

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 16th July 2019

Date: Tuesday 18th June 2019

Present: Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ), Mrs S Overington (SO), Mr S Rollinson (SR)

Apologies: Mr A Burbridge (AB), Mrs J Dandy (JD), Mr M Newell (MN), Mr H True (HT), Mr M Watson (MW)

In Attendance: Mrs L Davies, Clerk
Cllr Gareth Evans, District Councillor
Cllr Janet Duncton, County Councillor

Members of Public: 1

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 Burbridge, Mrs Dandy, Mr Newell, Mr True and Mr Watson.
2. Declaration of Members' Interests: No interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 21st May 2019 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:

County Councillor (In attendance from 7.45 until 7.55 pm)

- The Ofsted Report on West Sussex County Council (WSSCC) Child Care Services was poor but Cllr Duncton gave assurances that the Council would be investing people, time and resources to improve. The main problem related to the recruitment and retention of social workers and providing continuity to the children. Improvements had been made since the last inspection, but unfortunately, this recent inspection had occurred earlier than anticipated so some improvements had insufficient time to become evident. Sadly, the number of children in care had increased quite considerable in recent years, now in the 800s.
- Cllr Duncton recently visited Crawley Open House which offered support to the homeless. Although Crawley had virtually no unemployment, there were a large number homeless, with alcohol dependency and high levels of crime.
- WSSCC was in discussion with Ms Katy Bourne, Police Commissioner, in relation to county lines and preventing rural areas from being targeted; it was important to prevent young people from being drawn in by drug gangs. Ms Bourne would also like to reinstate rural police teams but needed to encourage the Chief Constable.
- A workshop would be held next week to discuss the Highways Contract. It had still not been awarded although Balfour Beatty was currently undertaking the work. The options to split or keep as one contract would be considered. Cllr Duncton had reported the condition of the road between Wisborough Green and Kirdford and was aware that the Road Ranger had inspected.
- Many WSSCC members felt that they had not been given the opportunity to provide input to budget discussion last year. As such, a workshop to start considering next year's budget was being held next week. Funding would again be tight and children's services obviously required considerable funding.
- In answer to SO's question about school funding for special needs, Cllr Duncton asked SO to contact her directly.

SO

District Councillor (In attendance from 7.45 pm until 9.34 pm):

- Cllr Evans introduced himself as one of the two new District Councillors who represented the Loxwood Ward (Wisborough Green, Kirdford, Loxwood, Plaistow and Ifold, Ebernoe and Northchapel). He was aware that his co-councillor, Cllr Natalie Hume, attended last month's meeting. They had agreed that he would look after Wisborough Green, Plaistow and Ifold, and Loxwood, and Cllr Hume the other parishes.

It was the intention to attend Parish Council meetings and hold surgeries on the first and third Saturdays circulating around the Ward. He held his first surgery in Wisborough Green on Saturday before attending the School Fete.

- Cllr Evans had provided a written update that had been circulated to members, and gave a brief summary:
 - The newly established Cabinet remained as a Conservative Cabinet however the other parties were given a higher proportion of the seats on the various panels and committees. He was elected to sit on the General Licensing Committee, Alcohol and Entertainment Licensing Committee, Investigation and Disciplinary Committee and Wey and Arun Completion Steering Panel.
 - The Council was currently developing a new events strategy, which aimed to provide a year round programme of events to entertain, educate and inspire residents and visitors across the district. To help shape this work, Chichester District Council (CDC) was asking residents and businesses to say what events they would like to see in the district by taking part in a short survey. The consultation started on Monday 27th May with a deadline of midnight on 29th July. People could give their views at www.chichester.gov.uk/letstalkevents
 - CDC was also promoting its Let's Talk Panels to encourage residents' input on Council funding. Events were being organised at different community centres across the district.
 - There had been 86 new businesses registered in the district in April 2019 with the highest number coming from Plaistow; Cllr Evans had requested further information.
- SO highlighted an initiative introduced by Rotherham Council whereby 8 miles of wildflower seeds had been sown which saved the Council £25,000 per year on mowing costs and also encouraged biodiversity. She asked if this was something that CDC would introduce. This was of interest to Cllr Evans although it was noted that WSCC was responsible for verge cutting; SO to highlight to Cllr Dunton.

SO

5. Public Questions: A resident attended the meeting, on behalf of many people in the village, to express concern at the recent closure of The Three Crowns Inn public house and the implications for the future. He had discussed the situation in detail with the publican, Mr Skinner, and now had a good understanding of the building's history, in terms of previous tenancies and planning applications, as well as the difficulties of running the business. The public house had seen a renaissance under Mr Skinner's management and it was only the large increase in rent, business rates and the cost of building repairs that pre-dated the tenant's occupancy, which had caused financial difficulties. He wanted to know what could be done to ensure that the full trading facts were accurately recorded and could be used as evidence to support a public house business continuing. He asked if the public house should be registered as an Asset of Community Value to acknowledge the importance to the village.

The Chairman also expressed his disappointment at the closure and acknowledged the huge contribution made by Mr Skinner to the village. The Parish Council also shared his concerns, but it could be difficult to justify registration with two other public houses in the village. He gave explanation to the registration process and agreed that the Parish Council would explore registration further; supported by members.

Clerk

8.16 pm – the member of public left the meeting room.

6. Report on on-going Matters:

- a. New Sports Pavilion: No further progress since the last Parish Council meeting; a project group meeting was being organised.
- b. Wisborough Green Sports: The Clerk advised that all paperwork had now been signed and the solicitor was completing the licence and registration.
- d. Neighbourhood Plan (NP) Review: SO advised that site assessments were being undertaken and consultants from AECOM would be visiting the village next week to undertake independent assessments to validate the process. The public consultation event was now planned for the 27th and 28th September. Grant funding of £7,400 had been received which would allow for the review process to be progressed. In the absence of other members, it was agreed that SO would provide an update on affordable housing at the next meeting.
- e. The west road (road leading to the Pavilion): Concerns about parking and speeding had been raised at the last meeting. Members considered possible options but all agreed that it was likely to be a continuing problem, although partially resolved when the contractor parking ceased. Efforts had been made to reduce access to the Pavilion by sports club users over recent years. The only potential option would be the

Clerk

SO

creation of a gateway (as previously discussed) particularly if residents were willing to make some financial contribution. It was agreed that the Clerk should obtain costs, but a decision would not be made until contractors were no longer parking and the issues could be re-assessed.

Clerk

- f. Balloon Festival Arrangements: The Clerk attended a meeting with the organisers who provided details of the safety improvements for this year's festival, the main improvements being: limited to 10 balloons on the Green, the west road to be the access for recovery vehicles on and off the Green and therefore kept clear, designated lead marshal for each balloon who would receive training (part of a team of minimum 3), parking marshals and the possibility of cordoning off the whole central area although this was potentially difficult to achieve with the earlier cricket match. The only outstanding matter related to First Aid provision. Last year a qualified village First Aider was used. The organisers were keen to ensure that as much money as possible was raised for the charity and if they were unable to obtain sponsorship to cover this cost, asked if the Parish Council would be happy with the current arrangement. Members noted that the fetes and RunWisborough all provided professional first aiders that were an event cost. In view of the event size and potential risks, members agreed that professional first aid was desirable. However, at the very least, the qualified First Aider should be located in a designated first aid tent that was clearly identifiable and easily accessible, and it was the responsibility of the event organisers to be satisfied that this arrangement addressed potential risks.

Clerk

Last year Members had been alarmed at the number of drones and other aircraft in the area. This had previously been discussed with the balloon organisers but to be highlighted again.

Clerk

g. Clerk's Report:

- Playground Signs: The new gate signs had been ordered from the Horsham company, used for the telephone kiosk map, at a cost £90. A new loopy ladder, which was covered by the 2 year guarantee, was being obtained however the Clerk was challenging the postage charge.
- Litter Warden Report for May: Details were provided; the Butts Meadow manhole had been reported, the playground surfacing would be addressed later in the year, the Clerk would report the granite setts as there were several around the village that had been knocked out and quotes were being obtained to address the tree root behind the Pavilion.
- Litter bins: Concern had been expressed by CDC that the litter bins were difficult to empty, particularly when very full, due to the inner linings being attached to the bases, dented or rusting; unfortunately, the bins had been incorrectly installed. Members agreed that in the longer term, it was more cost effective to repair or replace the liners rather than introduce additional emptying. The Clerk to organise the repair and re-installation of the bins, as necessary.
- Police Update: Unfortunately it appeared that drug dealing was taking place in the village that residents had reported to the police. The Clerk had contacted PCSO Colin Booker to obtain more information.
- Next Newsletter: This had been prepared and included a chart to give explanation to the role and responsibilities of the Parish Council.
- Vehicle Damage to Green: WSCC had declined to accepted responsibility for the damage to the Green; any future incursions to be photographed.
- Parking Stoppers outside The Three Crowns: Now installed. The resident of Old Pond Cottage had advised that the stopper nearest his property might cause vehicles to block access to his property; he would assess.
- Clerk's Training: As the Clerk was now the Data Protection Officer, members agreed that she should attend training next week at a cost of £70.

Clerk

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Clerk

7. New Items for Discussion:

- a. South Downs National Park Authority – Parish members election: Details had been circulated in advance of the meeting. Members agreed to vote for Mr Alun Alesbury and Mr Tim Burr.
- b. Charity Event on August Bank Holiday Weekend: Mr Vit, Publican of The Cricketers Arms, had written to the Parish Council to request permission to hold a music event in aid of Chestnut Tree House in the marquee on the Friday 23rd August. Arrangements would be as previously. Members were delighted to support the event and gave permission for the use of the Green. Clerk to issue Agreement Form.
- c. Brocante Sale on August Bank Holiday Weekend: A request had been received to hold a sale in the marquee on Saturday 25th August. Details were provided and followed the same format to previous years. Members agreed to the use of the Green with a donation of £275 towards the public toilets and £50 hire of the 'no parking' cones/signage/stakes, payable in advance. It was agreed that traffic management

Clerk

measures should be put in place to prevent any parking on the Green and customers parking on the estate. All rubbish should also be removed from site as this created difficulty for other events. Clerk to issue Agreement Form.

Clerk

d. Annual Fair: The official date for the Fair was Friday 20th September. Mr Mark Trickett had requested the Friday and Saturday, arriving on the Green on Wednesday morning and departing Sunday morning; members approved this arrangement. It was agreed that in the event of adverse weather and ground conditions, rubber matting should be hired to protect the Green, the cost of which would be covered by the charge.

Clerk

e. School Festival: Members were sorry that the day had been so wet which obviously affected attendance and takings. No adverse comments had been received. The only comment related to new bouncy castle regulations and the need to obtain safety paperwork from the provider, to be fed back to the School PTA.

Clerk

f. Tree Warden: Members agreed to the appointment of Mr Mike King, ex Parish Councillor, to continue in his role as Tree Warden; he would undertake a tree inspection this summer.

8. Policy Documents: It was resolved that the Council would continue to use, without amendment, the previously adopted policies as listed below:

- Code of Conduct
- Complaints Procedure
- Freedom of Information
- Press & Media Policy
- Health & Safety Policy
- Child Protection Policy
- Staff Absence Policy
- Grievance Procedure
- Disciplinary Procedure
- Equal Opportunities
- Dignity at Work
- Filming on the Green
- Village Sign Policy
- Employees Code of Conduct
- Parish Council Grant Scheme

After the deletion of 'with' in point 4, it was resolved that the tabled Developer Engagement Policy would be adopted. It was noted that the Neighbourhood Plan Review Steering Group would also adopt this policy.

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:

WR/19/00840/FUL - Case Officer: Vicki Baker	Mr J Austin Sparr Farm Skiff Lane Loxwood Billingshurst Change use of existing residential ancillary barn accommodation to holiday let accommodation. O.S. Grid Ref. 504229/127265 <u>No Objection</u>
WR/19/00841/LBC - Case Officer: Vicki Baker	Mr J Austin Sparr Farm Skiff Lane Loxwood Billingshurst Internal alterations, external recladding and re roofing and replacement fenestration to facilitate change of use to holiday let. O.S. Grid Ref. 504229/127265 <u>No Objection</u>
WR/19/01081/DOM - Case Officer: Vicki Baker	Mr D Grout 1 Barns Cottages Newpound Lane Wisborough Green Billingshurst Erection of single storey side extension with alterations and additions to fenestration. O.S. Grid Ref. 505978/127003 <u>No Objection</u>

WR/19/01252/OBG - Lge Scale Maj Dev - Dwellings	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex, Deed of variation to Section 106 Agreement for outline permission 15/03366/OUT relating to the open space land subject of this S106 Agreement will be handed over to Wisborough Green Parish Council (WGPC) - WGPC have agreed that an area of 9m x 7m can be used to accommodate two underground bulk storage LPG tanks to provide central heating for the new dwellings in perpetuity. O.S. Grid Ref. 505116 / 126219 <u>No Objection</u>
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b. Chichester District Council Planning Decisions:

WR/19/00594/TPA - Case Officer: Henry Whitby	Mr. Christopher Sclater Hawthorns Newpound Lane Wisborough Green Crown reduce height and width by 20% on north/north-west side of 1 no. Oak tree (T1), subject to WR/97/01121/TPO.	PERMIT
WR/19/00582/TPA - Case Officer: Henry Whitby	Mr. John Firth Brookhurst Newpound Lane Wisborough Green Crown reduce by 30% (overall) and remove 1 no. eastern branch (parallel with Newpound Lane) on 1 no. Oak tree (T2) subject to WR/97/01121/TPO.	PERMIT
WR/19/00764/FUL - Case Officer: James Gellini	Mr & Mrs Wilkins Pallingham Manor Farm Pallingham Lane Wisborough Green Extension of existing outdoor horse exercise area (including change of use of land to equestrian use). O.S. Grid Ref. 504405/122435	PERMIT
WR/19/00837/DOM - Case Officer: Vicki Baker	Mr R Palmer Wilton Cottage Kirdford Road Wisborough Green Erection of two storey rear extension with 5 no. roof lights. O.S. Grid Ref. 504659/126330	WITHDRAWN
WR/19/00969/ELD - Case Officer: Vicki Baker	Mrs Josephine Curtis Wallabies Nursery Kirdford Road Wisborough Green Existing Lawful development - Unfettered dwelling (Use Class C3) Non-compliance with condition 3 of planning permission WR/96/01117/FUL for a period exceeding 10 years.	REFUSE Already compliant with planning permission
WR/19/01026/DOM - Case Officer: Vicki Baker	Mr Philip Maggs Yew Trees Petworth Road RH14 0DR Proposed renewal of single storey rear glazed extension to provide family/garden room. Timber framed garage/store re-positioned with glazed doors to form home-office. Replacement of 3 no. first floor painted timber casement windows to rear elevation.	PERMIT
WR/19/01027/LBC - Case Officer: Vicki Baker	Mr Philip Maggs Yew Trees Petworth Road RH14 0DR Proposed renewal of single storey rear glazed extension to provide family/garden room. Timber framed garage/store re-positioned with glazed doors to form home-office. Replacement of 3 no. first floor painted timber casement windows to rear elevation.	PERMIT

WR/19/00294/ELD

Greenways Nursery

The Planning Officer had advised that he had updated the applicant/agent with the following views:

- Insufficient information had been submitted to prove, on the balance of probabilities, that the conditions had been breached for a continuous 10 year period.
- The information submitted was not 'precise and unambiguous' – merely comprised of non-specific affidavits.
- CDC had opened a couple of enforcement investigations over the last 10 years – and one of these was viewed as being 'remedied' in 2014/2015. Therefore the breach of conditions had not occurred for a continuous 10 year period and this period would consequently reset starting again from 2015.
- In light of this, CDC would now be asking the applicant/agent if they wished to submit any additional information. Otherwise CDC would be refusing for the above reasons.

Members were pleased to receive these comments and discussed the importance of monitoring the site over the coming years. Cllr Evans agreed to discuss further with the CDC Enforcement Team.

11. Finance:

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

Online Payments from Barclays Current Account		
Payee	Amount £	Description
House of Flags	182.11	Union and Red Ensign Flags
Society of Local Council Clerks	196.00	Clerk's Annual Membership
Pyzer Cleaning Services	624.30	Public toilet cleaning, supplies and floor deep clean
WSCC	1,502.86	Clerk's salary for May
Chichester District Council	70.00	Annual Premises Licence for the Green
Sussex Land Services	664.80	Grass cutting contract for May
	3240.07	

Direct Debit Payments from Natwest Current Account			
Date	Amount £	Payee	Description
09.05.19	110.60	Business Stream	Allotment Water (estimated reading)
20.05.19	166.18	British Telecommunication plc	Telephone and Broadband (quarterly)
06.06.19	216.08	NEST	Pension contributions for period 01 to 31 May
19.06.19	28.20	Plusnet	Village Hall Broadband
	521.06		

Payments Received to Barclays Account			
Date	Amount £	From	Description
31.05.19	120.00	Sabre Insurance	Payment for installation of replacement noticeboard
24.05.19	20.50	Allotment tenant	Annual rent and part deposit
31.05.19	10.50	Allotment tenant	Annual rent

Payments Received to Natwest Account			
Date	Amount £	From	Description
31.05.19	7412.00	Groundwork UK	Neighbourhood Plan Grant

- b. Bank Reconciliation: In the absence of HT, the Clerk displayed the Bank Reconciliations checked and agreed by HT for the period ending May 2019 for the Parish Council's Natwest Business Account and Barclays Community Account.

- c. Financial Statement of Accounts: The statement was displayed. There were no items of concern to highlight to members and no further questions.
- d. Event Signs and Road Pins: Members agreed to the purchase of 20 road pins at £1.51 per pin, and 10 new parking signs at approximately £10 each in support of safety at community events.

12. Other Reports:

- a. Village Hall: SO advised that the project team had reviewed the options for grant funding and how best to progress the applications. The project information was being collated to form a detailed Business Plan. As part of this process, all regular users of the Hall had been contacted to obtain information about their future use of a new improved facility. Local schools and colleges had also been contacted to ascertain if an 'active learning' programme, based around the heritage and history of the Hall and Wisborough Green, was of interest as this was an integral criteria to access heritage funding. Unfortunately, no interest in helping with online applications had been received.
- b. Allotments: All but one small plot were being actively worked. The Clerk reported back on her action relating to the blue netting and structures, support for which was confirmed by members. Members agreed to the re-appointment of Mr Mike King as Allotment Supervisor.
- c. Health & Safety: The Clerk reported that low branches on the Horse Chestnut at the junction with the A272 were obscuring visibility for drivers of larger vehicles; members agreed that they should be removed. No other concerns reported.
- d. SSALC New Councillor Training: SR attended the training organised by Pulborough Parish Council on 11th June 2019. He reported that it was an excellent evening, had been very useful and would recommend to all councillors. It was an informative 3 hour session, delivered by a knowledgeable presenter who introduced an element of humour; the time flew by. It gave a good all round overview and being a small group, allowed for positive interaction. He recommended that a session be organised in Wisborough Green for all to attend.

Clerk

13. Any Other Matters to Report:

- a. Correspondence List – missed off the agenda as a separate item. Circulated in advance of the meeting and displayed:
 - Rural Services Network – the Rural Bulletin – circulated.
 - CDC - Recent amendment to the Council's Housing Allocations Scheme in relation to Military Personnel. Applications for the housing register from serving or ex serving military personnel (within 5 years of discharge) will be awarded full local connection status to the district and to all rural parishes. This amendment has been made following a Local Government Ombudsman enquiry which found that military personnel were being disadvantaged by the previous allocations scheme.
 - Rural Services Network – the Rural Bulletin – circulated.
 - Kirdford Road resident advising that she had submitted further comments in relation to the Old Helyers Farm planning application, but would not be attending the CDC Planning Committee meeting. She was advised that the Parish Council was not making further representation.
 - Association of Parish Councils Aviation Group – invited to the AGM which will be held on Tuesday 30th July at 6.30pm. Agenda and Venue will follow shortly. **PD would attend.**
 - Southwater Parish Council – submitted Neighbourhood Plan to Horsham District Council in March and the Regulation 16 consultation will be held between Friday 7th to 19th July.
 - Newpound Resident – asking why Hughes Hill improvements had been delayed. Advised waiting to hear further but surveyors were in attendance last week.
 - Rural Services Network – the Rural Bulletin – circulated.
 - SDNPA – monthly news – circulated.
 - Wey & Arun Canal Trust – newsletter – circulated.
- CDC – update on conditions relating to the Fishers Farm application. Circulated.
- WG Resident – asking about Three Crowns and registering as an Asset of Community Value. Explanation and link to CDC website provided.

- School Road resident – advising that he would remove logs. Circulated. **Members noted that a log and stone remained. As it was on Parish Council land, PD would remove.**
- Resident – commenting on the difficulty our village is facing with the demise of good quality pubs in the village. For many years the local pubs have not only been a meeting place for all but a source of networking for local tradespeople. This is now under threat. A discussion is valid.
- APCAG – details of response submitted to Government Aviation Strategy consultation – circulated.
- Landowner – enquiring into Neighbourhood Plan Review progress – update given.
- Ashington Parish Council – notification of formal public consultation on the Pre-Submission Ashington Neighbourhood Development Plan in accordance with Regulation 14 Neighbourhood Planning (General) Regulations 2012. It was an eight-week consultation which runs from 22nd June until midnight on 17th August 2019.
- Landowner – enquiring into Neighbourhood Plan Review progress – update given.
- CDC - All Parishes Meeting on the evening of Monday 15 July 2019 at The Grange Community and Leisure Centre Midhurst, GU29 9HD. The start time is scheduled for 7.00 pm, with a buffet available from 6.00 pm. The meeting will close at 9.00 pm. An agenda will then be circulated. **PD and AJ to attend.**
- Rural Service Network – Rural Services Network – the Rural Bulletin – circulated.
- WSCC – notification that BT would be attending to mark-up services on 27th June (no digging expected or requested at this stage.)

14. Date of Next Meeting:

Planning Committee Meeting on Tuesday 2nd July 2019 at 8.00 pm (only if required to meet CDC deadlines)
Parish Council Meeting on Tuesday 16th July 2019 at 7.45 pm.

There being no further business, the meeting closed at 9.34 pm.

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Chairman

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Date