

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 20<sup>th</sup> March 2018

Date: Tuesday 20<sup>th</sup> February 2018

Present: Mr A Burbridge (AB), Mr K Charman (KC), Mr P Drummond (PD) (Chairman),  
Mr A Jackson (AJ), Mr M Newell (MN), Mrs S Overington (SO), Mr M Watson (MW)

Apologies: Mr N Beresford (NB), Mr H True (HT)

In Attendance: Mrs L Davies, Clerk  
Mr J Ransley, District Councillor  
Mrs J Duncton, County Councillor

Members of Public: 2

The Chairman opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Beresford and Mr True.
2. Declaration of Members' Interests: AJ declared his interest in item 7f and 10a being a neighbour to the Winterfold site. Being Village Hall Trustees, AJ, SO and the Clerk declared their interest in item 15, the Village Hall Lease. Being members of the Wisborough Green Fete Society, AJ and the Clerk declared their interest in item 8g, the request to use the Green. Being the property owner, MN declared his interest in item 8a, an Easement to his property. No other interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 6<sup>th</sup> February 2018 were approved as a correct record and signed by the Chairman.
4. Minutes of the Last Finance Committee Meeting: The Minutes of the last meeting held on Monday 12<sup>th</sup> February 2018 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Update:

District Councillor (In attendance from 7.45 to 8.22 pm)

- There was not a great deal to report; Chichester District Council (CDC) continued to be good at collecting rubbish!
- Mr Ransley highlighted that the initial new housing figure in the Local Plan review suggested that the minimum of 435 per annum would increase to a minimum of 609 per annum, being a 40% uplift. The revised Plan would be submitted for examination by mid-2019 and be in place by 2020 if all was in order. No indication of Parish numbers would be available until June/July, although he was pressing to have this information released as soon as possible. Mr Ransley anticipated that Parishes would be expected to take more housing as the allocation of strategic sites in the south would become more difficult and took longer to deliver. This was an early warning that Neighbourhood Plans (NP) would need to be reviewed, which was not vastly different to establishing a NP, although efforts could be concentrated on site allocation rather than policy. If numbers were confirmed in June or July, it left very little time to update NPs in tandem with the Local Plan. He had raised the idea with other Parishes whether a site for a new village could be found to prevent urban sprawl of existing villages. Mr Ransley had requested a members' briefing on infrastructure development and Community Infrastructure Funding clarification to keep infrastructure in discussion.  
In terms of Kirdford, the first housing number of 60 increased the settlement area (247 houses) by 25% over 15 years; future numbers might uplift this increase to 40%.  
*SO expressed her concern that larger numbers could change the nature and character of villages. Through the NP process, some sites were identified but considered unsustainable, and she believed that this view would need to change if villages were expected to take more housing.*

Mr Ransley advised that if the Parish did not review the Plan, CDC would allocate sites. Although Nick Herbert MP had been forceful about the support of NPs in parliamentary debates, ministerial and possible policy changes might impact upon future support. Although Parishes with NPs in place had some protection from developers, CDC was in a weaker position with the strategic sites not coming forward; the developers were in effect controlling the housing supply.

- *The Clerk highlighted to Mr Ransley that, of late, she had not received acknowledgements to information sent to some planning officers (copied to the CDC planning email) which then required follow up emails and telephone calls. Mr Ransley agreed to follow up.*

Mr Ransley

County Councillor (In attendance from 8.37 to 8.46 pm): Mrs Duncton had circulated a full update to members having sent her apologies for the meeting, but circumstances had changed.

- More recruits had been employed for the Fire and Rescue Service and had started their 14 week training. She was attending the Fireman's Conference in Newcastle in March.
- WSCC had allocated another £90,000 to the Operation Watershed fund which was proving to be a very successful initiative to allow Parish Councils to quickly resolve local issues.
- The new Highways Contract would be awarded shortly; the process has been rigorous and the selected contractor would start by the 1<sup>st</sup> July.
- The next County Local Committee meeting was in Wisborough Green on Tuesday 6<sup>th</sup> March. Before the main meeting there was an opportunity to see the new scheme for Grants, how it would work and the opportunities for funding projects in communities.
- The County Council part of the Tax bill would increase by 4.95% which was an increase on a Band D property of about £80 per year. Not good news but grants from central Government were being reduced and County responsibilities were increasing, including care costs in later life, child care and education. County was working hard with MP's and others to get better, fairer funding for our schools.
- On the subject of schools, she had 6 in her division and had gradually been visiting; all were very good and performing well.
- Mrs Duncton attended meetings of the Rural Services Network at the Local Government Association and earlier in February a special meeting on the rural economy. Country wide it was clear that the whole of the rural economy was dependent on good Broadband cover. Broadband in many rural areas was poor and many businesses working from home or smaller industrial estates were in need of better speed. WSCC was working tirelessly with BT Openreach but it was a long process. She would be receiving a briefing to identify the poor cover villages and would update in due course. Mrs Duncton advised that poor cover should be reported to Mrs Jo Further at WSCC. Details would be provided in the letter to be circulated shortly.
- Mrs Duncton would forward details to the Clerk about Sussex Energy tariffs. WSCC had a number of solar farms and there was an opportunity to receive power produced by the County.

#### 6. Public Questions:

- Dr Jill Sutcliffe, Chair of Keep Kirdford and Wisborough Green, thanked the Parish Council for its support over Boxal Bridge. She was delighted to say it had now been granted Listed Building Status by Historic England (List Entry Number: 1451825) as it formed part of the regional network of bridges and was an integral part of the history and character of the area. This had been a fast track application as it was under threat and new information relating to the age had been provided by the Association of Bedham Commoners. Input had been requested from WSCC, which provided the CDC archaeologist's report dating the bridge at about 1850. The new evidence dated the bridge at about 1839; the Historic England Listing Selection Guide for Transport Buildings (December 2017) noted that most pre-1840 bridges, where substantially intact, would warrant serious consideration for listing. *Mr Ransley had been advised by WSCC Highways that it was currently considering its position and would respond in due course.*  
*AB expressed his concern that the preservation of a bridge had been put before road safety, and he was aware that someone had been killed at this location about 10 years ago. This was an accident blackspot, with another accident waiting to happen.*  
*Having been fully involved in the Oil application, Mr Ransley advised that he was aware of accident data for this location and felt that AB was misleading the Council. AB challenged, suggesting the proper records were not being maintained by the authorities.*  
Dr Sutcliffe suggested that it was the inadequate signage, sometimes obscured by vegetation, and motorists' behaviour that made the bridge dangerous. More concerning was the situation at Newbridge.
- Newpound Lane resident explained that as his property adjoined the new Winterfold development, he was attending the meeting to get clarification on the fencing and screening proposal. He was now

satisfied that the use of the path would not intrude into his privacy being 7m away, but wanted to hear Parish Council thoughts on the proposed 6 foot fencing and planting to the north and east of his property, understanding that the Parish Council had previously been opposed to panel fencing.

*The Chairman advised that the northern boundary would be the new house gardens. A fence would be installed and some hedging and trees included; new residents would presumably undertake further planting. To the east, a fence would be screened by planting. The matter had been discussed with the developer who was aware that he needed to mitigate for appearance and gave the Parish Council assurances that substantial planting would be included, which included trees and shrubbery.*

- In terms of the path, the resident was concerned about the screening where it joined the pavement in Newpound Lane, being anxious that his property would be overlooked. He was happy to undertake some planting on his side, but was keen to ensure sufficient planting to the east. The plan was displayed and discussed; it demonstrated that the landscaping abutting the current hedge and where it opened onto the pavement was substantial, but assurance was given that this would be addressed if insufficient.
- The resident was also concerned that the native hedge in Newpound Lane was being removed to improve visibility but yet this had not been considered previously, despite the installation of a drop-kerb to encourage crossing at this point which the Council had supported. *KC advised that the hedge would be replanted, but with potentially increased footfall on the path, maintaining the sightline was important.*

#### 7. Report on on-going matters:

- a. Gatwick Airport: PD had nothing further to report. Some progress was being made but the summer months would demonstrate.
- b. Boxal Bridge: KC advised that, thanks to efforts of Keep Kirdford and Wisborough Green, Boxal Bridge was now Grade II Listed which meant that WSCC would need to retain and repair the current structure. However, to address road safety concerns, options should be kept open and might include a new bridge whilst retaining the old structure. Kirdford Parish Council and Mr Ransley had received no further response from WSCC. Members agreed that the Clerk should write to again request that the road surface and signage was addressed, and that the Parish Council would wish to be involved in any future discussion; the concerns at Newbridge to again be highlighted.

Clerk

8.22 pm – Mr Ransley and one member of public left the meeting room.

- c. Traffic Management Plan (TMP): The TMP Group met on 12<sup>th</sup> February 2018; minutes of the meeting had been circulated. PD highlighted the following actions:
  - Durbans Road Build-out: A design and WSCC guidance notes had been forwarded to Runnymede Homes for consideration. No response to date.
  - Speed Indicator Device: Sites had been assessed and quotations for a device now being obtained.
  - West road parking/gateway proposal: Residents' feedback to the proposal to install a gateway at the south end was unenthusiastic, particularly to financing. The TMP had therefore considered an alternative idea to try to alleviate the amount of traffic using the road, especially to access the Pavilion. The suggestion was to re-locate the existing posts to the south side of the hatched area, thereby encouraging Pavilion traffic to access via Butts Meadow. Those using the west road could turn in the Butts Works entrance. MN advised that the refuse collection vehicle currently turned at the end, although could potentially turn at Butts Works or reverse. AB expressed his concern about safety by encouraging more movements at the junction with the A272 and the impact on motorists who used the current turning area, particularly parents dropping off for an early morning school bus. AJ also highlighted use of the road by shop customers, both residents and those passing through the village. Concern was also expressed about the unsuspecting motorists who found themselves in difficulty. However, it was acknowledged that this proposal provided the potential to improve the situation in west road and aligned with future Pavilion plans. Further enquires were required before a trial could be undertaken:
    - An Easement was in place for Ivy Cottage for the length of the road and as such, could prohibit. NM agreed to speak with the property owner.
    - AB to provide contact details for the school bus – it was noted that the bus had previously picked up opposite The Three Crowns which provided safer parking.
    - The Sports Association had requested that the current posts were removable, which was a safety requirement for the Run Wisborough event. The specification for the socket was displayed and AB confirmed that the existing oak posts would be used. Members agreed that

MN

the Sports Association could install. (Additional sockets of the same design would be used if the posts were re-located).

Clerk

d. BT Telephone Kiosk: The Clerk advised that the grant application to CDC had been submitted and the outcome would be known at the end of March.

e. Community Land Trusts (CLT): The Chairman was delighted to report that residents had offered to be involved with a CLT. Including himself, 5 people were prepared to serve as Trustees, and the Clerk had offered initial administrative support until a replacement could be found; details of experience was given. PD confirmed that he had spoken to all concerned and would now like Parish Council approval to establish. Explanation was given to the community benefits and potential role of a CLT: management of a Community Asset, owning and leasing affordable housing and the building of future affordable housing to meet the village's need. Support was available through CDC to help establish. Members discussed further and agreed that establishing a CLT was beneficial for the village moving forward. However, as the CLT was a separate entity to the Parish Council, for impartiality, further Trustees without a Parish Council connection should be found. Members formally approved the establishment of a CLT, and the Clerk's initial involvement.

PD/Clerk

f. Winterfold Open Space: AB, KC and PD met with Runnymede Homes on 13<sup>th</sup> February as difficulties to the proposed path had been raised; details were given. It was agreed that without the path, the open space could become an unusable area for much of the year. If the creation of the path proved difficult for Runnymede Homes, it was agreed that it might be achieved independently by the Parish Council using local contractors, although recompense was required. Future maintenance implications were also discussed. It was agreed that, prior to responding to Runnymede Homes, the Clerk would seek further advice from CDC.

Clerk

g. Clerk's Report - Update on on-going matters:

- Newpound Lane Ditches: Notification had been received that the jetting team would attend the blocked gully in Newpound Lane. The position of the gully by Moonsbrook Cottage had been altered to hopefully collect more water, thanks to the resident's efforts. WSCC Highways had also spoken with the resident at Jays Barn in relation to the road flooding. The resident had cleared the ditches but unfortunately WSCC advised that no further action was possible; the sheer amount of water that accumulated in heavy prolonged rain took time to filter away. However, WSCC would monitor.

- Land South of Meadowbank: Confirmation had been received that the road in the development would be called 'Great Meadow'.

- Bench Damage: Unfortunately one of the newer benches had been vandalised; a slat in the back had been broken with heavy force. The Clerk would advise the family and arrange repair.

Clerk

- Community Litter Picking: It was agreed that another session should be organised for Saturday 7<sup>th</sup> April at 2.00 pm.

Clerk

#### 8. New Items for Discussion:

a. Easement Agreement: When Westgates was built, an access arrangement over the Green was not established for the property. The new owner had now requested a formal Easement in line with other properties along the west road. Members formally approved the Easement but advised that any legal and Land Registry costs would need to be met by the property owner.

Clerk

b. General Data Protection Regulations: The Finance Committee had considered the implications in detail at the committee meeting held on 12<sup>th</sup> February 2018; minutes had been circulated. The committee made the recommendation to the Council that, being a local company, GDPR-info be engaged to ensure that the Parish Council was compliant. Members approved this recommendation, at an upfront cost of £450 plus vat. To be reviewed after the first year.

Clerk

c. Grass Cutting Contract for 2018: The grass cutting specification was updated and a tendering process last undertaken in 2016. Members therefore agreed that the quotation from Sussex Land Services for the contract price of £4396.00 plus vat (being a 1.06% increase on last year) should be accepted as they had undertaken the work to a high standard over the past year. Clerk to advise contractor accordingly.

Clerk

- a. Toilet Cleaning Contract for 2018: Members were happy with the current arrangement and agreed to renew the contract with Pyzer Cleaning Services which had been held at the same charge for the past 3 years, being £98.50 per week excluding vat plus consumables. Clerk
- d. Use of the Green for the School Festival: A request had been received for the School PTA to use the Green for the school fair on Saturday 16<sup>th</sup> June 2016, the date having been cleared with the Sports Association. Details for the event would similar to last year, set up from 8.30 am with the fair open from approximately 12 noon until 7 pm. However, to mark the 250 years since the Circus first arrived in Britain, the PTA would like to include Cirque Normandie as part of the event, which would also involve the circus being on the Green to run workshops for the school earlier in the week. Details of the full proposal provided by the PTA, as well as Cirque Normandie, had been circulated prior to the meeting. Members considered and agreed that the Parish Council was delighted to support the event as detailed. The circus could be located behind the Pavilion, but the PTA would be responsible for vehicle movements and the cost to rectify any damage. Clerk to issue Agreement form. Clerk
- b. Use of the Green for Horticultural Society Events: A request had been received to erect a marquee on the Green for the August Bank Holiday Show, which was approved. Members also agreed to the use of the Little Green (or as an alternative, on the verge outside Forge Cottage) for Plant Sales on Saturday 5<sup>th</sup> May and Saturday 6<sup>th</sup> October 2018. Clerk to issue Agreement forms. Clerk
- e. Use of the Green by Wisborough Green Fete Society: A request had been received from the Society to use the Green for the August Bank Holiday Fete on Monday 27<sup>th</sup> August 2018. 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. Clerk
- f. Use of the Green for the Balloon Festival: A request had been received for the use of the Green for a balloon lift off on Saturday 8<sup>th</sup> September with the rollover day, in case of inclement weather, being Sunday 9<sup>th</sup> September 2018; the date had been agreed by the Sports Association. Members were delighted to support the event with traffic management arrangements as previously. Clerk to advise and issue agreement form. The organisers had also made a request for the 2019 dates (7<sup>th</sup> and 8<sup>th</sup> September) but it was agreed that the organisers should liaise with the Sports Association in the first instance. Clerk
9. Correspondence: Details of correspondence received since 17<sup>th</sup> January 2018 was distributed and displayed at the meeting, and noted by members.
- WSCC - West Sussex County Council is proposing to change its approach to grant funding to voluntary and community groups from 2018/19. We hope to streamline our current three grant pots, moving to one, which will reduce confusion about the funds we have available.
  - Rural Services Network – weekly email digest – circulated.
  - Cllr Ransley update – Boxal Bridge – circulated.
  - Jones Homes – copy of email sent to CDC Planning Officer confirming that the wished to withdraw consideration of the details pursuant to condition 19 from the application numbered 17/03678/DOC and relating to the lighting of the development. **Highlighted.**
  - Gatwick Airport – invitation to attend event on 21<sup>st</sup> February to learn more about Gatwick and how it was enhancing the experience of passengers and managing a highly efficient and responsible airport – circulated.
  - Stonewall Cottage owner – apologising for damage to the green during building works and confirming that this will be made good once the ground has dried out a bit. **Highlighted.**
  - Rural Services Network – weekly email digest – circulated.
  - Cllr Ransley – email sent by WSCC re Crouchlands – giving assurances that the decision of the Planning Inspector is being implemented and that the Enforcement Notices are being complied with. The site stopped accepting material in October 2017, and the AD tanks have been emptied. Together with officers from Chichester District Council and the Environment Agency, County Council officers have met with the Administrators to discuss progress on compliance and to ensure that the operations are undertaken in a way that is safe for people and the environment. Circulated.
  - WSCC – Chichester District News – circulated.

- CDC – a series of hearing sessions were held in September 2017 by the independent Inspector undertaking the examination of the Site Allocation Development Plan Document (DPD). As a result of these hearings the Council is now carrying out a period of public consultation on the proposed main modifications it considers are required to make the DPD 'sound'. In addition, the Council is also publishing a set of proposed minor modifications, including various changes for updating purposes and other minor amendments that do not go to the heart of the DPD, for the same period of public consultation. Document can be viewed [www.chichester.gov.uk/siteallocation](http://www.chichester.gov.uk/siteallocation). The consultation on the proposed main and minor modifications will run for six weeks from 1 February 2018 until 5.00pm on 16 March 2018.
- CDC –jetting team attended to unblock the male toilets – pants! CDC picked up the cost of £405.00. **CDC help was acknowledged with thanks.**
- Rural Services Network – weekly email digest – circulated.
- Cllr Ransley update – Neighbourhood Plans should be respected – circulated.
- South Downs National Park Newsletter - South Downs Newsletter - Our Dark Skies Festival and counting slugs to improve water quality – circulated.
- WSCC – encouraged marking Sussex Day on 16<sup>th</sup> June. Circulated. **To be highlighted to the School PTA as this coincided with the School Festival.**
- Newpound Lane resident – email to the Chairman and several subsequent emails – raising concerns about Winterfold and gifted land and appearance/suitability of boarded fence. The Chairman responded accordingly, copied to the Clerk.
- Cllr Ransley Update – Neighbourhood Plan and Cala Homes application – circulated.
- SSALC – Spring Conference Details – 6th March 2017 at Avisford Park Hotel, Arundel. Chairman unable to attend but details circulated to all.
- Rural Services Network – weekly email digest – circulated.
- CDC – Precept payments: First instalment – 13th April & Second instalment – 14th September 2018. **Highlighted.**
- SSALC - police response to the questions put to the Chief Constable on 17th November. Circulated.
- Jones Homes - Local Authority confirmed that the name of the road is to be Great Meadow. Due to commence groundworks on site in the coming week and thereafter establish a site compound and appoint a site manager. Will advise of contact details in due course - circulated. **Highlighted.**
- GDPR-info – information sheet giving guidance for local societies/organisations. Circulated to local organisations. **Highlighted.**
- Rural Services Network – weekly email digest – circulated.

10. Planning: AJ withdrew from the meeting for discussion relating to the Winterfold site.

- 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/17/03677/REM - Case Officer: - Mike Bleakley - Lge Scale Maj Dev - Dwellings  
C/o Agent Land East Of Winterfold Durbans Road Wisborough Green West Sussex  
Application for the approval of reserved matters pursuant to outline planning permission WR/15/03366/OUT - 22 no. dwellings, associated infrastructure and open space. Seeking approval of layout, scale, landscaping, and appearance.

Members agreed that the plans were as previously discussed with the developer, however KC drew attention to the landscape management plan to consider future maintenance responsibilities for the Parish Council. Although the car park had been discussed with the developer, there was some ambiguity as to the interpretation of future maintenance responsibility, which was currently shown as Parish Council. It was hoped that the community would use, but members anticipated that it would also be used by residents. As such, the Parish Council felt it should be included in the site management although Freehold to remain with the Parish Council.

The Durbans Road build-out had been discussed with the developer as an alternative to the current pavement. It was hoped that this would be addressed through the planning system.

Concern was again expressed that this was the Parish Council's opportunity to influence provision of a path on the open space and felt strongly that the access path around the whole area was fundamental to make the open space useable for the public all year round.

The Parish Council had no objection to the application but requested that prior to submitting a formal response, advice be sought from the planning officer in relation to the open space, maintenance of the car park and build-out. Proposed response to be circulated and approved by email prior to submission.

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

Application No:	Applicant and Reason	Decision
WR/17/02811/DOM	Mr & Mrs M. Thrower Brooklands Farm Durbans Road Wisborough Green RH14 0DQ Demolition and reinstatement of link building to form single storey rear extension.	Permit
WR/17/02812/LBC	Mr & Mrs M. Thrower Brooklands Farm Durbans Road Wisborough Green RH14 0DQ Demolition and reinstatement of link building to form single storey rear extension.	Permit
WR/17/03015/DOM	Miss Kelly Brunger 3 Butts Meadow, WG, RH14 0BT Remove overgrown hedge and create off road parking.	Permit
WR/17/03044/TCA	Mr Peter Baynham 1 High Barn School Road, WG RH14 0DU Notification of intention to fell 1 no. Portuguese Laurel tree.	No TPO
WR/17/03079/FUL	Miss Katherine Buxton Flat 4 Forrest Place, Durbans Road, WG Replacement windows.	Permit
WR/17/03219/DOM	Mr Richard Jones 8 Council Cottages, Durbans Road, WG RH14 0DH Erection of two storey extension, increase the size of the loft room, installation of four pitched roof dormers and the addition of a single storey oak framed orangery on the rear of the property with conservation style skylights.	Permit
WR/17/03483/TCA	Mr Peter Corthine Blakeney, Petworth Road, WG Notification of intention to reduce height by 2m (to last pollard/wound points) on 4 no. Sycamore trees. Crown reduce up to 1 m on 1 no. Copper Beech tree.	No TPO
WR/17/03384/DOM	Mr And Mrs Dan Farmelo 32 Butts Meadow, WG Single storey rear extension.	Permit
WR/17/03562/FUL	Mr D Tredinnick Starveall Barn, Newpound, WG RH14 0AT Replacement of existing barn and shelter and creation of two bedroom dwelling.	REFUSE Isolated location in countryside Bulk, scale, height, design, mass of building Environmental impact

WR/17/03406/FUL	Tracey Cawdell Land South Of 1 And 2 Newfields, Newpound, WG Retrospective change use of land to storage yard (Class B8) for general equipment and vehicles including hardstanding for parking.	REFUSE Location, rural setting, overly urban, intrusive in character
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c. Planning Appeals:

- Stable Field Public Inquiry: AJ, PD and the Clerk attended the first day of the inquiry on Tuesday 30<sup>th</sup> January 2018. Both AJ and PD gave statements; AJ concentrated on the NP, NP process and current housing delivery and PD on village characteristics and local details. Both were cross examined by the appellant's barrister. Dr Sutcliffe also spoke on a strategic and tactical basis to support NPs. The Inspector appeared thorough and the Inquiry overrun by 2 days; the decision could take several months.

d. Planning Enforcement:

- Greenways Nursery: CDC had undertaken a site visit and confirmed that a breach of planning control had been identified. The person responsible had been contacted and was reminded of Condition 4 that touring caravans should only be stationed within the application site from 1<sup>st</sup> April to 31<sup>st</sup> October in any calendar year. A request to remove the caravans and camping paraphernalia had been made and a compliance check would be undertaken in due course.

12. Finance:

- a. Bank Reconciliation: In the absence of HT, AJ confirmed that he had checked and agreed the Bank Reconciliations for the period ending 29<sup>th</sup> January 2018 for the Parish Council's Current Account and 29<sup>th</sup> December 2017 for the Business Reserve Account.
- b. Accounts for Payment: The Clerk displayed the Payment List for February which was approved. The income received was noted.

Payment Method	Date	Total Paid	Payee	Details
3205	30.01.18	100.00	APCAG	Annual subscription fee for full membership
3206	12.02.18	382.98	Arundel Arboretum	Supply of Acer and planting/stakes for two trees
3207	20.02.18	524.95	Pyzer Cleaning Services	Public toilet cleaning and supplies
3208	20.02.18	1678.02	West Sussex County Council	Clerk's salary for January
3209	20.02.18	225.00	K Twelvetrees	Allotment hedge cutting
3210	Error			
3211	20.02.18	757.80	I F C Davies	General maintenance items around village during 2017 to date – installation of benches, posts, dog bag dispenser, spreading of top soil and seeding, repairs to noticeboard and installation of new board
DDebit	26.01.18	8.16	Business Stream	Allotment fixed water charge 2 Nov 17 – 9 Jan 18
DDebit	16.02.18	34.20	Plusnet	Village Hall broadband
DDebit	19.02.17	178.98	British Telecommunication	Telephone and Broadband package 11 Feb to 10 May 18
		<b>£3890.09</b>		

**Payments Received**

BACS	20.02.18	400.00	I Poysden	Donation of donated bench
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- c. Financial Statement: The Clerk presented details of the actual year to date figures against budget and advised that the VAT return to 31<sup>st</sup> December 2017 had been submitted. Unfortunately the Clerk also reported that, despite several reminders and attempts to call, the August Brocante Sale organiser had not paid the agreed donation towards the toilets or hire of the no parking cones, amounting to £300. It was noted that the event was not being organised in 2018, so members agreed that a reminder should be sent advising that interest would be charged if not settled immediately. Members agreed that a Small Claim Court application would be considered if the payment was not forthcoming. Payment for any further events would be required in advance.

13. Other Reports:

- a. Village Hall: Following further discussion with the new CDC Principle Heritage Officer, SO was delighted to report that the original plans, as present to the Parish Council, had now been agreed. AJ gave explanation to the two different proposals that had been discussed with CDC and the subsequent conflicting advice. The site visit with the new officer was beneficial and allowed an opportunity to give full explanation to the proposal, with the added benefit that the officer suggested further improvements, such as the installation of dormer windows on the south side rather than the north and other detailing. The amended plans were now being prepared and would be submitted to CDC.

10.05 pm – member of public left the meeting room.

b. Allotments:

- Tenancy Update: The Clerk advised that all plots would hopefully be allocated for the forthcoming year.
- Water Bill: Following discussion at the January meeting, AB had now obtained an estimated costing to install individual metered taps for the current plots. Members agreed that the cost of about £3500 was prohibitive at the present time and therefore agreed that the current rents would remain but a supplementary water charge would be made based upon the size of each plot. The tenant, who had installed his own supply, would be asked to fit a meter which would be read, with the main meter, on a monthly basis. Members approved the letter to be sent to all allotment holders which gave explanation, encouraged water saving, and highlighted other issues seen during the last inspection.

c. The Green:

- AB had now obtained a quotation from Active Grounds Maintenance to undertake repairs to the fair damage; to supply and spread 6 tons of topsoil by hand in the ruts and over seed. Members agreed that the damage should be addressed and authorised the expenditure of £560 plus vat.
- Having recently undertaken a bench inspection, the Chairman was disappointed by the general sports detritus and untidiness around the Green. Specifically, there were bulk bags of grass cuttings on the west road, a bag of gravel in the car park that had been there for some time, the basketball hoop had not been moved across to the nets (despite requests) and ruts had been created at the back of the building. Whilst appreciating that the old building would be replaced, this was some way off, and as such, maintaining the current appearance was still important. Whilst it was reasonable and appropriate for the Sports Association to seek support from the Parish Council for the new pavilion project, as a minimum quid pro quo, PD felt that the Sports Association should demonstrate both the ability and willingness to look after the existing pavilion but also appreciate their wider role in maintaining the appearance, as well as the turf, of the Green. The Chairman therefore proposed that he sent an email to this effect to the Mr Elliott, Sports Association Chairman, copied to the individual Club Chairman. AB expressed his disappointment and gave explanation to the work undertaken by the groundsman and the need for the grass cutting site. KC advised that this had been addressed in the past, and Mr Elliott had done his best to address the issues, however, it was important that the area was clean, tidy and safe. It was agreed that the email should be sent.

AB/Clerk

PD

- d. Public Toilet – 3 year review: Although a little late, SO and the Clerk had now met with CDC Officers to review the current arrangements. It was a positive meeting and both parties agreed that the arrangements were working well. Future refurbishment had been discussed and it was highlighted that the Parish Council would require a much longer agreement to invest in the building. In terms of a hot water supply, CDC had obtained a quotation to install a water heater in the space next to the electricity meter cupboard at a cost of £1071.16 plus vat. Weatherproof housing would also be required at an estimated cost of £500. Members agreed that at the present time it could not justify this unbudgeted

expenditure, but would re-consider at a future date. CDC had also agreed to look into LED sensor lighting and appeared willing to make this change.

- e. Health & Safety: No matters to report.

13. Any Other Matters to Report:

- a. AB expressed concern that policy decision was being made outside of the meeting. He read from an email sent to the Sports Association which had asked for a Business Plan to be provided in addition to the revised Pavilion plans. AB was aware that a considerable amount of work was being undertaken by the planning team, and this was not a requirement agreed by the Council at the last meeting. If a requirement had changed, he felt that this should be confirmed by all by email when outside a meeting. He was concerned that the impetus to continue with the project could be lost, but more importantly, was concerned that decisions were being made outside meetings.

The Chairman explained that this was not a policy decision and gave explanation to a conversation he had had with a solicitor working on a Lease for another local Sports Association. Perhaps the use of Business Plan was incorrect terminology in this case, but as minuted at the last meeting, a request had been made to the Sports Association to work up ideas setting out the heads and some of the details of the activities currently foreseen as potential uses. This was to inform the Lease. It was critical that this was correct to allow the Sports Association to undertake activities within the building but also provided protection to the village; the Sports Association wanted a license to use the Green for sporting activities tied into the Lease. SO advised that she had mentioned a Business Plan at the last meeting and this was included in her notes forwarded to the Sports Association. She thought it was in the Sports Association's own interest to produce but also gave guidelines to inform the Lease. The intent of the Lease was briefly discussed and it was agreed that details of intended activities, events, potential competition were required. AJ agreed that this information needed to come from the Sports Association, otherwise, if the Parish Council was asked to dictate then opportunities could be missed. It was also important for the Parish Council to have a full understanding of intended activities, particularly in relation to running a business on the Green. To some extent this was all included in the current Lease but it was important at this stage to update the Lease; the Parish Council would need to agree what was and not acceptable.

AJ expressed his personal view that he would be happy to support the Association's ability to directly raise funds for activities and use the premises for this purpose, however, if the use of the building became purely commercial, he was not prepared to accept businesses being run from the Green. An activity directly associated with the Sports Association and its primary activities was acceptable but a commercial activity, which provided no benefit to the village, was not.

AB explained that the Association was providing an energy efficient building with low running costs, but hoped to utilise the top room perhaps for sports therapies. The Sports Association had compiled a broad list of what could be of interest.

PD agreed to work on a document to provide further guidance, to be circulated and approved by members before sending to the Sports Association. He highlighted that it was important to get arrangements right, not necessary for the next few years, but it was an opportunity to build a framework for all successors.

It was agreed that a Full Parish Council meeting would be called for either Wednesday 7<sup>th</sup> or Thursday 8<sup>th</sup> March, depending on hall availability, for the Council to consider just the plans for the new Pavilion. The requested information and plans to be available to the Parish Council for circulation by 1<sup>st</sup> March.

In terms of the decision for the Sports Association to apply for charitable status, members advised that general approval was given at the last meeting although this would form part of the Lease negotiations; this was a Sports Association decision.

- b. SO expressed her concern at the length of the meeting. She highlighted that it was not just down to the Chairman to control discussion and asked members to be aware at future meetings to ensure decisions were made more efficiently.

14. Date of Next Meeting:

Extra-Ordinary Parish Council Meeting on Tuesday 6<sup>th</sup> March 2018 at 7.45 pm  
Parish Council Meeting on Tuesday 20<sup>th</sup> March 2018 at 7.45 pm.

Part 1 of the meeting closed at 10.56 pm.

15. Exclusion of Press and Public: Pursuant to Standing Orders Section 3d, and in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that the press and public be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.

The latest draft Lease had been circulated in advance of the meeting. Subject to possible re-wording of Clause 3.13.2 to clarify the intent (advice currently being obtained from the Parish Council solicitor), members resolved that the Lease should now be signed and that PD and KC would sign on behalf of the Parish Council.

There being no further business, the meeting closed at 11.03 pm.

.....  
Chairman

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Date