

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 18th September 2018

Date: Tuesday 17th July 2018

Present: Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ), Mrs S Overington (SO), Mr M Newell (MN)

Apologies: Mr N Beresford (NB), Mr A Burbridge (AB), Mr K Charman (KC), Mr H True (HT),
Mr M Watson (MW)

In Attendance: Mrs L Davies, Clerk
Cllr J Ransley, District Councillor

Members of Public: None

Mr Drummond opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Beresford, Mr Burbridge, Mr Charman, Mr True and Mr Watson.
2. Declaration of Members' Interests: Being a neighbour and having met the property owner on a couple of occasions, PD declared his interest in the planning application for Farringtons Copse. No other interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 19th June 2018 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:

District Councillor: Mr Ransley attended the final meeting of the Housing Task and Finish Group which reviewed housing quality standards of social and affordable housing in the district. The report contained useful information and would be made available to parishes, hopefully in September, after it had been reviewed by the Overview and Scrutiny Committee. Mr Ransley gave brief explanation to social rent and the affordability of properties and the different approaches taken by Housing Associations with properties in a rural area. The report highlighted maintenance issues and the potential difficulty of finding a Housing Association willing to take on new rural properties. The report supported a new policy which Chichester District Council (CDC) was seeking to introduce, along with CDC's encouragement of Community Land Trusts and the provision of further grant funding.

5. Public Questions: There were no members of public present.

6. Report on On-going Matters:

- a. New Pavilion: There had been no response from the Sports Association to meet and as such, AJ had contacted Mr Gadd, the new Sports Association Chairman, directly. As Mr Gadd had now taken on this new role, it had been agreed that Mr Calder Smith would lead on the Pavilion project, with a meeting hopefully in the second week of August. AJ had offered to meet with Mr Gadd informally to get an understanding of their points and priorities for design, but it was clear from the discussion, that thought had already been given to how the impact of the new building could be reduced. AJ advised that the group would explore all different options initially, with and without the tree, believing that compelling evidence to remove the tree would be required by the planning authority. Update at the next meeting.

Pav Grp

- b. Traffic Management Plan (TMP):

- Community Highways Scheme: The TMP Group met West Sussex Highway Authority officers on Thursday 21st June 2018; meeting minutes had been circulated. The proposals for the village centre scheme were discussed and the Parish Council's holistic approach to traffic management

highlighted. WSCC agreed to consider Parish Council comments and provide an updated scheme to improve signage and connectivity of footways. In terms of the build-out, it had been suggested that this be re-addressed when the Winterfold site entrance had been created and the outcome of the TRO application to reduce the 40 mph speed limit was known.

- School Markings: After the meeting, the authority forwarded details of a proposal to increase the school lining and signage in Newpound Lane and School Road; details were displayed. In terms of School Road, it was noted that the school had encouraged parents to use the space in School Road as a drop-off and the proposed scheme would prevent this. It was felt that the proposed sign was unnecessary clutter in the Conservation Area, would arguably be ineffective and would not be permitted on Parish land. The creation of a crossing point would be the only benefit although WSCC advised an informal crossing point should be at a different location. With regard to Newpound Lane, although a marginal benefit was acknowledged, it was felt that the signs were inappropriate for a rural lane and two could soon be obscured by vegetation. Motorists generally did not park on zig-zag lines and it was felt that the existence of signs related solely to enforcement which was non-existent. Members objected to both proposals on the basis of the requirement for additional signage.

- Great Meadow Parking: Contractors' vehicles from the Great Meadow site had been parking in the west road. Although the site manager had been informed, he appeared to be unable to control this. The matter had therefore been raised with CDC as the Construction Method Statement, required to discharge one of the conditions, stated that "All vehicles belonging to staff, operatives and visitors will be parked on site in a designated area." A CDC planning officer would be visiting the site on 18th July and would report back.

MN had also undertaken some further investigation and provided details of sticky notices which could be put on offending cars to advise of unauthorised parking, and being difficult to remove, were used as a deterrent, being immensely effective. Situation to be assess further after CDC's visit. If the problem persisted, a supply of notices to be purchased, which could also be used in other areas of the village.

MN/Clerk

c. BT Telephone Box Conversion:

- The door and glazing had now been prepared and was currently being installed. AB/Clerk
- MN had circulated an initial map design which was displayed and discussed. MN to make the agreed amendments and re-circulate. Clerk to provide required dimensions to HT to obtain a printing quotation. Clerk
- Options for leaflet holders were displayed. Members agreed that DL and A5 individual leaflet holders should only be provided under the map at this stage; by using individual holders, any damaged holders could easily be replaced. Clerk
- AB advised by email that he agreed with the paving proposal and if installed with the falls would eliminate the puddling problem; he was happy to meet the contractor at the commencement of works. Members agreed that the contractor had previously offered value for money, but due to the expense felt that one further quotation was required. The decision to engage a contractor was delegated to the Clerk. Clerk

d. WW1 Commemoration – There But Not There: PD provided the following update:

- The 6 foot Tommy had been ordered and would initially be displayed at the August Bank Holiday Fete before being positioned on the A272; the Church had agreed to pay £375 towards this cost.
- A considerable amount of research into the lives of those listed on the war memorial had been undertaken by members of the History Society. A booklet would be prepared and printed which would be available to purchase but also given to all children at the village school.
- Wednesday 19th September - The silhouettes would be installed in the church, along with a history display. A reception would be held at 6pm. PD to discuss the addition of a small service. PD
It was hoped that the inspiration behind the whole project, Mr Martin Barraud, would attend, along with ex and serving armed forces personnel in the locality. PD hoped that all Parish Councillors would be in attendance. Invitation list to be confirmed. PD
- Sunday 23rd September – slightly extended Communion Service to incorporate reference to nature of sacrifice.
- Remembrance Day Service on Sunday 11th November; the installation would then be removed.
- PD would now make approaches for company and personal sponsorship of the silhouettes. PD

e. Annual Fair: At the last meeting, members agreed that the Fair could operate on Thursday 20th and Friday 21st September. Concern had been expressed at the cost to repair damage to the Green. The

Clerk provided cost details to hire ground cover mats, and confirmed that the Fair charge had not been increased for over 10 years. AJ concurred with previous observations that the surface had declined and become more uneven over the years. It was agreed that the charge should be increased to £270 for the main day, and £70 for the additional day, and that if the ground was wet, the charge would be used to hire suitable mats to reduce damage when accessing the Green. The vehicles would be permitted to arrive earlier in the day to allow more time and allow careful use of mats.

Clerk

f. Clerk's Report:

- Tree Work: The urgent work identified in the recent survey had been undertaken. The arboriculturalist had re-inspected T56, the tree at the bottom of Butts Meadow, and confirmed that he considered the bark splits and exposed tissue were symptomatic of horse chestnut bleeding canker rather than a torsional fracture of the main stem. An application for the recommended tree work to reduce one limb had been submitted; members supported this action. Further enquiries had been made into the additional survey work. It was hoped that this would be combined with other work in the area at a cost of £325 plus vat, but should this not be possible, it would cost £600. Members authorised the expenditure of £325 but to be reconsidered again at the September meeting if not undertaken over the summer; the information was required for the Pavilion project.
- Parking Stoppers: Having made further enquiries, the Clerk advised that the cost provided at the last meeting was for an inferior product; the charge would be £44 per stopper and not £32. Members approved the purchase.

7. New Items for Discussion:

- a. Junior Sports Practice Facilities: The Sports Association had advised that the owner of Stable Field, Kirdford Road, had offered a licence to use the land for junior sporting activities and training, which replaced the use of Collards Field, Durbans Road (the agreement for this field had now expired). The land was subject to a recent unsuccessful planning appeal. The owner had confirmed that they would seek permission for a smaller development scheme on the western side of the land at some point in the future through the Neighbourhood Planning process and if successful, would gift the land to the Sports Association in perpetuity. Members noted some concern expressed by nearby residents.

Members agreed that this additional sports facility, close to the village green, would be a very positive outcome for the village; the proposed plan was displayed and discussed. PD reminded the meeting that it was also the intention to provide junior cricket facilities at the Winterfold site. Members were very supportive and agreed to the change of use for junior recreational purposes, which would retain the green gap. The access and parking agreements were considered and it was agreed that the intended parking area and vehicle access could not be supported. The pedestrian access via the existing field gate was supported. It was noted that a previous application for Stable Field had suggested the green lane for access and as such, this option to be explored further. Vehicles could not be parked in the adjacent road, but could continue to park along the Green and children walked to the area. It was assumed that the attendance would be similar to the current Friday evening cricket sessions, the cars for which were accommodated around the Green. It was agreed that PD and NB to discuss further with the Sports Association in order that the planning application could be progressed.

PD/NB

- b. Winter Management Plan: The Plan was updated last year and submitted to WSCC. Members agreed that the arrangements required no further updating. PD agreed to contact the Bedham resident who had, some years ago, purchased a gritter and made independent arrangements with WSCC. It was a possibility that this arrangement would need to be incorporated into the village plan, but PD would advise accordingly. It was agreed that a grit bin should be provided for the Village Hall car park, and authorised the purchase, at a cost of £200. PD would look to remove the grit bin outside his property (unused) and replace the damaged bin outside Mockbeggars.

Clerk

- c. Emergency Plan Review: It was agreed that SO and the Clerk would check the small items of equipment. KC, HT and possibly NB, to check the larger items. SO would contact and update the volunteers cascade list.

SO/Clerk
KC/HT/NB

- d. Use of Village Green: A request had been received by a local Yoga teacher to hold a class on the Green when the Village Hall was unavailable due to the Village Market. Members had no objection as long as insurance and risk assessment requirements were met.

Clerk

8. Correspondence: Details of correspondence received since 20th June 2018 was distributed and displayed at the meeting, and noted by members.

- WSCC - Strategic Transport Investment Programme – Stakeholder Engagement, June 2018 – response by 20th July 2018.
- Arun Prevention Team, Sussex Police – arranged to attend November 2019 meeting to provide short crime update!
- SSALC – details of Chairman's day in Brighton on 12th July – details forwarded to PD.
- Collard's Field owner – Have tentative plans to plant an area (about 1 hectare) with vines and tree surgery work required. May attend Parish Council meeting to explain.
- Rural Services Network – weekly email digest – circulated.
- SDNPA – presentation slides from recent parish workshops – circulated.
- WSCC - Five year joint commissioning plan, the Dementia Framework West Sussex was launched in 2014. It set out joint priorities for health and social care for people living with dementia and their families and carers. The Framework is due to end in 2019 so conducting a full review of the progress that has been made and identifying where the gaps remain. The end date for the on-line survey has now been extended to the 22nd July. https://haveyoursay.westsussex.gov.uk/legal-democratic-services/dementia_survey/
- SDNPA – confirmation that the Parish Council does not have any funds due from the South Downs National Parks 'Community Infrastructure Levy' at present.
- School PTA – explanation to the difficulties they had with the parking issues observed – mainly related to the church service and signs being ignored and attitude of some motorists. Would address in publicity next year but highlighting that perhaps community needs to be aware by restrictions for events in place. **Note included in next Parish Council newsletter.**
- Carters Way resident – expressing concern at hedge cutting and debris left on grass. Provided contact details for WSCC.
- Harting Parish Council – copy of email sent to WSCC regarding Velo cycle race and concerns.
- Rural Services Network – the Rural Bulletin – circulated.
- Resident expressing concern at contractors' vehicles being parked in the village.
- SDNPA – South Downs News - barn owls, meadows and other achievements – circulated.
- Newpound Resident – raising his concerns again about Hughes Hill and asking about accident. Explained that the PC had met with Highways and the accident report had not been released. Had raised concern of recording of accidents with them.
- KKWG Chairman's Update – applications for an extension of planning permission by 18 months at Broadford Bridge is to be being considered by the WSCC Planning Committee possibly on Sept 25th 10.30 am County Hall, Chichester: Earthquakes in Surrey, Permitted Development and Boxal Bridge – circulated.
- Rural Services Network – the Rural Bulletin – circulated.
- Billingshurst resident – asking about possibility of safe cycle route between Wisborough Green and Billingshurst. **AJ advised that the idea had previously been thoroughly investigated and land ownership issues and access arrangements had prevented. He did not believe that these issues could be overcome and as such, any proposal would be a major project which would involve land purchase and potentially road widening. It was agreed that with the projects currently being undertaken by the Parish Council, the idea could not be explored further at this time.**
- WSCC – in response to concerns many queries WSCC will be holding a Velo Engagement Evening on the 26th July from 5:30pm to 8pm at the Leconfield Hall, Petworth.
- APCAG – Noise Management Board 11 update – Night Trial, Growth V Noise, Workplan, DfT MPs meeting,
- Petworth Road resident – concerned about use of Bluebell Meadow as marketing name. Jones Homes contacted to highlight history and that agreed name was Great Meadow.
- Rural Services Network – weekly email digest – circulated.
- Kirdford Road resident – expressing concern at proposed use of Stable Field – circulated.

9. Planning:

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

Application Number:	Applicant and Reason
WR/18/01589/DOM - Case Officer: - Daniel Power - Other Dev - Householder Developments	Mr John Stickland 3 Malthouse Cottages Fittleworth Road WG RH14 0ES Proposed new two bay garage with log store. O.S. Grid Ref. 503671/124359 <u>No Objection</u>
WR/18/01590/DOM - Case Officer: - Daniel Power - Other Dev - Householder Developments	Mr John Stickland 3 Malthouse Cottages Fittleworth Road WG RH14 0ES Proposed single storey extension to lounge and new utility room. O.S. Grid Ref. 503671/124359 <u>No Objection</u>
SDNP/18/03189/HOUS	Mr Saunders Farringtons Copse Horsebridge Hill Bedham WGreen RH20 1JP The removal of the existing timber front gate and the construction of a new electric steel gate with painted black with brick piers. <u>Objection.</u> The gateway, particularly the gates, are out of character in the rural area. The lighting is considered to be inappropriate and unsuitable in a rural and Dark Skies area.
WR/18/01611/DOM - Case Officer: - Vicki Baker - Other Dev - Householder Developments	Mrs Caroline Calder Smith The Elms Billingshurst Road Wisborough Green RH14 0DY Construction of a 3 bay carport O.S. Grid Ref. 505064/125768 <u>No Objection</u>

- b. Chichester District Council Planning Decisions:

Application Number:	Applicant and Reason	Decision
SDNP/18/01507/HOUS	Mr & Mrs J Sutton East Lutmans, Brick Kiln Common, Wisborough Green, West Sussex, RH14 0HZ Single storey rear extension	APPROVED
WR/18/00958/DOM	Mr T Hammerton 91 Butts Meadow Wisborough Green Billingshurst Proposed two storey side extension. O.S. Grid Ref. 504656/125972	PERMIT
WR/18/00763/DOM	Mr J Standing 17 Butts Meadow Wisborough Green Billingshurst Remove existing conservatory to be replaced with single storey extension. O.S. Grid Ref. 504773/126082	PERMIT
SDNP/18/02519/HOUS	Mr Jonathan Toub Pallingham Quay Cottage , Horsebridge Hill, Wisborough Green, RH14 0HE Two storey rear extension and glazed link.	WITHDRAWN

10. Finance:

- a. Bank Reconciliation: HT had agreed the Bank Reconciliation for the period ending 29th June 2018 for the Parish Council's business and reserve accounts.
- b. Accounts for Payment: The Clerk displayed the Payment List for July which was approved.

Payment Method	Date	Total Paid	Payee	Details
3252	21.06.18	300.00	WG Sports Association	Contribution towards grass cutting/clearing costs
3253	26.06.18	776.30	Remembered Trading Ltd	Purchase of Tommy for There But Not There
3254	17.07.18	788.50	Remembered Trading Ltd	Purchase of name blocks & silhouettes for TBNT
3255	17.07.18	95.00	George Nicholls	Urgent tree work as identified in report
3256	17.07.18	659.40	Sussex Land Services Ltd	Grass cutting contract for June.
3257	17.07.18	1690.42	West Sussex County Council	Clerk's salary for June
3258	17.07.18	122.98	Mrs L Davies	Printer ink and website/domain annual fee
3259	17.07.18	1240.00	Beechdown Arboriculture Ltd	Inspection of trees in Conservation Area
DDebit	19.07.18	28.20	Plusnet	Village Hall Broadband
DDebit	28.07.18	330.00	Royal Mail	Annual Fee for PO Box service
		£6030.80		

- c. Financial Statement: The Clerk presented details of the actual year to date figures compared against the budget. The unbudgeted expenditure for the tree survey was currently shown as a separate heading; adjustments would be made at the year end. There were no areas of concern to highlight or further questions.
- d. Plusnet Contract: A review of the Broadband contract for the Village Hall had been undertaken. The monthly charge had reduced by £5.

11. Other Reports:

- a. Village Hall: SO advised that the working group was waiting on the architect to provide the works specification and as such, nothing further to report at this stage.
- b. Allotments: The vacant allotments had now been stirmed and would be covered. A further advertisement would appear in the next Parish Council newsletter.
- c. The Green: In the absence of AB, nothing to report.
- d. Health & Safety: No matters to report.

12. Any Other Matters to Report: There were none.

13. Date of Next Meeting:

- GDPR Training on Tuesday 24th July at 7.30 pm
 Planning Committee Meeting on Tuesday 7th August 2018 at 8.00 pm (only if required).
 Planning Committee Meeting on Tuesday 21st August 2018 at 8.00 pm (only if required).
 Planning Committee Meeting on Tuesday 4th September 2018 at 8.00 pm (only if required).
 Parish Council Meeting on Tuesday 18th September 2018 at 7.45 pm.

There being no further business, the first part of the meeting closed at 9.50 pm.

14. Exclusion of Press and Public: Members resolved under the 1960 Public Bodies (Admission to Meetings) Act, and pursuant to Standing Orders (3d), to exclude the press and public due to the confidential nature of the business to be discussed.

Community Land Trust: PD provided an update on the formation of the CLT, membership, the support from CDC and Locality, and forthcoming discussions.

There being no further business, the meeting was closed at 10.05 pm.

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Chairman

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Date