

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 16th May 2017

Date: Tuesday 18th April 2017

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

Apologies: None

In Attendance: Mrs L Davies, Clerk
Mrs J Duncton (County Councillor)

Members of Public: None

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

Action By

1. Apologies for Absence: There were no apologies; all members were in attendance.
2. Declaration of Members' Interests: No interests were declared and no requests for dispensation received.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 21st March 2017 were approved as a correct record and signed by the Chairman.
4. Minutes of the Last Planning Committee Meeting: The Minutes of the last meeting held on Tuesday 11th April 2017 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Update:
County Councillor:
 - Business at West Sussex County Council (WSCC) continued as usual but there was nothing exceptional to report due to the forthcoming May elections. Members had no further questions but thanked Mrs Duncton for attending the meeting.

7.50 pm – Mrs Duncton left the meeting.

6. Public Questions: There were no members of public present.
7. Report on on-going matters:
 - a. Gatwick Airport: PD reported that the fifth Noise Management Board (NMB) meeting was held at the beginning of April.
 - Some progress was being made with the Board agreeing priorities for this year.
 - The monitoring 'gates' to log data on arriving aircraft traffic should prove valuable in analysis of swathe use.
 - The Gatwick complaints system was discussed, with some concerns being expressed about functionality, especially with regard to the disabled and those with limited computer abilities, however PD advised that it worked and logged data. Members of the public could now see the areas from which complaints had been received.
 - Incremental improvements to the Continuous Decent Approach were discussed.
 - There was also some positive news that Arrivals Review recommendation Imm11, the switch of runway in use during periods of still air, had been shelved indefinitely due to lack of majority support on the NMB.
 - The critical issue of Gatwick's night flight charging regime would be reviewed for next year and the NMB had been accepted as having some involvement in the next charging round.

- PD also advised that he would prepare and circulate responses to the latest consultations; the response deadlines were the end of May. PD/Clerk
- b. Affordable Housing: The Chairman confirmed that the agreement with Greenoak Housing, as previously approved by the Council, had been signed and returned.
- c. Traffic Management Plan: The Traffic Management working group was waiting to meet with WSCC representatives to discuss how to progress the different proposals. The Clerk had emailed Mr Chris Dye, Area Highway Manager at WSCC, to set up a meeting but nothing heard to date; she would pursue.
In relation to the Butts Meadow parking area, the Clerk had spoken to Mr Steve Hodd at WSCC, who confirmed that the correct consultation procedure had been followed but would review the details. Clerk
- d. Boxal Bridge: The meeting with WSCC Cabinet Member for Highways and Transport, Mr Bob Lanzer, had now been confirmed as Thursday 1st June, 10.30 am at Kirdford Village Hall. KC, SO and the Clerk would attend. KC/SO/Clerk
- e. Village Website and Logo: The Clerk had met with the website designers and was now populating the new site. In terms of the logo, a possible design was displayed. Members agreed that the logo should be based on the village sign, but simplified to reflect a modern and progressive image. Clerk to liaise with designer. Clerk
- f. Community Speed Watch: HT would contact the volunteers later this week to set up a meeting and would take an opportunity tomorrow to speak with the previous coordinator. He had also received notification of an EU wide speed campaign from 17-23 April on all major road networks across Europe. HT
- g. Clerk's Report:
- Update on n-going matters:
 - Community Payback Scheme: The application had been submitted and acknowledged.
 - Village Design Guide: An application to have the document adopted by Chichester District Council (CDC) as supplementary planning guidance had been submitted. Unfortunately, Ms Lone Le Vay, who previously provided advice, was no longer with the Council and the document was now being considered by the Heritage Team. Nothing further heard to date.
 - Community Infrastructure Levy Workshop: Confirmed as this Friday, 21st April, in the Committee Room at 10.00 am; other Parishes would also be in attendance.
 - Clerk's Training: Three courses had been attended – Allotments, Sussex Association of Local Councils Spring Conference and Society of Local Council Clerks Conference. She gave a brief summary of the items discussed and information provided. All had been extremely valuable.
 - Risk Assessments: AB had undertaken the Village Hall car park assessment and identified a few items relating to the oil tank area and car park use, which had been passed onto the Village Hall Management Committee for action. AJ advised that he had completed his assessment and identified a few areas where maintenance was required. He would write up the report and forward to the Clerk. AJ
 - Pond Inspection/Weed Removal: Organised for Saturday 29th April 2017.
 - Village Hall Car Park incident: The Clerk had been advised that a child was seen driving a car on an adult's lap. The adult had been approached by Hall users, but a belligerent response received. The Hall users had therefore been advised that if seen again, registration details to be taken and forwarded to the Clerk.
 - Annual Parish Meeting – Thursday 20th April 2017 at 8.00 pm: Members were asked to attend from 7.30 pm, if possible, to help with setting up.

8. New Items for Discussion

- a. Assets of Community Value and Community Right to Bid: The Chairman explained that the Neighbourhood Plan (NP) identified community assets but there was a formal process to register these assets with CDC. This registration then provided the community with an opportunity to purchase the asset should it ever be put onto the market. The Clerk advised that CDC was required to hold the register and if the land or building on the list was offered for sale, then the community

right was triggered. This gave the community 6 months to prepare a bid and compete to own it. There were two moratorium periods: the first an interim period of six weeks during which a community organisation could decide if it wanted to be a potential bidder. If not, the owner was free to sell and the registration removed. The full moratorium was six months, and having declared a wish to bid, a community organisation could develop a proposal and raise the money required to buy the asset. Members discussed the assets identified in the NP and agreed that the Village Shop should be registered as this had been identified in the NP process as being a key asset for the village. On the advice of CDC, the Chairman agreed to give explanation to the shop owners.

KC/Clerk

- b. Charity Event in the Marquee: Mr Vit, Publican of The Cricketers Arms, had written to the Parish Council to request permission to hold a charity event in the marquee on the Friday evening, 25th August 2017. It would be a 'Wisborough's Got Talent' evening raising money for the School. Arrangements would be the same as previous years with security provided by Pro-tec, the company providing the marquee security for the Horticultural Society, security fencing provided and tickets would be available in advance. Members were delighted to support the event and gave permission for the use of the Green. Clerk to issue Agreement Form.

Clerk

- c. Location of Oak Tree: Correspondence had been received from the owners of Upfield Stores, School Road, expressing concern at the location of the newly planted oak tree on the Little Green. The Chairman read from the email which provided details of suggested safe distances from properties and growth rates. After some discussion, it was agreed that the tree should be moved further into the Little Green but due to the current dry spell, the work to be undertaken in the autumn. As this would incur a cost, property owners to be asked if they would make a donation.

Clerk

9. Correspondence: Details of correspondence received since 22nd March 2017 was distributed and displayed at the meeting. The Clerk highlighted details:

- Billingshurst Lions Club - celebration of Centenary year, looking for one major project which to support from the communities covered. Details circulated to relevant organisations in the community. Applications by 30th June 2017.
- SSALC - The UK Government is committed to providing every home and business across the country with access to a basic broadband service. Subsidised connection worth up to £350 to boost internet speed if broadband speed of at least 2Mb per second is not achieved.
- Mrs Lisa Jackson, Planning Consultant, asking Parish Council to provide a reference to another village. Clerk and Chairman discussed and provided.
- Rural Services Network – weekly email digest – circulated.
- GACC – details for consultations relating to Gatwick Airport. Responses required by 25th May. Details circulated to all.
- Billingshurst Road resident – thanking for work done on traffic plan. Expressing concern about speed on A272, crossing roads in centre of village, ducklings crossing and general increase of traffic and speed over last 15 years. Chairman and clerk responded – to take to next Traffic Management Group for information. Subsequent email received to thank for detailed explanation and prompt action over the sign.
- Keep Kirdford and Wisborough Green – update on exploratory well in West Chiltington Parish and meeting on 1st April – circulated.
- WSCC News – Chichester District – circulated.
- Karen Roberts, SDNPA Parish Representative – notification of resignation.
- Rural Services Network – weekly email digest – circulated.
- SSALC - Friday 19th May 2017 holding half yearly meeting with Giles York, Chief Constable to Sussex Police. Strategic or unresolved topics could be raised at the meeting and to be received by Friday 5th May. **No issues to raise.**
- Parish Councillor First Aid Training - Essential First Aid for Adults event is again being held in Warnham on Tuesday 5th September & Wednesday 1st November 2017. Starting at 1.45pm, Finished by 4.45pm. Accredited Certificate issued on completion of the event valid for 3 years.

- CDC - submitted the Site Allocation: Proposed Submission Development Plan Document 2014-2029 to the Secretary of State for Communities and Local Government on 31 March 2017 for independent examination.
- WSCC – notification of changes to Bus timetables - Service 74/74A/75 Petworth/Storrington – Horsham (from 24 April) Clerk
Under used peak hour journeys from Petworth to Billingshurst and Horsham and v.v. withdrawn, off peak service revised incorporating parts of services 72, 73, 89 & 108.
Clerk to review timetables to assess impact on village.
- KKWG - seeking to hold WSCC to its Planning Permission for Broadford Bridge given in Feb 2013, notably Condition 3, that the development at Broadford Bridge has to be in line with the Environment Statement which is now not fit for purpose given the changes being proposed by PEDL holder, KOGL. The company is proposed to ACIDISE the borehold to get Unconventional oil out of the Kimmeridge Limestone whereas Celtique Energie was after gas in the Triassic sandstones using Conventional methods. Copy of letter to WSCC provided and circulated.
- CDC – Presentation slides for All Parishes Meeting on 5th April– circulated.
- Horsham District Council - Billingshurst Village Centre Supplementary Planning Document (SPD) adopted in September 2016 has been updated and adopted. The SPD sets out specific principles, guidance and projects for Billingshurst Village Centre. The guidance supplements adopted policies in the Horsham District Planning Framework, adopted November 2015.
- SSALC – NALC Direct Information Service Edition 905– circulated.
- KKWG Update on Broadford Bridge site – circulated.
- SSALC - West Sussex Association of Local Councils recently commissioned research to find out how town and parish councils can better support health and wellbeing in their communities. Report and leaflet circulated. **This linked with the presentations given at the SALC Spring Conference and CDC All Parishes Meeting.**
- CAGNE – bulletin 68 – circulated.
- Petworth Town Council – CDC approved the PTC application for a skatepark in the South Eastern corner of Pound Street car park. This approval was subject to the caveats that parking space lost to the skatepark, (10 – 11 bays dependent on the final design), would be compensated for during a planned reorganisation of the two CDC car parks in Petworth and that all relevant planning approval and consent are obtained. Once open the skatepark will provide the children and youth of Petworth and the surrounding villages a much needed recreational facility in the - centre of town. The facility will be responsibly operated, maintained and monitored by PTC. We hope the skatepark will be used and enjoyed by youngsters from your Parish and trust you might be willing to support the project. **Agreed email in support of idea to be sent.** Clerk
- KKWG – details of objection being made to EA Permit at Broadford Bridge – circulated.
- SSALC - following the resignation of Karen Roberts, a Casual Vacancy now exists for a parish representative on SDNPA in West Sussex and an election will take place. SSALC will carry out the task of seeking nominations, handling the election and undertaking the ballot [if necessary]. Details of timetable provided. Circulated. **Highlighted. Members expressed no interest in being nominated for the position.**
- Gatwick Airport – Spring News – circulated.
- HolidayLettings - Fishers Adventure Farm Park in Wisborough Green has been named as the UK's Most Popular Farm Park through an online competition, organised by HolidayLettings.co.uk (owned by TripAdvisor).
- Tim Skinner, Publican, Three Crowns – enquiring into the adoption of the telephone kiosk and would be happy to help / sponsor or organize! Clerk responded to advise that a request to adopt had been submitted to BT but unfortunately their system had been overloaded. Further information in due course. **Highlighted; the Clerk would pursue the application.** Clerk
- Newpound Lane resident – various comments/observations relating to the March meeting – details circulated to all and discussed. **It was agreed that the Chairman and Clerk would prepare a response based upon discussion and circulate for approval prior to sending.** KC/Clerk
- WG Minibus Association – thank you for donation and support.
- St Catherine's Hospice – thank you for donation and support.

11. Planning:

- a. Planning Applications: There were no planning applications to review.
- b. Chichester District Council Planning Decisions: The following was noted:

Application No:	Applicant and Reason	Decision
WR/17/00043/LBC	Ms, Mr & Mrs Osmaston Brickyard Cottages Fittleworth Road Proposed mini-pile underpinning to front porches following subsidence damage.	PERMIT
WR/17/00305/DOM	Mrs Laura Willock Warwick Durbans Road Wisborough Green Demolition of existing external store. Erection of a single storey rear and side extension.	PERMIT
WR/17/00545/OBG	C Sparks Land South Of Meadowbank Petworth Road to 14/00748/OUT to replace 2 no. 1 bed affordable bungalows with 2 no. 1 bed affordable dwellings.	PERMIT

11. Finance:

- a. Subscription to Sussex Association of Local Councils: Members acknowledged the benefits of belonging to the Association and agreed to the annual subscription to West Sussex ALC and NALC for a total payment of £439.22.
- b. Accounts for Payment: The Clerk displayed the Payment List for April 2017, which was approved. The income received was noted.

Payment Method	Date	Total Paid	Payee	Details
CH3126	31.03.17	2006.76	Chichester District Council	Annual litter/dog bin emptying charge
CH3127	31.03.17	2048.60	Philip Juniper Fencing Services	Repairs to playground fence and new mesh fencing
CH3128	31.03.17	315.07	Mrs L N Davies	Topsoil, meeting signs, minute book, stamps, mileage to training course & dog fouling notices
CH3129	31.03.17	100.00	St Catherine's Hospice	Donation as agreed at March meeting (S137 payment)
CH3130	31.03.17	300.00	WG Minibus Association	Donation as agreed at March meeting
CH3131	31.03.17	200.00	Kent Surry Sussex Air Ambulance	Donation as agreed at March meeting (S137 payment)
CH3132	31.03.17	82.80	SLCC Enterprises Ltd	Clerk's training course
CH3133	31.03.17	90.00	Arun District Council	Printing of April newsletter
CH3134	31.03.17	493.80	Pyzer Cleaning Services	Public toilet cleaning and supplies
CH3135	31.03.17	1678.57	West Sussex County Council	Clerk's salary for March
CH3136	31.03.17	300.00	St Peter ad Vincula (WG) PCC	Distribution of October/April newsletters & flyer
DDebit	12.04.17	44.94	Chichester District Council	Rental & emptying of Pavilion bins (March) - final 16/17
DDebit	12.04.17	60.80	Chichester District Council	Rental & emptying of V Hall bins (March) - final 16/17
DDebit	18.04.17	34.20	Plusnet	Village Hall Broadband
CH3137	18.04.17	19.80	Shredder Waste Paper	Confidential shredding
CH3138	18.04.17	33.44	Mrs L Davies	Mileage to Uckfield training course & printer ink
CH3139	18.04.17	439.22	West Sussex ALC Limited	WSALC & NALC Subscription for 2017-18
Total		£8248.00		

Payments Received

Cheque	31.03.17	250.00	Wisborough Green Village Hall	Contribution towards waste bin collections
BACS	14.04.17	28000.00	Chichester District Council	First Precept instalment

- c. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliations for the period ending 31st March 2017 for both the Parish Council's business and reserve accounts.
- d. Finance Committee Update: The Finance Committee met on 11th April 2017 to review the end of year position and consider year end reserve transfers. A copy of the minutes and recommendations had been circulated in advance, along with a copy of the statement to be presented at the Annual Parish Meeting on Thursday, which was also displayed. Explanation was given to committee discussion. Members agreed to the Committee Recommendations, as tabled, being:
 - Village Hall Reserve Fund to be used to pay the first loan repayment of £3339.63 in 2016/2017, thereby reducing this reserve to £18623.22.
 - Although not to be transferred to reserves, to highlight that the 2017/2018 budget currently did not include the £1900 for the uncompleted 2016/17 work. This expenditure would be incurred and as such, the expenditure for each budget heading for 2017/2018 would be increased.

12. Other Reports:

- a. Village Hall: The working group was hoping to meet with the architect again shortly to review plans which had been updated to reflect CDC and community comments. SO was pleased to report that a £800 donation had been received from the Sideshow Society which had recently ceased operation.
- b. Allotments: The Clerk provided the following update:
 - Having recently attended a training course, she had now reviewed the tenancy agreement and updated in line with the NALC model. The solicitor at the event had advised that any additional notes relating to local requirements should also be included in the agreement, which had now been done.
 - The training course had highlighted that the Parish Council's Public Liability insurance cover was for Parish Council's actions but not those of the tenants. Some tenants were possibly covered by their household insurance, otherwise insurance was available, possibly as a group. The Parish Council had been advised to write to all tenants to make aware of the situation and it was then up to the individual if they wished to take further action. The Clerk had advised the Allotment Supervisor, Mr King. Members agreed that notification should be sent to tenants.
 - The Clerk was meeting a couple tomorrow who were interested in the final small plot, so hopefully all would then be worked for this season, with no waiting list. Splitting the larger plot into 3 had worked well.
 - In the past, there had been difficulties when a plot was vacated and left in a poor condition, which resulted in the Parish Council paying for clearance. It had been confirmed at the training session that a deposit could be taken to cover for this possibility. Members agreed that from next year, a £30 deposit would be taken when a plot was re-allocated. The Clerk would take photographs at the start of new tenancies to help monitor, but members also confirmed that the first year's rent could still be waived if considered necessary to encourage use.
 - AJ hoped that the bee nest in the Scout Hut wall would be addressed shortly and would advise the Clerk.
- c. The Green: Communication had been received from Mr Ian Elliott, Chairman of the Sports Association (SA) following a SA meeting last week. The Chairman read from the email and provided the following summary:
 - Green Repairs: The actual cost of the end of season work had been substantially higher than the estimated figures previously discussed at the Green Coordination Group meeting on 14th March. Although the Parish Council had agreed to use the full budget provision of £1500, the increase of nearly £1000 had been unexpected and the SA expressed difficulty in finding this additional contribution. The Cricket and Stoolball Clubs had both asked that the outfield not be verti-drained as this caused problems last year, but the goal mouth areas also needed to be addressed.

AB had been unable to attend last week's meeting due to holiday, which was regrettable; he was not a committee member but provided advice on grounds work. He explained the

AJ

difficulty of scheduling the work as there was only a small window of opportunity between the football season and the start of the cricket. Although the work could be undertaken, there was little time to allow for germination etc, particularly in these dry conditions; in prime conditions it might be achievable. This was his area of work, and he worked with a number of organisations where breaks in use allowed for more satisfactory repairs. In terms of the Green, there were many opinions about the correct procedures which proved difficult to manage at times. Weather conditions also had a huge impact, and there was a danger in the present dry conditions that some practices could impact upon the effectiveness of others. Although the Cricket Club was against verti-draining, there was clear evidence that this had been effective in improving compaction and plant health.

The initial costs had been provided to the Green Coordination Group meeting after a quick conversation with the contractor and a review of last year's costs. There was a general increase on last year's costs, but the major difference related to the top dressing, which was now a sand soil mix as opposed to just sand. This had increased the price by £600, but having the mix allowed for better seed germination and soil structure. This explained the difference between the earlier estimate and final costs which had caused the SA's concern.

AB gave explanation for the proposed work, the majority of which was required to repair the damage caused by the sport. Members agreed that the Parish Council had been happy to contribute the full budget provision of £1500 which was more than 50% of the first estimate, and would cover the work required to maintain the Green as a general recreation area for community use; this was in addition to the grass cutting at an annual cost of £4350. SO also expressed her concern that too much of Parish Council meeting time was being taken up by such discussions.

After some further discussion, the following was agreed:

- The Parish Council was happy to contribute the £1500 budget figure which covered the verti-draining, fertilizer and weed control (totalling £1326) required to benefit general recreational use.
- Repairs to damage caused by sports use to be funded by the Sports Association.
- The verti-draining was seen as an integral part of the on-going maintenance of the Green. If a concern to the Cricket Club, to be undertaken in the autumn.
- AB to discuss with the Sports Association and confirm requirements for the work which was scheduled for next week. AB to advise the Clerk accordingly.

AB/Clerk

- South End Improvements: The Cricket Club Chairman had raised a concern that the Parish Council had not proceeded with plans to rectify undulations at the south end of the Green. Members reiterated previous discussion that the Parish Council was maintaining the area for general recreation and not as a sports pitch, and had not committed to address the undulations. The Parish Council did not retain a fund for more substantial repairs, but AJ advised that the Council had undertaken drainage work in the past and applied for grant funding. It was agreed that if this was a concern, the Cricket Club should lead, seek professional advice and prepare a specification to present to the Parish Council for consideration.
- Pavilion Waste & Recycling Bins: The SA had been requested to take financial responsibility for the waste and recycling bins, in line with the request to the Village Hall. The Chairman had originally verbally indicated that this cost was about £450, but it was actually £585 for this coming year. In addition, there was an annual rental fee for the recycling bin of £80.60 which CDC had previously missed from the schedule so no charge was made. The situation had not been helped by CDC initially providing incorrect and much higher figures on the contract. Mr Elliott had expressed concern that because there had originally been a recycling point at the Pavilion, the bins were still being used for community rubbish, and the two green bins in front of the Pavilion were clearly not purely used by Pavilion users. Members noted the comments about need and agreed that there was an opportunity to review the bin provision and therefore cost. After some further discussion, it was agreed that the Parish Council would contribute £150 towards this year's cost in order to allow time to review the position.

The Chairman and Clerk to respond to the Mr Elliott.

KC/Clerk

- d. North East Parishes Forum: The Chairman attended the meeting held on 28th March 2017 at the South Downs National Park Authority headquarters in Midhurst. An interesting meeting which provided updates on the Local Plan, Community planning activity and key projects and the Partnership Management Plan review; the presentations had been circulated to all. The issue of

fossil fuels and exploration was raised, with the SDNPA confirming that it would not support any proposal for unconventional exploration within the Park. KC had therefore asked for clarification of the SDNPA's view on unconventional applications on the edge which had implications for the Park; no response to date. There were no further questions.

- e. All Parishes Meeting: The Chairman and PD both attended the meeting held on 5th April 2017. Again, an interesting meeting which provided updates on Adult Social Care, Business Rates, the Housing White Paper and Local Plan and Community and Trusts. The presentation slides had been circulated; there were no further questions.

13. Any Other Matters to Report:

- a. The Clerk highlighted that Stonewall Cottage on the west of the Green was on the market. In discussion with the Chairman, she had contacted the estate agent to advise of the access and parking arrangements; members supported this action.
- b. KC advised that he would be standing down as Chairman at the May meeting although he would continue on the Parish Council. He would email details to all and encouraged all to consider the position. AJ expressed thanks to KC, which was endorsed by all.

14. Date of Next Meeting:

Annual Parish Meeting on Thursday 20th April 2017 at 8.00 pm.
Planning Committee Meeting on Tuesday 2nd May 2017 at 8.00 pm.
Parish Council Annual Meeting on Tuesday 16th May 2017 at 7.45 pm.

Part 1 of the meeting closed at 9.25 pm.

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.

- 15. Village Hall Lease: The Chairman advised that a new draft had been received, which included comments made by both the Parish Council and Village Hall Trustees. He proposed that the draft be circulated to all for final agreement of wording and terms at the May meeting; agreed.

The Parish Council's solicitor had previously estimated his charge at £2000. He had now advised that the amount of time spend on this matter was significantly in excess of the estimate and in excess of £3000. However, as discussed with the Clerk, he was prepared to cap his fee at £3000 plus VAT and disbursements. Members agreed to this revised expenditure.

There being no further business, the meeting closed at 9.30 pm.

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Chairman

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Date