

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 19th April 2016

Date: Tuesday 15th March 2016

Present: Mr A Burbridge (AB), Mr K Charman (KC) (Chairman), Mr A Jackson (AJ), Mr M King (MK), Mrs S Overington (SO), Mr H True (HT)

Apologies: Mr P Drummond (PD), Ms A Stone (AS)

Non-attendance: Mr C Vit (CV)

In Attendance: Mrs L Davies, Clerk
Mrs J Duncton (County Councillor)
Mr J Ransley (District 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 from Mr Drummond and Ms Stone.
2. Declaration of Members' Interests:
Being a good friend of the applicant, MK declared his interest in the planning application for Hightrees, The Luth.
No other interests were declared and no requests for dispensation had been received.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 16th February 2016 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:

District Councillor:

- The Council Tax increases set by Chichester District Council (CDC) and other Authorities were available for residents on the CDC website of Mr Ransley's blog page.
- Community Infrastructure Levy (CIL) infrastructure project allocation has been determined by CDC for the District area. Mr Ransley had raised concerns at Council over the proposed management processes as delivery would be managed by West Sussex County Council (WSSC), particularly schooling provision in the north east area. He had copied the Parish Council with recent emails received from Wisborough Green Primary School regarding a potential shortfall in financial allocations for future provision as advised by WSSC, which appeared to Mr Ransley to be incorrect. He would follow up on the matter and keep the Parish Council advised. The Parish Council element of the CIL allocation was not related to this matter.
- Mr Ransley highlighted his concern, raised in Council, that CDC was applying a proportional approach to utilising expert opinion to guide its recommendations for determining planning applications, thereby managing its cost or expenditure. His concern was that the advice set out in officers' case reports on planning applications might not be as suitably qualified or robust as they should be. There had been a couple of recent applications in the Ward where, in Mr Ransley's view, the absence of Agricultural expert opinion has been materially significant in relation to justifying a need for development. He advised the Parish Council to monitor the applications reviewed and advise him of any concerns.
It was agreed that if concerns were raised by the Parish Council when reviewing the application, a note on obtaining expert opinion would be included in the response.
- The CDC Ward Boundary Changes consultation was on-going which was included on the agenda.

County Councillor:

- West Sussex, Surrey and East Sussex County Councils were continuing with a bid for devolution. The main element related to infrastructure funding, but if this proved to be unavailable, the bid would not be pursued.
- Mrs Duncton had attended a number of interesting seminars which highlighted the 'scamming' occurring within communities, particularly directed to the over 74 age group. It was noted that the Neighbourhood Watch Village Coordinator did circulate information in this regard.
- The next County Local Committee meeting would be held on Tuesday 21st March 2016, 7.00 pm at Fernhurst Primary School.
- Friday 18th March was Child Sexual Exploitation Day. As well as grooming on the internet, it was sadly present in many communities.

5. Public Questions: There were no questions.

6. Matters Arising from the Parish Council Meeting on 16th February 2016 and ongoing matters:

- a. Neighbourhood Plan (NP): MK advised that CDC had now confirmed that the referendum would be held on Thursday 5th May 2016. The Working Group had met to discuss the publicity arrangements and the minutes, as well as the referendum timetable, had been circulated to all for information. MK highlighted that from Thursday 23rd March 2016 the Parish Council entered a period of purdah and therefore urged caution in what was said to members of the public; encouragement to vote was permitted but no opinion should be expressed. To highlight the referendum, a flyer would be circulated to all households with the April Ad Vincula, copies of the Plan available in the village and road sign boards to publicise the election nearer the time. The flyer highlighted key attributes and encouraged voting; in view of the regulations, advice was sought from Southbourne which undertook a referendum last autumn as well as CDC. The flyer was displayed and the final wording confirmed. Flyer to be sent to Cllr Ransley for inclusion on his blog.
- b. Gatwick Airport: In the absence of PD, the Chairman advised that The Association of Parish Councils Aviation Group (APCAG), which represented a number of local Parish Councils, had now been established with PD as Chair; Wisborough Green's membership was formally endorsed at the last meeting. The next key date was 31st March 2016 for Gatwick's response to the Arrivals Review.
- c. Traffic Management Plan: KC advised that Laurence Shaw Associates, Traffic Consultants, which had been used previously, had now been engaged to review the preliminary ideas and draw up some basic plans for further consideration. A meeting had been organised for 16th March 2016.
- d. Village Pond: The Clerk had now obtained 3 quotations to undertake work on the pond; full reports and details had been circulated in advance of the meeting and costs were displayed. The main element of the work identified by all contractors was the initial removal of the weed, but further work/suggestions varied. AB expressed his concern that the science of the pond was not fully understood and believed that further professional advice should be sought. After some discussion, it was agreed to accept the quotation from Ian Baldwin. He was the contractor recommended by Chiddingfold Parish Council, which had a pond very similar to Wisborough Green. Chiddingfold undertook annual work to retain the appearance. He had quoted to remove the weed, recommended subsequent visits to continue with weed removal and potentially some planting to reduce the oxygen levels. Being local, he was able to easily visit if other issues were identified.
- a. Workhouse Refurbishment: The Clerk had circulated a report which included a refurbishment update, reserve fund details, rental details and borrowing terms in advance of the meeting. Every effort was being made to keep costs down but due to the age of the building, some work had proved more difficult than anticipated or highlighted unexpected issues. The report highlighted the additional work that had been required and the increase in the anticipated cost to £56,000, excluding any work in the garden. The cost of re-roofing was an additional cost.

Clerk

Clerk

Three quotations had now been obtained for the re-roofing; details were displayed. It was agreed to accept the quotation from GS Builders if local examples of his work were given; he provided

the most competitive quotation, could undertake the work immediately and it was desirable in terms of project completeness.

At the last meeting, members had agreed that a £30,000 loan should be obtained from the Public Works Loan Board. After some discussion, giving consideration to current reserves, rental potential, letting arrangements, rental breaks and future maintenance, members agreed in view of the likely cost of nearly £70,000, including the roof, that:

- The Council should apply for a £50,000 loan from the Public Works Loan Board to be paid back over 7.5 years. The anticipated repayment of about £8000 was well within the anticipated rental income of a minimum of £13200 per year, and gave an allowance for inoccupation during tenancy change periods and letting costs. Repaying as quickly as possible was desirable for the village.
- To aid budgeting, the method of repayment would be Annuity so that twice yearly fixed payments of principal and interest were made.
- Clerk and Chairman to make loan application.

Clerk

In terms of letting, it was agreed that the Clerk should arrange for 3 local agents to value the property once the internal work was nearing completion. It was noted that there was little rentable property in the area. As the property was integral to the Village Hall, smoking would not be permitted. Pets would be allowed as long as within the terms of the agreement, any damage would be repaired. Advice to be sought regarding the garden; should it continue to be included in the rental or what would be the impact of having as a community garden.

Clerk

7.30 pm – Mr Ransley and Mrs Duncton left the meeting room.

- e. Queen's 90th Birthday Commemorations: At the last meeting, the Parish Council had given consideration to marking the occasion on the official weekend, 11th/12th June 2016. The School would be holding a themed fete on the Saturday and St Peter's Church had now confirmed a tea party would be organised on the Sunday. CDC had notified of £250 grant funding in support of the occasion.

Consideration had been given to a village photograph to be taken at the fete to record the occasion. The School PTA had no objection, but questioned the logistics of using a cherry picker. It was noted that the Pavilion balcony might be an option, depending on numbers. As an alternative, the Clerk had made enquiries with an aerial photography company which undertook event photoshoots. Details of the most popular package was given, the total cost being £350 plus vat, however, a package could be tailored to meet local needs. Members agreed that this gave an opportunity to create a historical record of people in the village on that day, but if possible, it was desirable for the Parish Council to retain the original photograph for further reproduction. The Clerk to make further enquiries; details and advertising to be agreed at the next meeting.

Clerk

As it was necessary to remove the diseased Horse Chestnut, members agreed that the tree should be replaced, potentially with an Oak, to mark the occasion. Clerk to provide cost details at the next meeting and to discuss the location and species further with the CDC Tree Officer in terms of the planning requirement.

Clerk

8.45 pm – The members of public left the meeting room.

- f. WSSC Community Support Teams Consultation & Future Partnership Working: It was noted that the Parish Council had not been successful in securing the Highways Rangers for work in the village and that WSSC funding was being reduced. After some discussion, it was agreed that the Clerk should complete the response and select Option 2 to actively seek partnerships with Parish Councils to enable self-help with limited support from WSSC.

Clerk

- g. Clerk's Report on On-Going Matters:

- Pothole Repair: Holes had now appeared in the surface at the rear of the Village Hall. Members agreed that these should be filled to remove the hazard but once the work to the Workhouse had finished. The quote from E P Clark for £137.00 was accepted.

Clerk

- Tree Stump to be removed: A quotation had now been received to remove the stump. In view of the expense, it was agreed that at least one further quote should be obtained.

- Village Hall Car Park drainage issue: A quotation had now been received to replace a section of gully under the access road. In view of the expense, it was agreed that at least one further quote should be obtained. Clerk
- Arrangements for Annual Parish Meeting: It was agreed that that the usual agenda would also include an opportunity to view the Old Workhouse refurbishment. Agenda to be included in Ad Vincula and displayed on noticeboards. Clerk
- Community Litter Picking Session: Members were reminded that a litter picking session had been organised for Saturday 2nd April, meeting at the Sundial at 2 pm. AB gave his apologies.

7. New Items for Discussion

- a. Chichester District Electoral Boundary Review Consultation: Details of the CDC proposal had been circulated in advance of the meeting, along with a copy of the submissions made by Kirdford and Plaistow & Ifold Parish Councils. Members supported the responses made by both Councils and agreed that over the years, the Parishes in the north east of the Chichester District had established a close working relationship as the communities shared similar issues and many common facilities. Although the proposal to alter the Wisborough Green Ward to include Ebernoe and Northchapel could be understood as a numbers exercise, there was little commonality at present. It was also noted that both Parishes were within the South Downs National Park with all its' implications. Although the proposed amendment would have no significant impact on Wisborough Green, there were no connections with Ebernoe nor Northchapel. The northern cluster appeared to be a more logical grouping. Comments to be submitted to CDC. Clerk

8. Correspondence: Details of correspondence received since 17th February 2016 was displayed at the meeting. The Clerk highlighted details as necessary:

- Enquiry from Wisborough Green resident about rental of the Old Workhouse. Advised would inform of arrangements when confirmed.
- **WSSC** - West Sussex County Council is running an online public consultation on the future of the 3in1 Card scheme which is a concessionary travel scheme for young people aged from 5-19. The County Council has proposed three options:
 - The 3in1 Card scheme continues in its current format
 - The 3in1 Card ceases to operate
 - The 3in1 Card ceases to operate but funding for 16-19 year-olds from low income families (in full time further education) would be made available.Clerk

For further information and to take part in the consultation, please go to <https://haveyoursay.westsussex.gov.uk/highways-and-transport/3in1card>
The consultation period runs until Friday, 8 April 2016.

The Clerk highlighted that students in the The Weald Sixth Form were not guaranteed a space on the school bus. As such, there were currently 5 students that had to catch the public bus to and from the school. She gave explanation to the cost of the scheme and bus fares. Members agreed that with the expected increase in housing, there would be more pressure on the school buses and potentially more students would not be able to obtain school bus places. On this basis, members objected to the removal of the scheme. Clerk to respond accordingly.

- CDC – minutes and presentations from the North East Parishes Meeting on 21 January 2016 – circulated.

- WSCC – consultation on draft West Sussex County Council's Road Safety Framework. Last reviewed in 2010. At that time an interim strategy was adopted in lieu of the on-going national review of road safety. Draft document takes account of Department for Transport's 'Strategic Framework for Road Safety', the key themes being increased focus on education and training, together with enforcement/remedial, action for offenders, improving local decision making, and the building of local capacity. Central to the draft Framework is the principle that it can never be acceptable that people are killed or seriously injured when moving within the road transport system. The Framework proposes the adoption of Vision Zero, where eventually no-one is killed or seriously injured when using the road transport system.

Link to consultation:

<https://haveyoursay.westsussex.gov.uk/west-sussex-fire-rescue-service/road-safety-framework-2015-2026>

Details circulated.

- Rural Services Network - Weekly Email Digest – circulated.
- CAGNE Bulletin update. Circulated. Flight path change, departure update, pollution.
- CDC- confirmation that Precept payments will be paid on : First instalment: - 15 April 2016
Second instalment: - 9 September 2016. **Highlighted to members.**
- CDC – Update on sewerage arrangements for Winterfold Planning application – circulated. “The applicant has now undertaken a Stage 2 Capacity Assessment for foul drainage and Southern Water confirms the necessary infrastructure upgrades to the foul drainage network. In terms of the pumping station, further information has been provided by the applicant. This is not proposed to be formally adopted by Southern Water, but will be a small, privately maintained underground pumping station to serve units 2-6 only. The pumping station will be located 15 metres from the closest dwellings, as recommended by Southern Water, and the above ground compound, as specified by Southern Water, will not be required. Twice yearly maintenance is to be undertaken from the road (on Durbans Road). Environmental Health Officers are now significantly reassured that the pumping station will not cause an adverse amenity impact. The final details of foul water drainage, including maintenance, may be secured by planning condition and a separate Legal Agreement through the Water Industry Act between the applicant and Southern Water.”

Members expressed some concern that the proposals would be sufficient and not increase concerns associated with the Moonsbrook pumping station.

- South Downs National Park – newsletter update – circulated.
- CDC – further update on Winterfold sewerage arrangements – circulated. “In relation to the foul water drainage capacity, officers note your concerns, but we have received a Stage 2 Capacity Assessment, which requires certain infrastructure to be upgraded to serve this development, i.e. the report demonstrates there is an engineering solution. Officers consider this to be acceptable, subject to conditions to require the works to be implemented, completed and confirmed operational prior to first occupation. In respect of the private maintenance agreement for the pumping station, it is important to note that this is an outline application which seeks approval for the principle and access only. That level of detail would be provided as part of a forthcoming reserved matters application and by planning condition. The pumping station is required to serve 5 units only as the others can drain by gravity. The reason for the pumping station is that the existing ditch across the site is being retained so the foul water cannot get through it and these properties have to discharge to the north west.”
- Rural Services Network - Weekly Email Digest – circulated.
- Safer West Sussex Partnership (SWSP) - multiagency group that provides a countywide co-ordinated -approach in delivering effective responses to crime and anti-social behaviour across West Sussex. Following a review of partnership activity in the last 12 months and an assessment of the threats and risks impacting nationally and regionally on West Sussex, seeking resident views and experiences on crime in their local area. Survey to complete. Circulated and sent to Neighbourhood Watch Coordinator for circulation.
- WSCC – County news for Chichester District for February 2016 – circulated.
- Came & Company – insurance broker – newsletter relating to events organised for Queen's 90th Birthday celebrations.
- SSALC – Monthly newsletter – circulated.
- Sussex Police – letter from Chief Inspector Justin Burtenshaw - Arun & Chichester District Commander – detailing proposed staffing changes and PCSO role. Circulated.
- Cricket Club – notification that the installation of the new nets is scheduled for the 21st March and expected to take 4 days. Existing concrete pad to be removed by E P Clark – site will be secured. Circulated.

- Rural Services Network - Weekly Email Digest – circulated.
- CDC – agenda for forum meeting on 5th April 2016 – PD to attend.
- The Three Crowns – following repair to garden, have also tidied up and re-turfed outside gate. Asking if Parish Council would provide signage to stop vehicles parking on grass. **Members agreed that the parking and subsequent damage was more often than not associated with the public house. The use of this area had been raised with Mr Skinner, Publican, at the meeting held in November. Members therefore agreed that the Parish Council would not provide signage. The Clerk advised that she had spoken to the owners of Forge Cottage and confirmed that the Parish Council agreed to their proposal to improve the access and that the Parish Council would extend the area to improve access to the public toilets. There had been no further contact to date.**
- Communication between Josef Ransley and CDC re boundary review – circulated for information.
- Josef Ransley – details of Spacehus – circulated for information.
- Plaistow & Ifold Parish Council – copy of response to CDC re boundary review – support's Kirdford PC's comments – circulated.
- Rural Services Network - Weekly Email Digest – circulated.
- SDNP – Invitation to attend AiRS event on the 23rd March 2016 from 7-9pm at Pulborough Village Hall. The evening will focus on community land trusts (explaining community led approaches to housing development and the management of community assets) and alternative methods of design and build. Circulated for info.

Clerk

7. Planning:

- a. Planning Applications: The following application was reviewed. Details of the application and plans had been circulated in advance of the meeting and were displayed.

Application Number	Application
WR/16/00423/DOM	Mr And Mrs Ayres, Hightrees The Luth First floor extension to bungalow with pitched roof over (trussed roof). <u>No Objection</u>
WR/16/00182/FUL	Mrs Linda Cooper, Greenways Nursery Kirdford Road Demolition of green house and the erection of fence and soft landscaping. <u>No Objection</u>
SDNP/16/00697/CND	Mr Leslie Allen-Vercoe, Burdocks, Fittleworth Road, Variation of condition 2 of permission 10/03746/DOM. Alterations to internal layout, changes to position and size of windows and doors. <u>No Objection</u>

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

Application No:	Application	Decision
SDNP/15/05355/HOUS	Mr Richard Hextall Mockbeggars, Horsebridge Hill, Bedham, Erection of new storage building with a stable and associated access track	Approved
WR/15/04166/TCA	Wisborough Green Parish Council Recreation Ground, A272 The Luth To Durbans Road, Various tree maintenance work	No TPO

WR/16/00021/DOM	Mr Angus Schoenberg Oakfield Billingshurst Road Wisborough Green Demolition of garage and existing flat roofed front bay window. Sitting room and kitchen extended. New study and front porch constructed.	Permit
WR/16/00063/TCA	Mr George Nicholls Upfield's Stores School Road Wisborough Green Notification of intention to fell 1 no. Ash tree (marked on plan as T1).	Withdrawn
WR/16/00166/TCA	Mr Christopher Pain Upfield's Stores School Road to fell 1 no. Ash tree (T1) and 1 no. Pear tree (T3). Reduce height and lateral spreads by 2m on 1 no. Hawthorn tree (T2). Crown reduce by 50% on 1 no. Cherry Laurel (T5). Reduce height by approximately 5m, reshape lateral spreads by 2m and crown lift by up to 4m (above ground level) on 1 no. Maple tree (T6). Reduce heights by 2m and reshape spreads by 1m on 2 no. Crab Apple trees (T7 and T8). Remove lowest limb (growing towards property) on 1 no. Crab Apple tree (T8). Crown reduce height by 2m and lateral spreads by 0.5-1.0m on 1 no. Beech tree (T9).	No TPO

c. Enforcement Matters:

- The Wisborough: No further update. The Clerk would follow up with CDC.
- Café Flags: No further update had been received. The Clerk would follow up with CDC.
- Laurel Cottages, Petworth Road: It had been reported to the Clerk that a new access had been created onto the A272. The matter had been referred to CDC.

- d. Appeals: Notification had been received that an appeal against CDC's refusal of planning permission for Land at Wilton Cottage, Kirdford Road, had been made. Members agreed that, although the Parish Council had objected to the application, there were no further comments to submit.

11. Finance:

- a. Donation Requests: A list of requests received over the year, along with details of the payments agreed for last year, was circulated for consideration. The Chairman reminded members that the Council had previously been agreed that only those organisations which had made a formal request and demonstrated benefit to the village would be supported. Councillors discussed the policy further and agreed that due to its' own budget constraints this year, only charities with a local connection would be supported, therefore the following donations were agreed:

The Royal British Legion	£100 (paid in November 2016)
Wisborough Green Minibus	£250

Clerk

- b. Accounts for Payment: The Clerk circulated the Cheque List for March 2016, which was approved.

Cheque Number	Total	Details
DDebit 12.03.16	34.20	Plusnet – Village Hall broadband .
2967	25.02.16 6000.00	GS Builders – 2 nd payment for Workhouse Refurbishment
2968	565.97	Billingshurst Plumbing Supplies – plumbing supplies for Workhouse refurbishment
2969	2119.59	Alsford Timber Ltd – building supplies for Workhouse refurbishment
2970	01.03.16 399.39	Alsford Timber Ltd – building supplies for Workhouse refurbishment
2971	1025.40	N P Stanley Ltd – electrical work for Workhouse Refurbishment
2972	10.03.16 6000.00	GS Builders – 3 rd payment for Workhouse Refurbishment
2973	1068.00	Harry Stebbing Workshop – new community noticeboard
2974	15.03.16 411.64	C Brewer & Sons Ltd – decorating supplies for Workhouse refurbishment
2975	1359.47	Kew (Electrical Distributors) Ltd – electrical supplies for Workhouse refurbishment
2976	807.80	Alsford Timber Ltd – building supplies for Workhouse refurbishment
2977	190.48	Chichester District Council – Workhouse Council Tax for April
2978	99.05	GB Sign Solutions Limited – new sign pole for village green
2979	4500.00	Mrs L N Davies – kitchen for Workhouse refurbishment
2980	1440.00	Paul Tanner Associates – structural survey of Village Hall and Workhouse
2981	1323.00	West Sussex County Council – clerk's salary for February
2982	197.05	Mrs L N Davies – printing of March newsletter and postage for grant application
2983	1400.00	Mrs B Twelvetrees – annual litter picking contract 2015/16
	28941.04	Cheques dated 15 th March 2016 unless stated otherwise.

- c. Statement of Accounts: The actual year to date figures against budget were displayed. The Clerk gave explanation to the income and anticipated expenditure expected before the year end on 31st March. There were no further questions. HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending February 2016 for the Parish Council's Business Account.
- d. Subscription to Sussex Association of Local Councils: Members agreed to continue with membership of both SALC and NALC at a cost of £423.14 and to receive one quarterly copy of the Local Council Review at an annual cost of £17.00.
- e. Future Banking Arrangements: Notification had been received that CDC would no longer accept cheque payments. As legislation had now changed to allow Parish Councils to make online payments, members agreed that the Parish Council should move towards this method of payment, as necessary. It was agreed that the Clerk should contact Natwest Bank and review Financial Regulations and Risk Assessments for further consideration by the Council.

Clerk

11. Other Reports:

- a. Village Hall: The Building Surveyor's report had now been received and circulated. The Working Group would be meeting shortly to consider the report and next steps. The Clerk advised that a grant application had been made to Gatwick Airport Community Trust to help fund the initial feasibility study.
- b. Allotments: Details of the rent review history was circulated to members in advance of the meeting. Members agreed that there would be no increase from 1st April 2016, but tenants to be advised that a rent increase maybe applied next year. As Mr Preston-Jones was no longer able to continue as Allotment Supervisor, MK agreed to take on this role; having an allotment himself, he was often on site. The Clerk advised that 2 allotments would be relinquished from 1st April, but taken by 2 people on the waiting list. The tenant of allotment 13B had been given notice to quit.

As this allotment was in a poor state, members agreed that the fruit cage could be located onto allotment 5 in exchange for help in covering allotment 13B as weed control for this year.

- c. Green Co-ordination Group: The Clerk was currently trying to set a date to meet. AB advised that he was looking at the work required to the Green, but expressed his opinion that many of the old drains were no longer working satisfactorily hence the ground saturation which was reducing use. The Cricket Club had also expressed concern to AB about the outfield levels. The Chairman advised that the fair damage was still to be repaired when the ground conditions permitted and that over the years the Parish Council had invested in drainage. There issues to be considered at the next Green Coordination Group meeting.
- d. Neighbourhood Watch: Several advisory notices had been circulated.
- e. Youth Club: MK advised that the Club had now formally closed and assets transferred to the Parish Council. The bank account would be kept open, but the bulk of the funds transferred to the Parish Council to be ring fenced for any future Youth facility.
- f. Parish Meeting with Nick Herbert: SO attended the meeting in Petworth on Friday 11th March 2016. The Chairman of Petworth Town Council gave an update on current events and issues within the Petworth area, before introducing Nick Herbert MP. Mr Herbert explained the position of the Government in reversing the Centralisation policies of the Thatcher era through the use of the Localism Act by devolving power back to Local Authorities. He saw Neighbourhood Planning as an important part of this process and praised the huge effort and achievement of many Towns and Parishes within his constituency in writing and successfully adopting their Neighbourhood Plans.
He answered questions from the floor and agreed to take back concerns from three parishes regarding the exclusion of important policies that reflected the individual needs and wishes of the local community (known through the required public consultation) at the Examination stage; development phasing was the example given.
He explained that he tried to facilitate issues brought to him about Neighbourhood Plans but did not express a view as this was not his role.

Clerk

13. Any Other Matters to Report

- a. The Chairman had spoken to Mr Rollings at Fishers Farm regarding the verge damage caused by Fishers' visitors at Half Term. He agreed to reinstate at the appropriate time. Members also agreed that the owner of 'Fishers House' should be asked to reinstate the verge opposite his entrance following his recent building work.
- b. HT had noted the change to the advertising board on the shepherd's hut at The Wisborough and wondered if this was permissible. As this was unknown, Clerk to make enquiries from CDC.

Clerk

14. Date of Next Meeting:

Planning Committee on Tuesday 5th April 2016 at 8.00 pm
Parish Council Meeting on Tuesday 19th April 2016 at 7.45 pm
Annual Parish Meeting on Thursday 28th April 2016 at 8.00 pm

There being no further business, the meeting was closed at 9.55 pm.

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Chairman

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Date