

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 17th January 2017

Date: Tuesday 15th November 2016

Present: Mr K Charman (KC) (Chairman), Mr M Newell (MN), Mr H True (HT)

Apologies: Mr A Burbridge (AB), Mr P Drummond (PD) Mr A Jackson (AJ), Mrs S Overington (SO)

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

Members of Public: 1

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

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Burbridge, Mr Drummond, Mr Jackson and Mrs Overington.
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 18th October 2016 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 1st November 2016 were approved as a correct record and signed by the Chairman.
5. Council Membership: There had been no further interest in the remaining two vacancies; personal approaches were encouraged by the Chairman.
6. District/County Councillor Update:

District Councillor:

- Mr Ransley advised that there were a number of issues currently being addressed by Chichester District Council (CDC), but none that would have an impact locally; A27 bypass which had very divided opinions in the south district, development site allocations (already identified in Wisborough Green's Neighbourhood Plan).
- The Council Tax would be determined at the December Council meeting.
- Mr Ransley requested that he be sent a copy of the Parish Council Planning Committee Minutes to be kept informed of applications and Council decisions.
- Ward members were now being consulted on pre-application enquiries. He would be asking CDC if he was able to consult with the Parish Council on such matters as having local knowledge was often desirable, and would report back.

County Councillor:

- Mrs Duncton advised that West Sussex County Council (WSSCC) was promoting the help available for carers and fosterers.
- WSSCC, along with Members of Parliament and other Councils across West Sussex, was pursuing the 'Worthless' campaign to raise awareness of the poor Government funding of education in West Sussex. In answer to HT's enquiry, Mrs Duncton advised that it was not known why funding was so low compared to other areas of the country and as such, every effort was being made to change the situation.
- There were many issues currently being considered by WSSCC but not within the local area.

- Mrs Duncton was now involved in the Task & Finish Group which would be looking at future car parking and traffic within town centres. The City of Chichester was the first to be assessed, probably followed by Crawley.

7. Public Questions: Dr Jill Sutcliffe, Keep Kirdford and Wisborough Green (KKWG), attended the meeting to hear discussion relating to Boxal Bridge. KKWG had been involved in previous discussions with WSCC and was aware that a provisional scheme to replace the bridge had now been prepared. She highlighted that the WSCC Council Meeting Minutes of 16th October 2015, which had been prompted by the KKWG petition wishing to see the bridge retained, stated: "*that WSCC Highways work closely with the Kirdford and WG Parish Councils to explore the safest and most acceptable project for the future of the bridge, taking into account the rural environment as well as architectural and historical merit.*" Dr Sutcliffe advised that the original brief given by WSCC to Parson Brinckerhoff, which undertook the options report, was for replacement which had been challenged at subsequent meetings. KKWG had commissioned two independent reports which identified that, although the bridge did need some remedial work, it was structurally sound and did not need demolishing.

The Chairman thanked Dr Sutcliffe for her comments and proposed to members that the order of business be varied to allow for earlier consideration of the Boxal Bridge agenda item, which was approved.

8. Matters Arising from the Parish Council Meeting on 18th October 2016 and on-going matters:

- a. Boxal Bridge: The Chairman gave brief explanation to the history and previous discussion relating to the bridge, confirming that there had been a strong local reaction to the possible replacement and both Parish Council's had objected. The original plans had been to widen the road and replace with a modern structure to meet current safety requirements. The rationale and need had been discussed with WSCC Highways at length. KKWG had organised a local petition which received over 3000 signatures resulting in the matter being taken to a West Sussex Council meeting for debate. It was agreed that the recent communication from WSCC raised a number of issues. If demonstrated as being structurally sound, why was replacement still being considered at this time when the Council was making austerity cuts. There were other road improvement projects, such as Newbridge, that would seem more desirable. It was agreed that a meeting with Kirdford Parish Council and KKWG should be organised in the first instance before responding to WSCC. Clerk to organise.

Clerk

8.10 pm - Mrs Duncton and Dr Sutcliffe left the meeting.

- b. Gatwick Airport: The latest updates from Communities Against Gatwick Noise Emissions (CAGNE) and Gatwick Area Conservation Campaign (GACC) had been circulated to members. The Government announced on Tuesday 25th October 2016 that expansion at Heathrow, rather than Gatwick, was favoured. PD to provide an update at the next meeting.
- c. Affordable Housing and Community Land Trusts (CLT): At the last meeting, the Parish Council agreed in principle to work in partnership with Greenoak Housing Association to provide affordable housing in the village, subject to a satisfactory agreement. A draft agreement had now been received and was circulated in advance of the meeting and also displayed. It was agreed that the key headings to address and to be sent back to Greenoak for incorporation were:
 - Guarantee to build to design standards in Village Design Guide.
 - Allocation Policy as per the Neighbourhood Plan.
 - Tenure
 - Inclusion of a review.
 - Greenoak to provide for legal service costs for independent review.

PD

Clerk to prepare response to be agreed by MN and HT before forwarding to Greenoak.

Clerk/MN/HT

- d. Traffic Management Plan: The Traffic Management Plan Group had met on 25th October 2016 and minutes circulated. Obtaining sufficient information to display at the consultation event next year had been discussed and as such, a quotation from Laurence Shaw Associates to prepare further drawings had been received. Details were provided and members agreed to further expenditure of £337.50. The merits of obtaining a speed and volume survey on the A272 west of the village was

discussed. It was agreed that the data currently available for Petworth Road should be reviewed in the first instance; the cost of a 7 day survey would be £490. The Clerk had also arranged to meet the WSCC Highways officer again to assess sites for Village Gateways. In terms of the consultation event, this was confirmed as Saturday 11th February, 10 am to 4 pm, in the Village Hall. The Group would need to meet to consider advertising literature and displays.

Clerk

8.30 pm - Mr Ransley left the meeting room.

- e. Dog Waste Bin: Costs had now been obtained for the provision of a dog bag dispenser and a further dog waste bin; details were displayed. Members agreed to provide a dog bag dispenser, at a cost of £123.50 (plus installation), along the west road, noting that there would be an on-going cost of £28.00 to re-stock with 800 glove bags. Consideration would be given to a further dog waste bin if the problem persisted.

Clerk

- f. Public Toilet Access Improvements: The owners of Forge Cottage had now provided details of the proposal to improve their access across the village green. This would be undertaken at their expense, although the Parish Council had agreed to create a nominal splay to improve the access to the public toilets. Members agreed to the proposal and the Parish Council's expenditure of £97 plus vat.

Clerk

- g. Clerk's Report:

- Update on n-going matters:

- Public Telephone Box: Communication had now been received from British Telecom confirming that as the public telephone had only been used 9 times last year, it was proposing to remove the facility. The Parish Council has previously agreed to adopt the kiosk and create a Tourist Information kiosk. The Clerk had now started the application process and informed CDC accordingly. Mr Donovan, ex Parish Councillor, was investigating options to provide a Wi-Fi hotspot.
- Park Cottage Path Access: A number of different options had been put forward to prevent water flowing down the access path. Members agreed to an initial expenditure of £60 for minor earth works, the results of which would be assessed and more radical work undertaken if considered necessary. The Watershed reserve to be used.
- Pavilion Post: The post behind the Pavilion would be replaced at a cost of £100 labour plus post.
- Simmonds Bridge Easement: The easement was being progressed by the Parish Council's solicitor; the property owner would be covering all legal fees.

9. New Items for Discussion

- a. Future Objectives and Expenditure: A chart showing objectives taken from the Community Action Plan in the Neighbourhood Plan and other known projects had been circulated in advance of the meeting. The Finance Committee had initially considered at the meeting on 9th November 2016. It was agreed that the chart as presented would form an initial working document and be updated on an annual basis.

- b. Budget Preparations for 2017/2018: The current year's budget compared against predicted expenditure and next year's budget had been considered by the Finance Committee at the meeting on 1st November 2016. The Finance Committee meeting minutes and draft budget, amended following the Committee discussion, had been circulated in advance of the meeting and was displayed. The Clerk highlighted the amendments and gave explanation to the expense relating to the Village Hall and Pavilion bins. It was agreed that this should be considered further at the next meeting when the budget and Precept would be confirmed. It was noted that a revised figure for the Clerk's salary was still required.

Clerk

- c. Kirdford Road Pavement: Quotations had now been obtained to rectify the pavement flooding in Kirdford Road. Two options had been provided – provision of gullies or new surfacing. Members agreed with the contractors' observations that it was better to remove the water rather than react to a situation, and therefore agreed to accept the quotation from E P Clark & Co Ltd for £800 plus vat to provide 2 gullies connected to the drain. The Watershed reserve to be used.

Clerk

10. Correspondence: Details of correspondence received since 19th October 2016 was distributed prior and displayed at the meeting. The Clerk highlighted details as necessary:

- SSALC Update - You will be aware of the consultation by Government relating to the proposal to extend Referendum Principles to certain local councils. If introduced this would require a local council intending to increase its precept by more than 2% to hold a referendum. Under the proposal it is intended to apply to councils with a precept in excess of £500,000 and a parish Band D charge greater than £75.40.
- SSALC – AGM presentations – circulated.
- Durbans Road resident – dog mess placed on drive – being targeted. Advised to notify police.
- Hyde Group - now drawing up the specification for contractors to quote. The tender process normally takes about a month. Aware that the planning approval expires June 2017 and intend to have the work complete before then, Once the successful contractor has been appointed (late November/early December) I'll notify you of likely start dates.
- Rural Services Network – weekly email digest – circulated.
- GACC – update on runway decision – circulated.
- CAGNE Update 59 – circulated.
- CDC - consultation on a draft Heritage Strategy and Action Plan for the Chichester District Local Plan Area. A copy of the draft Strategy and Action Plan is available <http://www.chichester.gov.uk/article/24666/Historic-environment-strategy-and-guidance>
Comments by 9th December 2016.
- Rural Services Network – weekly email digest – circulated.
- GACC Newsletter – circulated.
- CDC – notification that new enforcement complaints form available on CDC website.
- SSALC – West Sussex ALC Spring Conference Thursday 30th March 2017 (0930 registration for a 1000 start, finishing at 1530) at The Lodge Hill Centre, Watersfield, Nr Pulborough. Holding a conference for West Sussex parishes in the Spring of 2017. Open to Councillors, Clerks and Deputy/Assistant Clerks, it will include presentations on many relevant topics (final programme to be confirmed). **Highlighted.**
- Local resident enquired as to what was happening. Response from CDC Planning Officer – Re Land South of Meadowbank - meeting took place with the developer in October in light of the first round of publicity and public consultation, to highlight and address a number of concerns raised by officers and consultees relating to the affordable and market housing mix; the layout and design; and highways. The meeting was productive and the developer appears willing to work with officers to address these fundamental concerns and objections. At this stage, I have received a sketch layout from the developer, but not a full set of formally amended plans and elevations. I envisage that, given the objections received to date, there is some way to go before the proposed scheme is compliant with policies of the Neighbourhood Plan and the Adopted Chichester District Local Plan. A second round of formal consultation and publicity will take place with consultees and the public, upon receipt of formally amended plans. **Highlighted.**
- Village Hall Management Committee – minutes of last committee meeting – circulated.
- WSCC Highways – further information about gateways and vehicle activated sign requirements. Forwarded to Traffic Management Group for information.
- Rural Services Network – weekly email digest – circulated.
- SSALC – Watch Out magazine by Check-a-trade – circulated.
- SSALC – November newsletter – circulated.
- Residents can now take part in Sussex Police & Crime Commissioner Katy Bourne's consultation for the Sussex Police Precept 2017/2018. This proposes to increase the police element of council tax rise by around £5 per household to fund over 100 new police officers and specialist staff. The web address is <https://www.sussex-pcc.gov.uk/priorities/budget/>
Circulated.
- Keep Kirdford and Wisborough Green – Three and a half years - notification of AGM and wildlife talk on Friday 25th November 2016 from 6.30 pm. **Highlighted.**
- Rural Services Network – weekly email digest – circulated.

11. 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.

SDNP/16/04597/FUL	Mr Robert Hall The Kiln , Brick Kiln Common, Wisborough Green, RH14 0HZ Replacement dwelling (revisions to scheme permitted under SDNP/13/03317/FUL). Grid reference: 502814 122916 The Parish Council has no objection to the replacement dwelling but objects to the location of the garage on the basis of the conflict with the trees protected under the Tree Preservation Order. It is important to ensure that the TPO protected trees are retained. Noting that the site has become more open and the mass of the replacement building greater, the Parish Council expects proper quality boundary screening via re-planting to be provided. This is to ensure that the wooded character of the area is retained.
WR/16/03421/DOM - Case Officer: - Paul Hunt - Minor Dev - All Others	Mr C. Hodgson Brooklands Farm Durbans Road Wisborough Green RH14 0DQ Replacement single storey link building. O.S. Grid Ref. 504851/126520 <u>No Objection</u>
WR/16/03422/LBC - Case Officer: - Paul Hunt - Other Dev - LBC's Alter/Extend	Mr C. Hodgson Brooklands Farm Durbans Road Wisborough Green RH14 0DQ Replacement single storey link building. O.S. Grid Ref. 504851/126520 <u>No Objection</u>
WR/16/03283/DOM - Case Officer: - Paul Hunt - Other Dev - Householder Developments	Mr And Mrs Donovan Oak View Newpound Lane Erection of single storey rear extension. O.S. Grid Ref. 505332/126191 <u>No Objection</u>

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

Application No:	Application and Reason	Decision
WR/16/02269/OUT	Mr P White Land Adjacent To Paplands Farm Cottages Newpound Demolition of commercial building and removal of concrete hard standing and replacement with 1 no. dwelling. Outline application with siting and means of access for consideration.	REFUSE Loss of employment land Isolated dwelling
WR/16/02718/DOM	Ms Julia Lord 9 Council Cottages Durbans Road Proposed single storey flat roof rear extension with internal alterations to include re-positioning of kitchen from front to rear.	Permit
WR/16/03146/FUL	Bucksgreen Holden Ltd Church View Billingshurst Road Replacing the existing windows and external doors of the ground floor premises with white PVC double glazed units.	Permit

WR/16/03272/TCA	Mrs Vanya Seager-Green Field House Newpound Lane Wisborough Green Notification of intention to crown reduce by 20% (all round), crown thin by 10-15% and remove 4 no. lowest small limbs on western sector on 1 no. Oak tree. Field House Newpound Lane Wisborough Green Billingshurst West Sussex RH14 0EE National Grid No.: 505095/126118	No TPO
WR/16/03282/TCA	Mr Mick Hollands Wickets Cottage Petworth Road Notification of intention to crown reduce by 3m (from branch tips) overall on 2 no. Birch trees (T1 and T2). O.S. Grid Ref. 504911/125894	No TPO

- c. Enforcement Matters: Nothing to report.
- d. Planning Appeals: Nothing to report.

12. Finance:

- a. Accounts for Payment: The Clerk circulated the Payment List for November 2016 which was approved. The income received was noted.

Payment Method	Date	Total Paid	Payee	Details
DDebit	01.11.16	3890.16	Public Works Loan Board	Workhouse and playground refurbishment loan repayments
DDebit	12.11.16	43.44	Chichester District Council	Rental & emptying of Pavilion waste bin (Oct)
DDebit	12.11.16	60.80	Chichester District Council	Rental & emptying of V Hall bins (Oct)
DDebit	15.11.16	34.20	Plusnet	Village Hall Broadband
CH3087	25.10.16	637.80	Pyzer Cleaning Services	Daily cleaning & supplies for public toilets to 14 Oct & extra weekend cleans
CH3088	25.10.16	233.98	Southern Water	Allotment water to 28 May to 16 Oct 2016
CH3089	25.10.16	1323.00	West Sussex County Council	Clerk's salary for September
CH3090	15.11.16	493.80	Pyzer Cleaning Services	Daily cleaning & supplies for public toilets to 8 Nov
CH3091	15.11.16	55.00	Arun District Council	October newsletter printing cost
CH3092	15.11.16	540.00	Laurence Shaw Associates	Preparation of scheme drawings for traffic management plan
CH3093	15.11.16	1323.00	West Sussex County Council	Clerk's salary for October
Total		8635.18		

Income Received:

BACS	5.10.16	250.00	Wisborough Green Fete Society	Donation towards public toilets
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The donation from the Fete Society was noted with grateful thanks. Clerk to acknowledge.

Clerk

- b. Statement of Accounts: The Clerk presented details of the actual year to date figures against budget; the report had been circulated in advance of the meeting. There were no further questions.
- c. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending October 2016 for the Parish Council's business and reserve accounts.

- d. Internal Auditor: The Clerk had sought tenders for the 2016/17 audit from auditors listed on the SSALC website as well as the auditor used by Petworth Town Council; details were given. It was noted that two auditors would provide the service for a similar cost, which included allowance for mileage, being £200. Both auditors were approved by the Parish Council but as the work would be undertaken in the Clerk's home, the final decision was delegated to the Clerk following references and further contact.

Clerk

13. Other Reports:

- a. Village Hall: In the absence of SO, the Clerk advised that a request for pre-application planning advice had now been submitted to CDC. She also highlighted that the Village Hall AGM would be held on Thursday 24th November 2016 at 8.00 pm.
- b. Allotments: Explanation was given to allotment rent increases in recent years; figures were displayed. Members agreed that the rents should be increased as this would help towards the hedge maintenance approved by the Finance Committee. Rates agreed as follows:

	Current Year	From 1 st April 2017	From 1 st April 2018	From 1 st April 2019	From 1 st April 2020
Full Size	26.00	28.00	30.00	32.00	32.00
Half Size	14.00	16.00	17.00	18.00	18.00
Small Plot	8.00	9.50	10.00	10.50	10.50

The Clerk advised that she had received one out of three quotations for the hedge cutting – details provided. Members agreed that the hedge should be cut this winter and approved the expenditure for the cheapest quotation, noting that the cuttings would be burnt on site – the decision was delegated to the Clerk.

Clerk

- d. Pavilion: Nothing to report.
- e. The Green: A Green Coordination Group meeting was held on 26th October 2016. The minutes were circulated in advance and displayed. The following items were highlighted:
- Cricket Practice Net: The Cricket Club had sought advice from the contractor relating to some dips in the batting surface and some remedies would be tried over the next few weeks. The Cricket Club acknowledged that the area needed further tidying and had also agreed to reinstate the basketball hoop.
 - Parking in the west road: Members agreed that a carefully worded letter should be sent to all residents highlighting the problems caused by parked cars and asking that cars are parked within curtilages where possible. The need to keep boundary hedges and vegetation cut back to be highlighted.
 - The STRI Advisory report on the Village Green, Cricket Outfield and Sports Pitches had been circulated to all, the contents of which were noted.
 - Confirmation had been received that a cricket match would be held on Saturday 2nd September and the Charity Ballooning Team advised accordingly.
 - As the Sports Association did not consider the junior goal to be their responsibility, members agreed that it should be replaced next year as it was well used. Figure to be included in the budget.

Clerk/KC

Clerk

14. Any Other Matters to Report: There were no further matters to report.

15. Date of Next Meeting:

Planning Committee Meeting on Tuesday 6th December, Tuesday 20th December 2016 and Tuesday 3rd January 2017 at 8.00 pm.
Parish Council Meeting on Tuesday 17th January 2017 at 7.45 pm.

Part 1 of the meeting closed at 9.30 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.

16. The Old Workhouse: The Chairman provided an update and confirmed that both the Parish Council and the Village Hall Management Committee would seek their own legal advice to ensure that both parties were fairly represented. Members agreed the terms of the new Lease.

17. Clerk's Salary: Previously discussed in detail by the Finance Committee. In the absence of other members, it was agreed that the Clerk's salary should be deferred to the January meeting. However, it was agreed the Chairman would circulate a briefing to obtain feedback to aid the budgeting process.

KC

There being no further business, the meeting closed at 9.40 pm.

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Chairman

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Date