by 30% on 3 no. Yew trees. <u>No Objection</u>
WR/15/00632/TCA	Mr Stephen Rollinson Farthinghoe Petworth Road Wisborough Green Billingshurst Notification of intention to reduce western sector by 1.5 - 2m (to alleviate overhang over Thornton Cottage driveway (adjacent to eastern boundary) on 1 no. Yew tree. <u>No Objection</u>
WR/15/00251/FUL	Mr Colin Wood Bat and Ball Newpound Wisborough Green Installation of new extract and fresh air plant and ductwork to kitchen. <u>No Objection</u>
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. <u>No Objection</u>
WR/15/00622/TCA	Mr John Hayes Vine Cottage Petworth Road Wisborough Green Notification of intention to fell 1 no. Ash tree (T1). <u>No Objection</u>
5/00323/LAPRE	Mr Paul Anthony Gidley The Wisborough (previously The Bat & Ball) Newpound, Wisborough Green Premises Licence Members reviewed the application details and compared against the current licenses for The Cricketers Arms and The Three Crowns Public Houses. Members were anxious to ensure that the times were broadly in line with the other licenced premises to ensure that patrons did not 'move on' at closing times. Members also noted the comments made by the CDC Environmental Health Officer. After some discussion, it was agreed that the Parish Council would support the application but for consistency, requested that the times for Activities of Film, Live Music, Recorded Music, Plays and Sport be altered to finish at 23.00 hrs. In addition, the Parish Council supported the Environmental Health Officer's recommendation relating to the outside areas. It was noted the reference to 2 <sup>nd</sup> January for New Year's Eve activities was presumably incorrect and should be 1 <sup>st</sup> January.

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

Application No:	Application and Reason	Decision
WR/14/04053/DO M	Mr And Mrs Edwin Cooke Greenbridge Cottage Petworth Road Traditional barn style garage to replace existing.	Permit
WR/14/04218/TC A	Mr Umit Hassan Knights Cottage Petworth Road Notification of intention to fell 2 no. Fir trees.	No TPO

- c. Enforcement Issues: Northlands Farm House, Newpound: nothing further to report.

- d. Appeals:

- Westholme Farm, Newpound: Nothing further to report.
- Roosters Store, Durbans Road: Notification had been received that an appeal had been made against CDC's refusal to remove condition 4 of planning permission WR/99/00567/FUL 'Incidental to the enjoyment of the dwelling house and for no other purposes including either separate or ancillary residential accommodation'. The Parish Council has raised no objection but had expressed concern at the access and precedent for residential use behind the current building line. Details of the Council's comments would be sent to the Inspectorate; there were no further comments to make.

#### 10. Finance:

- a. Accounts for Payment: The Clerk displayed the Cheque List for March which was approved:

Cheque Number	Total	Details
2846 18.02.15	493.80	Pyzer Cleaning Services – cleaning of public toilets
2847	309.88	Wickstead Leisure – replacement cradle swings
2848 17.03.15	100.00	Kent, Surrey, Sussex Air Ambulance – donation (Section 137 payment)
2849	100.00	St Catherine's Hospice - donation (Section 137 payment)
2850	30.00	Arun & District Citizen's Advice Bureau - donation (Section 137 payment)
2851	30.00	West Sussex Mediation Service - donation (Section 137 payment)
2852	250.00	Wisborough Green Minibus Association – donation
2853	175.20	E P Clark & Co Ltd – repair of Village Hall car park
2854	493.80	Pyzer Cleaning Services – cleaning of public toilets
2855	961.47	West Sussex County Council – Clerk's salary for February
	<hr/> 2644.15	Cheques dated 17 <sup>th</sup> March 2015 unless stated otherwise.

- b. Statement of Accounts: The Clerk displayed details of the actual year to date figures against budget and highlighted the following:
- o The final payment of the Neighbourhood Plan Grant of £247.43 had been received.
  - o £2000 for the public toilets had been received from CDC. This was a payment for the first year only. Three local companies had been invoiced for advertising totally £360, but no payment to date. A donation request to be sent to the Café and Three Crowns – support had previously been indicated.
  - o No further professional fees were anticipated.
  - o Stationery items and postage would be purchased before the year end.
  - o The CDC invoice for the emptying of litter and dog bins was outstanding – it could take the figure slightly over budget.
  - o The Christmas tree lights were currently out of stock, so potentially cost would be in next year's accounts.
  - o Playground maintenance over budget due to replacement matting and cradle swings.
  - o Toilet cleaning expenses likely to be under budget.

Clerk

- £1500 consultancy charges were anticipated for the Neighbourhood Plan.
- VAT claim for period end 31<sup>st</sup> December 2014 had been received £4641.58. There was currently a £583 to claim from 1<sup>st</sup> January to 31<sup>st</sup> March, but this would obviously increase by the year end.
- The Watershed grant of £11600 had been transferred to the reserve account.

There were no further questions.

#### 11. Other Reports

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| a. Village Hall: As an electrician, SO's son had recently been in the roof of the Village Hall. He confirmed that, although the joists were poor, there was sufficient roof space to be useful. SO to pass onto the Village Hall Management Committee for information.   | SO    |
| b. Workhouse: The Clerk was obtaining quotations for the exterior re-decoration.   | Clerk |
| c. Allotments: The allotment tenancy renewals would be sent shortly.   | Clerk |
| d. Pavilion: HT reported that a useful meeting was held with Sports Association representatives and a CDC Planning Officer to consider the Pavilion replacement proposals. A plan was displayed which showed the preferred location on the west side, moved back from the existing site but retaining the view from the junction to the playground. Car park provision would be made, which would be accessed from Butts Meadow. The CDC Officer had indicated that an all-weather surface would not be in keeping with the character of the Green and would be problematic. Preliminary building design plans were displayed; the officer asked that consideration be given to reducing the bulk and height. Minutes of the meeting would be circulated shortly, but it looked as though a compromise had been reached which could be progressed. |       |
| e. The Green: A meeting for the Green Co-ordination Group had been arranged for Wednesday 25 <sup>th</sup> March 2015.   |       |
| f. Neighbourhood Watch: No village specific details to report.   |       |
| g. Footpaths/Conservation: Nothing to report.  |       |
| h. Youth Club: Nothing to report.  |       |

#### 12. Any Other Business:

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| a. SO expressed concern at the parking and verge damage associated with the refurbishment of the Bat & Ball. KC advised that he had spoken with the site manager and been informed that a hard standing area was being created on the front field. Unfortunately the work had been delayed due to the wet ground conditions which required an alternative infill. KC had also provided him with the landowner contact details for the small field opposite. Although the verges had been mentioned, it was agreed that a formal letter should be sent to request reinstatement of the verges. | Clerk |
| b. Risk Assessments had now been undertaken; the Clerk reminded members to sign before leaving. Actions would be considered at the next meeting.  | Clerk |
| c. The Litterwarden had kindly provided observations for last year. Details were given; all were being addressed.   |       |
| d. A trip hazard on the path by the pond had been reported; the Clerk had asked E P Clark Ltd to effect the repair.   |       |
| e. Election packs had now been received and were distributed. MK advised that he would not be re-standing.  |       |
| f. PD was keen that the Parish Council obtained resident's email addresses to circulate information. It was agreed that this could be linked to a general image and website update, along with the use of other social media, but for the moment, the priority was the Neighbourhood Plan.  |       |



13. Date of Next Meeting:

Planning Committee Meeting on Tuesday 7<sup>th</sup> April 2015 at 8.00 pm (if required)

Parish Council Meeting on Tuesday 21<sup>st</sup> April 2015 at 7.45 pm.

Annual Parish Meeting on Thursday 23<sup>rd</sup> April 2015 at 8.00 pm.

Part 1 of the meeting closed at 10.00 pm. The member of public left the meeting room.

14. Exclusion of Press and Public: Pursuant to Standing Orders Section 1d, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public were excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.

Neighbourhood Plan:

MK explained the process to date and the documents that would need to be submitted to CDC, which had been circulated to all in advance of the meeting: Modifications List, Basic Conditions Statement, Consultation Report and Submission Version Neighbourhood Plan. MK gave explanation to the substantive changes that had been made to the Plan, a summary of which had been circulated to all in advance of the meeting.

After some clarification and discussion relating to the Strategic Environmental Assessment and the content of two policies, CD2 and HO2, members formally approved all documents for submission to CDC.

There being no further business, the meeting was closed at 10.20 pm.

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Chairman

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Date