

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed at the next meeting!

Date: Tuesday 17th March 2020

Present: Mr A Burbridge (AB), Mrs J Dandy (JD), Mr P Drummond (PD) (Chairman),
Mr A Jackson (AJ), Mrs S Overington (SO), Mr S Rollinson (SR)

Apologies: Mr M Newell (MN), Mr H True (HT), Mr M Watson (MW)

In Attendance: Mrs Davies, Parish Clerk
Cllr Gareth Evans, District Councillor

Members of Public: None

The Chairman opened the meeting at 7.35 pm and welcomed all.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Newell, Mr True and Mr Watson.
2. Declaration of Members' Interests: PD advised that he was an acquaintance of the owner of Churchill Estate Agents and had been contacted about the lighting. As a business neighbour, JD also declared her interest in the lighting. As a neighbour to Songhurst Meadow, AJ declared his interest in the plans for the open space. No other interests were declared.
3. Minutes of the Last Full Council Meeting: The Minutes of the meeting held on Tuesday 18th February 2020 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:

District Councillor (in attendance from 7.30 pm to 8.48 pm): Cllr Evans's full report had been circulated in advance of the meeting. He summarised the details:

- The Local Plan review had been delayed. Cllr Evans expressed disappointment that this had not been communicated earlier to Parish Councils. CDC was willing to meet with Parish Council representatives to discuss further and answer questions and was advised that the Neighbourhood Plan Review Group had been in contact.
- The budget was discussed and agreed by Full Council. Cllr Evans expressed his concern that he believed that insufficient time allowed for proper debate.
- Thoughts were obviously turning to the Coronavirus threat and he was aware of local initiatives being introduced; he was available to help in any way he could.
- A conference call took place in relation to Lagoon 3 at Crouchlands as a follow up to the site visit. This was to review whether the assessment structure had changed and whether the emergency response plan should be updated. It appeared that it had not changed but Cllr Evans expressed his concern and would follow up.
- Cllr Evans had reviewed the local area for potholes and reported to West Sussex County Council Highways. AB raised his concern that potholes were a hazard to cyclists and requested a different approach to the current contractor; patching was a temporary fix and potholes soon returned. AB was advised that this was a county rather than district matter.
- A further extension had been granted by CDC to allow the Co-op planning application in Loxwood to be considered at the April Planning Committee.

County Councillor: Not in attendance due to Coronavirus.

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

6. Report on on-going Matters:

a. Gatwick Airport: The Chairman attended the Gatwick Area Conservation Campaign (GACC) Annual General Meeting on 18th February 2020 at which the new management committee was established, comprising of many knowledgeable and well-informed people. The recent Heathrow announcement unfortunately brought Gatwick back onto the agenda. The Gatwick's Big Enough campaign was well organised and increasing well-funded.

b. Traffic Management Plan:

Community Highways Scheme: The scheme had now been completed and the improvements had already received positive comments from parents with young children. SO provided details of a near incident. Members agreed that further signage was not necessary; children must be taught by parents to cross safely and not rely upon motorist behaviour. It was noted that the school had been unsuccessful in recruiting a volunteer traffic patrol warden.

During the work, traffic concerns had been raised and were directed to WSCC for advice and support.

Unfortunately, damage to the verges in School Road was sustained, and particularly to The White House which was sprayed with mud. The resident had raised this with the Parish Council and expressed his thanks to SO for visiting. Members agreed that the Clerk should organise verge repairs and, as requested by the resident, the installation of 6 posts outside the property.

Clerk

c. New Sports Pavilion: The pre-application planning request had been submitted to CDC; an extension to the response time had been requested by CDC and agreed. Nothing further to update.

d. Songhurst Meadow Open Space: Details of potential drainage schemes and costs had been circulated. It was AB's understanding that Songhurst Meadow would be used to reduce use on the Village Green. Although junior cricket practice had been agreed, he asked for clarification as to whether junior cricket matches would also be permitted. Concerns about sports provision and continuity had been raised by Wisborough Green Sports. The cricket season ran from May through to July, about 12 weeks. AB confirmed that the area was of sufficient size and ball use would not impact upon neighbouring properties; the maximum age would be approximately 14 years. It was the intention to initially use a grass wicket but in the longer term an artificial wicket, which would blend into the environment, might be required to reduce maintenance. He felt that further use would give justification for the expenditure required to install the necessary land drainage. Members discussed and agreed that the area could be used for matches but thought would need to be given to parking arrangements so that residents were not inconvenienced. For clarity, formal football would not be permitted. AB advised that the drainage scheme could be reduced to exclude the wildflower areas and restricted to the southern field only. AB to prepare the specification and updated costs for further consideration.

AB

SO had undertaken a site visit with the local wildflower experts who were keen to offer guidance; good preparation was needed. The top layer of soil (about 10 cm) would need to be removed and a seed mix sown in September. Different seed mixes were available for sun and shade at a cost of about £2,000 for the whole area and additional flower plugs could be added. It would flower from May to July and require topping 2 or 3 times a year which would help seed dispersal. They suggested that the top area could be established first with seed being harvested for the other area. This would allow the success to be reviewed before committing expenditure for the whole area. The Site Manager advised SO that it was Runnymede's intention to undertake grounds work in September. It was therefore agreed that these ideas should be discussed further with Runnymede to ensure a coordinated approach. AB to provide updated measurements based upon concept map. It was delegated to the Clerk and SO to contact Runnymede.

Clerk/SO

e. Kirdford Road Surface Water: Quotations had now been obtained for the required work. One contractor did not submit, so details of two quotations were considered. Members agreed to accept the quotation from E Ansell at a cost of £1985 plus vat, which would be taken from the Watershed reserve. This did not include clearance of the ditch that would be included with the playground earthworks. In terms of the path repairs, members expressed concern that accepting responsibility for the path set a precedent for other property access paths across the Green. The resident had offered materials, but the labour cost was £600. Although some damage had been caused by water runoff, members agreed that path repairs were not the Parish Council's responsibility, however, acknowledging that the proposed scheme did impact upon the path levels, members agreed that the resident should be invited to contribute the materials and £300 towards this cost. Delegated to the Clerk and Chairman to discuss with the resident.

Clerk/PD

f. VE Day Commemorations: Due to the Coronavirus, Wisborough Green Sports had decided to reschedule the planned film night to also commemorate VJ Day on 15th August 2020; members were delighted to

support this event. Members agreed that the VE Day projection on the church, to acknowledge the day, should still be arranged.

Clerk

g. Clerk's Report:

- Litter Picking Session: Due to the Coronavirus and in line with the national event, the Chairman and Clerk had cancelled the event; details had been included in the parish magazine. Members supported.
- Annual Parish Meeting: Although it was a legal requirement to hold the meeting between 1st March and 1st June, the Chairman and Clerk had discussed and agreed to postpone the meeting, currently advertised for 23rd April; it had been hoped to encourage attendance to consider village sustainability. Details had again been included in the parish magazine. The Annual Report would be published on the website. Members supported this action.
- Shurlands Corner: Communication had been received which indicated that the accident rate on the corner could be increasing. The Clerk highlighted that a number of years ago, the corner was resurfaced for the same reason. The resident had been encouraged to record details and provide updates as necessary.
- Clothes Bank in the Village Hall Car Park: Members agreed that the bin should be removed to release space during the Hall building project; the extent of use was unknown.
- Greenoak Housing - Official Opening: The Chairman, SO and the Clerk attended the event on Tuesday 10th March. PD was pleased to confirm that all housing had now been allocated.
- Highways Reports: WSCC had advised that the undulations on the Petworth Road pavement were not at an intervention level. The jetting team would be attending to the Newpound Lane drainage issue and the Durbans Road flooding had been reported.
- Overgrown Hedges: Two residents had been contacted and would arrange for hedges to be cut clear of paths. One further letter to be written; HT to provide contact details.
- Risk Assessments: Members were reminded to complete for future review.
- Internal Audit: Due to the Coronavirus, the auditor had advised that he would not be visiting Councils. He had therefore requested documents for review to be emailed and would review online details.
- Litter Warden: The litter warden had acknowledged that the provision had been suspended; members had made this decision to undertake a monitoring review.

Clerk

HT
ALL

Clerk

7. New Items for Discussion:

- a. Community Infrastructure Business Plan: The Clerk attended the CDC meeting on 5th March. She gave explanation to the new public facing module that provided up to date details of expected CIL and Section 106 payments. Explanation was given to the 5-year spending requirement, prioritisation of projects and potential grant funding and warning that all identified CIL contributions might not be forthcoming. The current business plan was reviewed. The highways project had now been completed and could be removed. Members agreed that the following project details should be provided to CDC for inclusion in the Business Plan:
- The provision of an all-weather surface (30 x 50m), at a cost of up to £250,000, to promote winter football (to encourage younger people to aspire to join the adult teams) and netball.
 - Drainage on Songhurst Meadow.

Although the weather and ground conditions this winter had been very unusual, resulting in little football being played, it was also agreed that AB should review the current drainage plan for the Village Green and obtain a specification/quotation to improve. AB advised that a scheme would need to drain in the winter but retain water in the summer months. He highlighted that new drainage would require regular maintenance, the absence of which had potentially been a past mistake.

AB/Clerk

The Clerk advised that the Section 106 funding for Great Meadow had now been received by CDC and that a formal application process was required to release the funds. Members resolved that the funds allocated to Community Facilities (not relating to sport) should be allocated to the Village Hall refurbishment project. Village Hall Management Committee to be advised to allow access to further grant funds.

8.48 pm – Cllr Evans left the meeting room.

- b. Horsham District Council: Details of the Billingshurst development proposals had been circulated. Members expressed major concerns; loss of countryside and environmental/biodiversity impact; impact on local infrastructure; demonstration of need. Members to review recently circulated document and forward comments to AJ to collate; submission delegated to AJ and the Clerk by 30th March. Details to be posted on the Village Facebook page to raise awareness. ALL
- c. New Homes Bonus: CDC had confirmed that it was again offering the scheme this year and Wisborough Green had been allocated £2125.89 subject to Cabinet confirmation; an application process was required. Members agreed to give further thought for confirmation at the next meeting. Initial thoughts were playground resurfacing and Songhurst Meadow requirements. Clerk
- d. Website Accessibility: Ensuring that the website was compliant with the accessibility regulations was required by September 2020. Members resolved that the website provider should undertake the review for the quoted figure of between £795-£995 plus vat, depending upon the number of issues found. It was agreed that no change to the current structure was required. Clerk
- e. Sussex Clubs for Young People: Although the Parish Council has previously agreed that the Purple Bus should return for the Summer Term, based on a donation, a financial costing had subsequently been forwarded, indicating a cost of £2502.33 for a 13-week term. The Chairman and Clerk had therefore met with the coordinator, who advised that this cost had now been reduced to £502.33 due to grant funding. After some discussion, members agreed that it was a valuable service and under the current circumstances of the Coronavirus outbreak, when many households could be under financial pressures, the Parish Council would fund the Purple Bus to return (again, subject to Coronavirus advice). However, further thought for parental contributions, which had already been raised at the meeting, would be required to help fund future visits. Clerk
- f. Public Toilet Hot Water Provision: The Parish Council had previously agreed to fund the installation to facilitate the cleaning at a cost of £1177.73 by CDC's approved contractor. Initial enquiries had indicated that the cost of a waterproof storage cabinet would be up to £500 but a village contractor had quoted £168. Members agreed to accept this quotation. Clerk

8. Correspondence List:

- CDC – confirmation that Precept will be forwarded on 17th April and 11th September.
- WSCC – Public Rights of Way update and inspection report. Update on Ash Dieback that has potential to kill 95% of West Sussex ash trees over the next 10-20 years. Management of trees alongside PROW rests with the landowner. Consideration would need to be given to access if trees needed to be felled and footpaths closed. Further information from WSCC. A full list of the maintenance undertaken last summer had been provided for information.
- GACC – newsletter 13 – circulated.
- Rural Services Network – The Rural Bulletin – circulated.
- APCAG – Update on Noise Community Forum Meeting – circulated.
- GACC – Press release in relation to Heathrow announcement – circulated.
- WSCC – update on Coronavirus – circulated.
- Rural Services Network – The Rural Bulletin – circulated.
- CDC- reviewing its Public Space Protection Order – Dog Control (PSPO) for 16 October 2020 (when the term of the current PSPO ends). ‘As such I am writing to you to seek your views on any dog related issues that you would like to see included in the refreshed PSPO’.
<https://www.chichester.gov.uk/dogadviceandinformation> Comments by midday on 1st April.
The Clerk had reviewed and could offer no further comment.
- WSCC – Town and Parish News for March – circulated.
- Action in Rural Sussex – thanking for support over the years and confirming that they would no longer be charging an annual subscription – doing to ensure that they have maximum engagement with those who care about, know about and are/or responsible for rural services. **Noted.**
- Rural Services Network – The Rural Bulletin – circulated.
- Open Spaces magazine Spring 2020 – sent to Parishes Wildlife Group.
- Telephone call from Newpound Lane resident – concerned about frequency, size and materials on bonfires at Fishers Farm. Referred to CDC Environmental Health Department. CDC advised that owners have been notified that a breach of waste disposal regulations identified. If evidence was provided of continued burning or the department witnessed a smoke nuisance, then relevant enforcement action would take place. **Noted.**

- Local resident expressing concern that fields accessed from Newpound Lane were no longer accessible. Although not public rights of way, he was aware that the routes had been used by residents for over 25 years. The resident was aware that if a path had been walked for over 20 years, it could be claimed as a right of way. He asked if the Parish Council was aware and had any intention of contacting the landowner. **Members were unaware and as the concern had only been raised that day, was not on the agenda and could not be discussed further. The Clerk had advised the resident who agreed to undertake further research. For inclusion on the next agenda.**

9. Planning:

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

WR/20/00091/FUL - Case Officer: William Price	Mr Daniel Webber The Bat And Ball Country Pub Newpound Wisborough Green RH14 0EH Erect a red K6 telephone box with electrical connection for use as a community library & defibrillator. O.S. Grid Ref. 506012/126960 <u>No Objection</u>
SDNP/20/00742/LIS - Case Officer: Jenna Shore	Ms S Lonsdale Glasshouse, Fittleworth Road, Wisborough Green, Billingshurst, West Sussex, RH14 0HB Restoration, repair and refurbishment. <u>No Objection</u>
WR/20/00538/DOM - Case Officer: Beverley Stubbington	Mr & Mrs Keville Champions Farm Newpound Lane Wisborough Green RH14 0EF Single storey oak framed extension. O.S. Grid Ref. 505440/126097 <u>No Objection</u> but in view of the Parish Council's support for dark sky policies and initiatives, would request automatic blinds or glazing film to be installed on the roof lantern to prevent the egress of light at night.
WR/20/00539/LBC - Case Officer: Beverley Stubbington	Mr & Mrs Keville Champions Farm Newpound Lane Wisborough Green RH14 0EF Single storey oak framed extension. O.S. Grid Ref. 505440/126097 <u>No Objection</u> but in view of the Parish Council's support for dark sky policies and initiatives, would request automatic blinds or glazing film to be installed on the roof lantern to prevent the egress of light at night.
WR/20/00701/TCA - Case Officer: Henry Whitby Mr Sam Thomson	Little Friars Newpound Lane Wisborough Green Billingshurst Notification of intention to fell 1 no. Silver Birch tree (marked on plan as 1). O.S. Grid Ref. 505058/126107 <u>No Objection</u>
WR/20/00479/TCA - Case Officer: Henry Whitby	Mr Sam Thomson North Cottage Durbans Road Wisborough Green Billingshurst Notification of intention to crown reduce height by up to 5m and widths by up to 2m on 1 no. Leyland Cypress tree (marked on plan as 4). O.S. Grid Ref. 505021/126103 <u>No Objection</u>
WR/20/00470/DOM - Case Officer: Sam Muir	Mr P Mahoney Hughes Hill Newpound Wisborough Green RH14 0QJ Erection of detached three bay car port. O.S. Grid Ref. 506274/126339 <u>No Objection</u>

d. Chichester District Council Planning Decisions:

WR/19/03107/FUL - Case Officer: William Price	Mr & Mrs Osmaston Land To The Rear (east) Of Muttons Cottage Fittleworth Road Wisborough Green RH14 0ER Change use of existing agricultural building to 2 no. 2 bedroom self-contained holiday-let units and associated works. O.S. Grid Ref. 503982/125077	REFUSE Rural location not sufficiently justified Glazing Contrary to Local Plan and NP Policies
WR/20/00083/LBC - Case Officer: William Price	Professor and Mrs Mant Skiff Farm, Kirdford Road, Wisborough Green RH14 0DD Demolition of existing porch and construction of a single storey extension to accommodate the applicant who has Multiple Sclerosis. O.S. Grid Ref. 504131/126901	PERMIT
WR/20/00082/DOM - Case Officer: William Price	Professor and Mrs Mant Skiff Farm, Kirdford Road, Wisborough Green RH14 0DD Demolition of existing porch and construction of a single storey extension. O.S. Grid Ref. 504131/126901	PERMIT

c. CDC Enforcement Matters:

Churchill Estate Agents Lighting: CDC advised the estate agents to remove both the external and internal illumination by 20th February. The property owner had contacted both the Clerk and Chairman to protest about the notification. Members considered and agreed that the current level of lighting was inappropriate for the Conservation Area and was not in support of the Parish Council's dark sky policy. As the owner had not complied with CDC's previous requests, and the Parish Council was unable to continually monitor, it was agreed that a formal planning application should be submitted to be determined through the correct channels. Clerk to advise CDC and the property owner.

Clerk

10. Finance:

- a. Bank Reconciliation: In the absence of HT, no completed bank reconciliations were reported.
- b. Accounts for Payment: The Payment List for March was displayed and approved:

Online Payments from Barclays Current Account		
Payee	Amount £	Description
WSSC	1,741.00	Clerk's salary for January
Surrey Hills Solicitors	308.80	Legal charges in connection with assignment of lease
Arun District Council	104.25	Printing of March newsletter
Gatwick's Big Enough	500.00	Donation to campaign fund \$137 payment
B Twelvetrees	1,700.00	Litter warden's contractor for 13 months
L N Davies	673.36	Laptop, software, website hosting, paper, postage
	5,027.41	

Direct Debit Payments from Barclays Community Account			
Date	Amount £	Payee	Description
19.02.20	185.93	British Telecommunications	Telephone & Broadband charges 11 Feb to 10 May

06.03.20	230.48	NEST	Pension contributions for period 01 to 29 February
19.03.20	28.20	Plusnet	Village Hall Broadband for March
	444.61		

Payments from Natwest Current Account			
Date	Amount £	To	Description
05.03.20	2,000.00	WG Sports (Cheque no: 3343)	Donation towards architect's fees

c. Financial Statement of Accounts: The statement was displayed. The Bank Balances and outstanding payments for the year-end were noted. There were no further questions.

d. Donation Requests: A list of requests received throughout the year, along with details of the payments agreed for last year, was circulated for consideration. Due to constraints upon the Parish Council's budget, careful consideration was given to each request and benefit to the village. The following donations, paid under Section 137, were agreed:

The Royal British Legion	£100 – wreaths and donation paid in November.
St Catherine's Hospice	£50
Air Ambulance	£100
BEAT	£100

A donation of £300 to support the community minibus was also agreed.

e. Chairman's Expenses: This matter had now been resolved and no additional expense claim was required.

11. Other Reports:

a. Village Hall: SO reported that a meeting with the Big Lottery had been arranged for 27th March to discuss how the refurbishment project details could be adjusted to align with their priorities; obviously, under the current circumstances, this may not be held. A Stage one application to ACRE for the Village Hall Improvement Fund had now progressed to Stage two. It was hoped that the tendering process for phase one works would be commenced shortly; 4 local companies would be approached.

b. Allotments: All allotment rent requests and update letters had been sent. Permission was given for a shed and greenhouse on allotment 14B and a shed on allotment 6.

c. The Green:

- Vehicle Damage: The football pitch had sustained vehicle damage on 21st February. The perpetrator had been identified and accepted responsibility. AB advised that the perpetrator had now levelled the area but it also required 2 bags of topsoil (70/30 root zone mix) and a dwarf rye grass seed; available from pitchcare.com delivered to site. Clerk to write and request that this further work was undertaken, at the perpetrator's expense.

Clerk

- Green Coordination Group Meeting: The minutes of the meeting held on 5th March 2020 had been circulated; discussion was noted.

- End of Season Repairs: The weather and ground conditions this winter were highly unusual. As a result, little football had been played but currently AB explained, it was difficult to assess what work would be required. He had obtained costs for work in line with previous years, totalling £2,240. In view of the uncertainty with the ground conditions and window of opportunity to undertake the work, members delegated the final decision to AB and the Clerk, up to this value, which was within budget.

- Playground Resurfacing: In the absence of MW, the Clerk advised that quotations for the groundwork and surfacing were being obtained. Further details at the next meeting.

MW/Clerk

d. Health & Safety: No village concerns to report. Any maintenance items would be picked up in the Risk Assessment inspections.

Coronavirus: Guidance was obviously changing daily, and the Parish Council therefore had to be able to function legally, particularly if it was no longer able to meet. A policy to cover this situation and to give delegated powers to the Clerk had been circulated in advance of the meeting and reviewed; the policy had been adapted from one written by another Clerk and circulated for use. Members resolved, that under the current circumstances, the policy, High Consequence Infectious Disease Policy, with slight amendment, be adopted but to review and update at a later date.

The Chairman, SO and the Clerk met last week to consider the impact upon the village. As a result of messages being posted on the Village Facebook page, the Clerk had invited volunteers to register with the Parish Council by email. Work was now being undertaken to establish a scheme in the village. It was proposed to circulate a leaflet to all households in the parish magazine and establish a system to link volunteers with service users; policy details and the proposed leaflet had been circulated. Members supported the scheme and delegated policy and arrangements to PD, SO and the Clerk.

PD/SO/Clerk

The Clerk advised that the Public Toilets remained open and the cleaner seemed happy to continue providing this service, obviously undertaking increased sanitising procedures. As the toilets did provide a handwashing facility, members agreed that they should remain open unless the cleaner or government guidance stated otherwise.

12. Any Other Matters to Report:

- a. The Chairman believed that there had been a planning condition breach in relation to his neighbour's property, Bedham House. Members agreed that, in line with other concerns of this nature, the matter should be referred to CDC.
- b. The Clerk highlighted the forthcoming road closure for Newpound Lane from 6th April; sewer connection for Songhurst Meadow.

Clerk

15. Date of Next Meeting: The next meeting was scheduled for Tuesday 21st April 2020 at 7.30 pm, but was unlikely to be held due to the Coronavirus. To be reviewed nearer the time in line with government guidance.

There being no further business, the first part of the meeting closed at 10.00 pm

16. 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.

Neighbourhood Plan Review: SO provided an update on the work being undertaken by the Neighbourhood Plan Review Steering Group (NPRSG);

- A Local Plan Update had now been circulated by CDC and discussed by the NPRSG. It had been the intention to meet with CDC to discuss further, but in view of the current situation, questions would be sent by email.
- The results of the Community survey had now been received and the report was initially being checked by the NPRSG before circulation.
- As a result of the survey, parking concerns at Thornton Meadow had been highlighted and Parish Council representation at a residents' meeting requested. Under the circumstances, this was unlikely to happen. Members were happy to receive minutes of this meeting for consideration prior to any further discussion with the Council.
- AECOM was undertaking a Strategic Environmental Assessment.
- An application for a Habitats Regulation Assessment had been accepted and was being progressed by Locality.
- AECOM was also providing advice in relation to Local Green Gaps and policy.
- Highways Advice from WSCC was limited; members approved expenditure for further advice from Laurence Shaw Associates at a cost of £750, which was covered by the grant funding.
- Any unspent grant funds would need to be returned on 31st March and a further application submitted for next year.

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

.....Chairman

..... Date