

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 17<sup>th</sup> March 2020

Date: Tuesday 18<sup>th</sup> February 2020

Present: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman),  
Mrs S Overington (SO), Mr S Rollinson (SR), Mr M Watson (MW)

Apologies: Mrs J Dandy (JD), Mr A Jackson (AJ)  
Mr H True (HT), Mr M Newell (MN): apologies sent prior to the meeting but not picked up to report

Members of Public: One

The Chairman opened the meeting at 7.30 pm and welcomed all. Due to personal reasons, the Clerk was unable to attend and it was agreed that the meeting would be recorded to allow minutes to be prepared.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mrs Dandy and Mr Jackson. Apologies were also received from Mr Newell and Mr True but not picked up in time to report at the meeting.
2. Declaration of Members' Interests: AB and SR declared that they were friends of the applicants of 1 Clock House. No other interests were declared.
3. Minutes of the Last Full Council Meeting: The Minutes of the meeting held on Tuesday 21<sup>st</sup> January 2020 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update: Both councillors had sent apologies but reports were circulated in advance of the meeting.

### District Councillor:

- At the last cabinet meeting on 28<sup>th</sup> January Chichester District Council (CDC) was requested to disclose a full public update on the Local Plan as a matter of urgency; many local parishes have questions on this issue which was vital to finalise or update different neighbourhood plans.
- The Preferred development partner had been announced for the Southern Gateway Project; Henry Boot Developments would now work to transform the southern area of Chichester into a vibrant and attractive new quarter.
- At the full council meeting on 28<sup>th</sup> January, CDC agreed to employ a full time Climate Emergency Officer for an initial period of two years. This person would be responsible for ensuring that the Climate Emergency Action Plan was enacted and that there was a joined up thinking approach to tackling this crisis. This officer would drive efforts to reduce carbon emissions across the whole District.
- Cllr Evans continued with his investigations and discussions relating to the contamination and emergency plan for Lagoon 3 at Crouchlands.
- The Co-op Planning application in Loxwood would be considered at the March Planning committee meeting. CDC had been challenged over not putting the viability assessment in the public domain; this had now been published. Recent correspondence from the developer stated that "Ultimately, if such a scale of development is not taken forward positively ultimately a mixed-use development of this site will not be viable, resulting in the loss of a much needed/wanted retail offer in Loxwood. An entirely residential scheme would therefore be ultimate future position, should this submission fail to receive officer support."
- Notification of the VE75 Grant available from CDC.
- Upcoming Surgeries:  
Onslow Arms, Loxwood – Saturday 7<sup>th</sup> March 11.00 am – 1.00 pm

### County Councillor:

- WSCC had been working hard on the budget which was agreed on 14<sup>th</sup> February 2020.
- The budget total was £593.857 million, the main headlines being: £57.4 million in the Growth programme, often used in larger Towns for bigger improvements and re-development; £49.1 million for extending or building new Schools; £32.6 million for school maintenance and improvement of schools;

£10.4 million for specialist support centres and increased provision in mainstream schools for special needs; £1.7 million to provide extra care to support people remaining independent in later life.

- The Council Tax would rise by £55.17 per year or £1.06 per week for a Band D property.
- Finance had been found and included in the budget to update both equipment and buildings for the Fire and Rescue Service.
- Improvements were being made with Children's Services with help provided by the Commissioner, Mr John Coughlan, who was the Chief Executive of Hampshire County Council.
- WSCC agreed that the highways were in need of attention. Cllr Duncton regularly reported highways issues when made aware.
- The grass cutting schedule had been reviewed: 5 urban verge cuts and 3 rural cuts per year. The South Downs National Park Authority had reduced grass cutting to encourage flower growth.

5. Public Questions: There were no questions.

6. Report on on-going Matters:

a. Gatwick Airport: The Chairman advised that he would attend the Gatwick Area Conservation Campaign (GACC) meeting tomorrow evening (18<sup>th</sup> February). Members authorised PD to vote on the Parish Council's behalf.

b. Traffic Management Plan:

Community Highways Scheme: The highways contractors, Landbuild, had asked local tree surgeon, Mr Twelvetrees, to review the tree works specification and quote for the work. One of the trees nearest to Forest Place had been on the watch list for a number of years with staining on the trunk indicating bleeding canker. The inspection this year had identified a large amount of deadwood to be removed. Mr Twelvetrees advised that this tree was dying and therefore recommended replacement in the autumn; the Parish Council was obliged to replace. Members supported this recommendation and would consider the replacement tree and watering system later in the year.

Clerk

c. New Sports Pavilion: The pre-application planning request had been submitted to CDC; no response to date. Wisborough Green Sports (WGS) had provided details of the architects' and report fees to date and had made a request for a donation as additional expenditure had been incurred due to changes required by the Parish Council. Members expressed some concern that a tendering process for the architect was not undertaken. The WGS representative present explained that the architects' help had been offered initially free of charge to take the project so far which had been difficult to refuse at the early stages. The Chairman highlighted that if a tendering process had been undertaken, Section 106 funding from Great Meadow could have possibly been released. Having reviewed the current budget with the Clerk, the Chairman advised that £2,000 could be donated from this year's budget and he therefore proposed this sum. MW highlighted that the significant input from AJ had saved some fees and as such, felt that this was a generous amount. As the Parish Council representative on the WG Sports Committee, AB felt that this would be received with some disappointment and asked if an undertaking could be made in the next financial year; he did not feel that this was over generous.

It was agreed that a £2,000 donation would be made at this time and further help considered in the next financial year. In terms of Community Infrastructure Funding, the Chairman advised that the project would receive direct CIL funding from CDC and that CIL paid directly to the Parish Council could be considered for the project, which was for future discussion.

Clerk

d. Songhurst Meadow Open Space: SO and Clerk prepared a possible proposal, which was displayed. SO gave explanation to the plan which, in addition to the cricket practice area and track, included a silver birch area, wild flower meadow, tree walk and other enhancements that improved and promoted wildlife and nature. AB expressed some concern about the possible impact of tree roots (trip hazards) on the path although the installation of a root barrier was possible. The removal of top soil for the wildflower areas was potentially required. SO advised that she had made contact with local wildflower specialists who would contact her at the end of this month. AB confirmed that the cricket pitch area exceeded dimensions for 13-14 year olds and that a larger flower meadow possibly reduced drainage requirements. He had already spoken to a drainage engineer, who ideally requested a land survey to ascertain the best plan; the initial brief he had provided was to address the whole area. AB highlighted that a large fallen tree was blocking the ditch although the builder was aware. SO reiterated that the proposal was to provide an area that was different to the village green, therefore with rustic benches and a more natural environment. It was reiterated that CDC advised that the prevention of traveller incursions should be considered; height barrier on the car park and ditch/humps along the length of the open edge leaving a low gated access for

grass cutting; posts could be easily removed. Members supported the proposal idea, as displayed. PD offered some birch planks for rustic seating if this was useful; although as a soft wood had a limited life. AB to obtain drainage details and SO to follow up with wild flower experts.

AB/SO

- e. Litter Warden's Contract 2020/2021: The arrangements had been discussed at the last meeting. The Chairman advised that he was meeting two residents on Thursday who were keen to consider village sustainability and obviously recycling was a key element. Monitoring of the current litter warden arrangement to meet auditing requirements was also difficult. It was therefore agreed to suspend the current arrangement to monitor the impact and to consider further after village sustainability had been discussed. Clerk to advise current contractor.

Clerk

8.15 pm – the member of public departed

f. Clerk's Report:

- Other Matters or Actions to Report:

- March Newsletter: Currently being completed and to be circulated with March Ad Vincula.
- Annual Parish Meeting: Date confirmed as Thursday 23<sup>rd</sup> April at 8.00 pm, St George's Day. The Chairman hoped that village sustainability would be the topic of discussion. Refreshments would be provided and members were asked to arrive early to help set up.
- Community Litter Pick: Members considered the date and both the 4<sup>th</sup> and 11<sup>th</sup> April proved difficult if the Clerk was unable to attend. Clerk to determine.
- Mulberry Hedge: The property owner had now cut back the hedge and re-levelled the ground where the sewer connection had been made last year.
- Great Meadow Sign and Planting: Jones Homes would take on board Parish Council comments. It was unlikely that the 'Bluebell Meadow' sign would be replaced until all marketing had finished, and as the Vice-Chairman had taken a keen interest in the entrance planting, it was unlikely to be changed.
- Greenoak Housing Association: The official opening was on Tuesday 10<sup>th</sup> March; PD, SO, SR and the Clerk would attend.
- WSCC Verge Cutting: WSCC had confirmed that service levels were being reduced to redirect resources to safety led maintenance. The urban grass cuts (Carters Way and bank below the church) had been reduced from 7 to 5 cuts per season. The rural grass cutting reduced from 2 to one cut of a one metre swathe and one full cut. No weed spraying would be undertaken and any hedge cutting of WSCC hedges reduced to a two year cycle.  
AB expressed concern that they were some areas where grass cutting was vital for road safety, such as, the triangle on the A272 and B2133 junction. To identify at the next meeting.
- Risk Assessments: Had been circulated. Members were requested to complete by the end of February.
- Village Maintenance: Following the recent storms, there were a number of areas in the village that required tidying up, as well as maintenance items, such as grass growth in gutters. To be considered further following risk assessment updates.

ALL

Clerk

AB

Clerk

7. New Items for Discussion:

- a. Grass Cutting Contract for 2020 Season: A tendering process was undertaken last year. Sussex Land Services had submitted their quotation with a nominal £28 increase, which members agreed to accept.
- b. Public Toilet Cleaning Contract for 2020/2021: The current provider advised that there would be no increase in the current cleaning charge although supplies could increase slightly. Members agreed to engage for a further year.
- c. Purple Youth Bus: Sussex Clubs for Young People would like to return with the Purple Bus (now two small vehicles rather than one) for the Summer Term. The return was supported by the new Renegades Youth Club and would be parked in the layby by the Green on either a Wednesday or Thursday to avoid the Scout and Cub evenings. Members were happy to support the return. No funding request had been received to date.
- d. VE Day Commemorations: Members supported the grant funding application to CDC for a projection onto the church tower. Although it would be less visible in the summer, it would raise awareness and support all the organised events in the village. Confirmation of grant funding had now been received.

Clerk

Clerk

- e. School Festival: The Parish Council has previously approved, in principle, the festival to be held on the Green on Friday 8<sup>th</sup> May. The official request had now been received; themed traditional fete from 12 noon until 4.00 pm with the usual mix of activities and the parade from the school. A field car park would be provided and use of the no parking cones requested. Members were pleased to approve the event. Clerk
- f. Open Gardens: St Peter's Parochial Church Council had requested permission to locate a gazebo and signs by the public toilets to support their event on 6<sup>th</sup>/7<sup>th</sup> June. They also asked if the allotments could be opened this year. Members were delighted to support the event and would ascertain allotment holders' opinion in the forthcoming rent request letter. Clerk to issue Agreement Form. Clerk
- g. Fete Society: A request had been received from the Society to use the Green for the August Bank Holiday Fete on Monday 31<sup>st</sup> August 2020. Details would be similar to previous years; set up from about 8.30 am with the Fete open from 1 pm and the Green cleared by 7.00 pm. Members were delighted to support the event. Clerk to issue Agreement form. In order to encourage support, it was suggested that flyers be dropped into the Great Meadow houses. Clerk
- h. Overgrown Hedges: Concern had been expressed at the height of the hedge that bordered the public footpath between Carters Way and The Luth. Overgrown hedges, which impacted upon pedestrian use, had also been noted in School Road. Members agreed that letters should be sent to the property owners. Clerk
- i. Songhurst Meadow Entrance Flooding: Reported by a resident. Members noted that it was a new area of flooding. AB had investigated and potentially there was a blocked road drain in the area. Clerk to report to WSCC. Clerk

#### 8. Correspondence List:

- Sussex Crime Commissioner – survey on increase precept – circulated.
- 4Sight – grant application – to be considered at the March meeting.
- Rural Services Network – weekly email bulletin – circulated.
- Cycle event notification – Sunday 3<sup>rd</sup> May – avoids village centre and goes down Skiff Lane. WG Sports advised.
- WSCC – Highways, transport and planning newsletter – circulated.
- Healthwatch West Sussex – report on Local peoples' views and feedback on the Rural North Chichester Integrated Health Hub – circulated.
- Petworth Road resident – concerned about condition of pavement and collection of water which makes it impassable in heavy rain without going into the road. Advised to report through Love West Sussex. **SR to inspect.** SR
- GACC – Notification that AGM will resume on 19th February 2020 at Crown Plaza Felbridge, London Road, Felbridge, East Grinstead RH19 2BH. The meeting will commence at 7:30 pm with doors open for registration from 7:00 pm. Newsletter attached. Circulated. **PD to attend AGM.** PD
- School Road resident – expressing concern at the likely traffic concerns as a result of Durbans Road closure. Suggested Climbing Bear staff park elsewhere. Details sent to Climbing Bears and requested that cars parked outside Three Crowns to reduce congestion – no response. **To be followed up.** Clerk
- CDC - CDC Guidance Note on Class Q Prior Approval (Agricultural to Residential changes of use) 2020 – circulated.
- Hughes Hill resident – copy of email sent to WSCC thanking for completion of work and commenting that the road is now quieter which is a bonus.
- Rural Services Network – weekly email bulletin – circulated.
- APCAG Newsletter – Gatwick Noise Management Board update.
- Rural Services Network – weekly email bulletin – circulated.
- CDC – notification of new parking zone in Chichester on consultation.
- CDC – invitation for Clerk to attend CIL workshop – organised in WG on 6<sup>th</sup> March. **Although members expressed an interest in attending, it related to the administration of the process and was for Clerks only.** Clerk
- CDC – All Parishes Meeting presentation slides – circulated.

- Dementia Support - starting in Petworth on Friday 13<sup>th</sup> March. The session has been designed for people in Petworth and the surrounding areas who are affected by dementia; and because do not require customers to have a diagnosis of dementia to attend, the service may also be suitable for older, more socially isolated people. Being run at the Sylvia Beaufoy Centre, every Friday between 10am and 3pm. Further details are on the attached poster. **Poster to put up.**
- WSCC – Budget update – circulated.
- St Peters PCC – thank you to Parish Council for providing Christmas projection – many appreciative comments received.

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/20/00074/TCA - Case Officer: Henry Whitby	Mr John Hayes White House School Road Wisborough Green Billingshurst Notification of intention to fell 1 no. Leyland Cypress tree (marked on plan as T1). O.S. Grid Ref. 505065/126043 <u>No Objection</u>
WR/20/00247/LBC - Case Officer: Jenna Shore	Mr & Mrs Grant Kilford 1 Clock House Billingshurst Road Wisborough Green Billingshurst Single storey side extension. O.S. Grid Ref. 505039/125860 <u>No Objection</u>
WR/20/00246/DOM - Case Officer: Jenna Shore	Mr & Mrs Grant Kilford 1 Clock House Billingshurst Road Wisborough Green Billingshurst Single storey side extension. O.S. Grid Ref. 505039/125860 <u>No Objection</u>
WR/20/00241/TCA - Case Officer: Henry Whitby	Mr George Nicholls Stills Billingshurst Road Wisborough Green RH14 0DY Notification of intention to reduce height by 4m and width by up to 3m (all round) on 1 no. Sycamore tree (T1). <u>No Objection</u>

- d. Chichester District Council Planning Decisions:

WR/19/02700/DOM - Case Officer: William Price	Mr Jonathan Stern Albion House Petworth Road Wisborough Green RH14 0BH Construction of single storey side/rear extension. O.S. Grid Ref. 504854/125887 Members noted that Neighbourhood Plan Policy had been ignored in relation to this application.	PERMIT
WR/19/02701/LBC - Case Officer: William Price	Mr Jonathan Stern Albion House Petworth Road Wisborough Green RH14 0BH Construction of single storey side/rear extension. O.S. Grid Ref. 504854/125887	PERMIT

WR/19/02742/DOM - Case Officer: Daniel Power	Ms N Lafone The Old Wharf Newpound Wisborough Green RH14 0JG Demolition of existing lean to, alteration to existing house fenestration and proposal for single storey extensions O.S. Grid Ref. 506849/125781	PERMIT
WR/19/02778/DOM - Case Officer: William Price	Mr & Mrs Julia & Jonathan Hobbs 2 Malthouse Cottages Fittleworth Road Wisborough Green Demolition of two single storey extensions (built 2001 and 2016). Construction of a two storey extension to include two bedrooms, 2 bathrooms and an open plan kitchen, dining/sitting area. O.S. Grid Ref. 503660/124370	PERMIT
WR/19/02907/ELD - Case Officer: William Price	Mr Paul Hatcher Morangie Durbans Road Wisborough Green RH14 0DQ Existing lawful development certificate for the construction of an orangery to the rear elevation. O.S. Grid Ref. 504960/126704	Refused Planning Permission Required
WR/19/03010/DOM - Case Officer: William Price	Mr & Mrs Newell West Gates Petworth Road Wisborough Green RH14 0BN Single storey side extension and addition of one rooflight to rear. O.S. Grid Ref. 504856/125977	PERMIT
WR/19/03052/TCA - Case Officer: Henry Whitby	Louise Davies Recreation Ground A272 The Luth To Durbans Road Wisborough Green RH14 0BN Notification of intention to remove epicormic growth on 6 no. Horse Chestnuts (T3, T13, T27, T47, T65, T50), remove dead/dying branch on 7 no. Horse Chestnuts (T4, T14, T30, T33, T34, T39, T60), remove lower branches on south-west sector (overhanging footpath) on 1 no. Cherry (T6b), crown lift by 3.65m on 4 no. Horse Chestnut trees (T18, T35, T38, T70), crown lift by up to 3.08m on 1 no. Oak tree (T51) and 1 no. Horse Chestnut tree (T56), thin lower branch by 20% (south sector) on 1 no. Horse Chestnut tree (T49).	No TPO
WR/20/00007/TCA - Case Officer: Henry Whitby	Winterfold Durbans Road Wisborough Green Notification of intention to fell 1 no. Willow tree (T1). O.S. Grid Ref. 505005/126224	No TPO

c. CDC Enforcement Matters:

Churchill Estate Agents Lighting: CDC advised that on 2<sup>nd</sup> February 2020, the estate agents had been instructed to remove both the external and internal illumination by 20<sup>th</sup> February, and that more formal action may follow. CDC was now awaiting a response and would follow up.

10. Finance:

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

<b>Online Payments from Barclays Current Account</b>		
<b>Payee</b>	<b>Amount £</b>	<b>Description</b>
Gatwick Area Conservation Campaign	10.00	Annual membership subscription
Mr D Guy	30.00	Allotment deposit refund

SSALC Limited	36.00	Annual Parish Online Subscription (Year 1 of 3)
Pyzer Cleaning Services	504.30	Public toilet cleaning, supplies
WSCC	1,741.00	Clerk's salary for January
Kevin Twelvetrees	150.00	Post replacement by Pavilion
Scotts Signs and Posters	108.00	Replacement playground signs
L N Davies	53.40	Website hosting and printer ink
Laurence Shaw Associates	90.00	Neighbourhood Plan advice
	<b>2,722.70</b>	

Direct Debit Payments from Barclays Community Account			
Date	Amount £	Payee	Description
06.02.20	230.48	NEST	Pension contributions for period 01 to 31 January
19.02.20	28.20	Plusnet	Village Hall Broadband for February
	<b>258.68</b>		

Payments Received to Barclays Community Account			
Date	Amount £	From	Description
24.01.20	30.00	Allotment Holder	Allotment deposit
04.02.20	20.00	Visitor to the village	Donation to Public Toilets to show appreciation: <b>Appreciation expressed.</b>
11.02.20	120.00	Old Mill Café	Donation towards Public Toilets

Payments Received to Natwest Current Account			
Date	Amount £	From	Description
31.01.20	3,869.70	HMRC	VAT refund

- c. Financial Statement of Accounts: The statement was displayed. The Bank Balances were noted. There were no further questions.
- d. Clerk's Computer: Members discussed the current difficulties and agreed a revised budget of up to £1,000 to ensure sufficient provision. MN to liaise with the Clerk. To consider a future reserve fund.

MN/Clerk

#### 11. Other Reports:

- a. Village Hall: SO reported that very disappointingly, the Big Lottery Fund had advised that it was unable to take the proposal further at the present time "because although your proposal demonstrated the benefits of your project, the alignment with our funding priorities could be stronger." A request for further explanation had been sent. However, Phase 1 was being actively pursued as funding was in place. A request to the community to help sort the hall and shed contents would be made for early April, along with an appeal for understanding from the community; loss of parking space, some disruption. The Steering Group would be meeting to discuss further on 20<sup>th</sup> February, with the Village Hall Committee meeting on 24<sup>th</sup> February. PD was involved in another project locally and would enquire into further grant funding application support.
- b. The Green:  
Forthcoming Green Co-ordination Group Meeting: Arranged for Thursday 5<sup>th</sup> March 2020. Any matters to report to the Clerk. Some items might be picked up from the risk assessment. To follow up on the grass cutting collection provision and to request that the cricket screen be moved back behind the Pavilion at the end of the summer and before the ground became too wet.

Playground Resurfacing: MW had now obtained 4 references for Tigermulch surfacing; varied lengths of time of installation but all with positive feedback for use and wear. MW had also been referred to a couple of contacts who had used a similar less expensive product but who recommended using

Tigermulch in preference. A local golf course was having this product laid in March and MW would attend. He had met with one grounds work contractor and was meeting with a second on Saturday. Whilst on site, the contractor had also asked to review the specification for the Park Cottage water concerns; a couple of minor changes were made. He met with the resident who agreed with the proposal but also mentioned responsibility for path repairs; the damage had occurred as a result of the water flow. MW had asked for this element to be itemised in the quotation to bring back to the Parish Council for further consideration.

MW/Clerk

c. Allotments: The availability of allotments had been advertised in the newsletter and interest had already been expressed; just one plot to let. A request had been received to erect a 12 ft by 8ft greenhouse on the bottom plot near to the Scout Hut, which was approved.

Clerk

d. All Parishes Meeting: AJ attended the meeting on 10<sup>th</sup> February; report circulated along with presentation slides. Topics covered were:

- Small Schools Consultation
- Rough sleepers in Chichester
- Provision of more Police Constable Support Officers
- CDC Climate Change Action Plan
- Parishes Forums in the North-east Area.

e. Health & Safety: SO highlighted potholes and general surface deterioration on B2133/A272 junction, the site of several accidents. Clerk to report to WSCC.

Clerk

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

15. Date of Next Meeting:

Planning Committee Meeting on Tuesday 3<sup>rd</sup> March 2020 at 8.00 pm.  
Parish Council Meeting on Tuesday 17<sup>th</sup> March 2020 at **7.30 pm**.

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

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); contact with landowners and developers, advice and support being provided by AECOM and WSCC. Members approved expenditure for the grant variation, if required. Members were reminded that any unspent funds at the year-end would need to be repaid and that a new grant application would need to be submitted to complete the process. Members approved the actions and work of the NPRSG.

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

.....Chairman

..... Date