

# Wisborough Green Parish Council

## Minutes of the Parish Council Meeting to be agreed on 15<sup>th</sup> March 2016

Date: Tuesday 16<sup>th</sup> February 2016

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

Apologies: None

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: 8

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

Action By

1. Apologies for Absence: No apologies had been received.

2. Declaration of Members' Interests:

Being a member of the Sports Association Committee, AB declared his interest in the Pavilion Improvement Plans.

Being a member of the Fete Society, the Clerk declared her interest in the application to use the Green.

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 19<sup>th</sup> January 2016 and the minutes of the Planning Committee meeting held on Tuesday 2<sup>nd</sup> February 2016 were approved as a correct record and signed by the Chairman.

4. District/County Councillor Update:

District Councillor:

- At the Full Council meeting on 26<sup>th</sup> January, the Community Infrastructure Levy (CIL) charging schedule was formally adopted, which, for our area, equated to £200 per square metre for new development. If a Neighbourhood Plan was in place, the Parish Council would receive 25% of this contribution designated to be spent on infrastructure projects; without a Neighbourhood Plan, 15% would be received.
- New supplementary planning guidance had been published relating to the planning obligations for new development and affordable housing provision. If a developer challenged the financial viability, Chichester District Council (CDC) could engage an independent person to appraise.
- Leisure centres, which were previously managed by the Council, had now been outsourced; this included the nearest facility at Midhurst.
- Mr Ransley highlighted the recently advertised consultation on the Electoral Review of the Chichester District which would result in Ward changes. The criteria was to reduce the Council from 48 to 36 councillors with a more even distribution of residents represented. It was proposed that Wisborough Green was linked with Kirdford, Ebernoe and Northchapel. With the close relationship with Loxwood and Plaistow and Ifold, Mr Ransley felt that the decision to link with Northchapel was a little puzzling. CDC's recommendation was concluded today and would

shortly be available on the website. Residents, as well as the Parish Council, were encouraged to respond.

- With regard to the Crouchlands Biogas Site in Plaistow, the Certificate of Lawfulness Appeal was being held on 12<sup>th</sup> and 13<sup>th</sup> May 2016.
- Mr Ransley had highlighted the Government's encouragement of 'Fracking' to Council. Whilst many in the South were not aware of the issues and implications, it was obviously very pertinent to the north of the District and an issue that had already involved CDC officers.

County Councillor:

- The Council would be ratifying the budget on Friday. She anticipated that a 3.95% increase would be approved, 2% being ring fenced for provision for the elderly.
- The Council was fortunate to have received an additional £6.2 million funding for the next two years although this did not reimburse previous reductions. The Council would now consider how the funding would be used, which might include loan repayments.
- The Council would be reviewing grant schemes and whether the Members' Big Society Fund was viable and provided for good community use. The County Local Committee grants would also be reviewed. Mrs Duncton felt that the CLC grants did provide good support to communities.
- The Council continued to focus on young people, the economy and later life.
- The Ofsted inspection of Young People's Services had now concluded. Results had improved considerably since the last inspection and the service was now rated at the higher end of 'Acceptable'.
- The Adult Education scheme 'Aspire' was being reviewed.
- Watershed funding was being reintroduced with an initial fund of £500,000 being allocated. It had proved to be a successful and cost effective scheme to allow local issues to be resolved at a local level. A new team would be managing the process.
- A number of meetings had been held to consider Devolution and the linking of the three Counties. Mrs Duncton gave assurance that WSCC would not go ahead unless there were clear advantages.
- A further £1 million had been put into the road programme as the roads were heavily used.

5. Public Questions:

Dr Jill Sutcliffe, of Keep Kirdford and Wisborough Green (KKWG), highlighted that 11<sup>th</sup> March was the date on which Celtique Energy withdrew from the Appeal. The Group had therefore agreed to mark the occasion annually and had organised a joint village event on Friday 11<sup>th</sup> March at 7.30 pm in Wisborough Green Village Hall. Mr Michael Blencowe of the Sussex Wildlife Trust would be giving a talk on Wildlife of Kirdford and Wisborough Green Parishes. KKWG's aim was to document the wildlife in both Parishes to get a detailed knowledge of what wildlife lived where.

6. Pavilion Improvement Plans; The Chairman welcomed members of the Sports Association and invited Mr Ian Elliott (Chairman) and Mr Michael Gadd (Committee Member) to make a presentation to the Council.

Mr Elliott explained that he had been Chairman for 4 years, and since 2000 there had been plans to modernise and improve the Pavilion building, which was now in excess of 40 years old. The Association had been fortunate to receive a bequest some 10 years ago, which had been given with the intention to spend on the sports facility. As Chairman, he had circulated a questionnaire to social club members and the associated sports clubs to seek opinion on extending the current Pavilion or replacing with a new facility. There were obviously mixed opinions and he personally had originally been in favour of extending the existing building. However, having discussed further with Mr Gadd and looked at some rough proposals, he could clearly see the benefits of a new build. The current building had a severe problem with water ingress and was structurally unsound. The Sports Association would therefore like to put forward a proposal for a new facility.

Mr Gadd gave explanation to considerations for the new building, which included key elements to improve parking and access and to lessen impact upon neighbours. The structure would be changed to improve attractiveness and to meet legal requires in terms of proximity to football pitch, changing facilities, accessibility and internal environment. Mr Gadd explained that initial discussions had been held with the Parish Council and CDC in February 2015 to get an idea of what might be acceptable in terms of location, footprint, height and design. Since then, further feedback had been received from the Clubs and an architect engaged on an initial pro bono basis. Guided by the architects, they had

worked on the shape to minimise height and to keep within the footprint and to locate appropriately with regard to protecting views. It would mean demolishing the existing before the new one was built, potentially with portacabin provision. They had kept with the existing style but blended with a new element to reflect 2016 design. Drawings and plans were displayed, as well as a scaled model, and explanation and the rationale given to the internal and external elements and layout. The build time was 4 to 5 months.

Members unanimously agreed that the Council was supportive of the plans displayed and agreed that pre-application advice should be sought from CDC as the next step. Members expressed some reservations about the parking element and the link to the new building, and agreed to give this element further consideration at a future meeting. Management of the parking area would also need to be considered.

Mr Gadd also advised that an initial fundraising event was being planned for 8<sup>th</sup> May which would hopefully raise funds to pay for architect fees to take the project forward. It was a managed and timed 5 or 10K running race. AB would provide further details in due course.

The Chairman thanked all for attending the meeting and making a valuable presentation.

8.40 pm – Mrs Duncton and members of public left the meeting room.

#### 8. Matters Arising from the Parish Council Meeting on 19<sup>th</sup> January 2016 and ongoing matters:

- a. Neighbourhood Plan (NP): MK advised that since the last meeting, further discussions had been held with CDC regarding the Examiner's Decision Statement. Unfortunately, it had not been possible to alter any of the Examiner's recommendations as this could lead to judicial review which CDC would be unable to defend. Although the main elements related to items now covered by the Local Plan, the issues had been highlighted by the community so it was with disappointment that these references had been removed. However, it had been agreed that these elements could be included in the Village Design Guide and that this document, once updated, could follow due process to be adopted as supplementary planning guidance.

The Decision Statement had previously been circulated to members and was formally accepted. MK explained that a report along with the Decision Statement would now go to CDC members of the Development Plan and Infrastructure Plan Panel on 25<sup>th</sup> February prior to Cabinet on 8<sup>th</sup> March. If due process was followed, it was anticipated that the Referendum would be held in May or June.

MK had provided an update for the next newsletter which emphasised the importance of having a NP in place. The Parish Council had to be aware of campaigning regulations relating to the referendum and as such, when the referendum date was known, any further communication would need to be considered carefully. Members agreed that some might see the removal of community concerns negatively and as such, the existence of the Village Design Guide should be highlighted. Mr Ransley advised that the Government was currently updating NP guidance. It was still supporting adopted NPs irrespective of whether there was a lack of 5 year land supply in the district. Although delivery of sites in the district had now improved, having the NP in place gave protection to the village from any housing above the number in the NP.

b. Gatwick Airport:

- 2<sup>nd</sup> Runway: The Government decision was due to be announced this summer but had now been further postponed.
- Arrivals Review: The Gatwick Airport Independent Arrivals Review reported on 28<sup>th</sup> January. Their report was comprehensive, comprehensible and if all elements were adopted and enforced, there would be an improvement over Wisborough Green.
- Airbus A320 Whine: The Review team had recommended that Gatwick should set a 'sunset' date of 31<sup>st</sup> December 2017 for unmodified aircraft using the airfield with an immediate financial penalty for those that did.
- Routing to the Instrument Landing System (ILS): In 2013 the minimum distance from the airfield at which aircraft joined the ILS (in effect, the straight flight route on which aircraft make their final approach) was moved 2Nm to the west, to 10Nm from the runway; the effect

on Wisborough Green and the Parishes to our north and north-west was that arriving aircraft were more concentrated overhead as their flight paths were being squeezed into a narrower swathe. All protest groups had signed up to a doctrine of 'fair and equitable' dispersal of arriving aircraft. The Arrivals Review had recommended that the swathe at which arriving aircraft join the ILS should be widened to between 8Nm and 14Nm from Gatwick. If this proposal was adopted and put into practice it would not reduce the number of aircraft landing from the west but it should reduce the concentration flying directly overhead.

- Continuous Descent Approach (CDA): This technique aimed to keep arriving aircraft as high as possible for as long as possible, 'low power, low drag' to reduce noise. Whilst arriving aircraft were already required by CAA and Gatwick to use the technique whenever possible, the standard to meet was quite low. The Review Team has identified some additional measures to improve the noise impact of CDA.
- Noise Complaints Procedure: An overhaul of Gatwick's complaints policy and procedures to try and restore some trust in the system.
- Noise Management Board: The review has proposed the establishment of a Board for Gatwick by Summer 2016 to be operated under independent chairmanship and comprising representatives from each of the institutions able to effect change for Gatwick arrivals, the Chair of the Airport Consultative Committee (GATCOM) and both elected council members and residents' representatives.
- Landing Direction: Potentially bad news for WG. The prevailing winds (around 70%) were generally from the west and aircraft land and take-off into the wind, therefore most of the arriving aircraft, which create more noise disturbance on the ground than departing ones, arrive from the east. The Arrivals Review has recommended the development of a new protocol so that when there is little or no wind, generally in the evening or at night, arrivals are switched to our side of the airfield. Whilst this was not ideal, to fight it would not be in accord with the widely accepted principle of 'fair and equitable' dispersal.
- Gatwick should publish, not later than 31<sup>st</sup> March, a description of the steps that it is intending to take in response to the arrivals report and which, if any, of the recommendations it plans to pursue.

At the last meeting, PD had raised the idea of formally establishing a local group that represented the villages in this area. This idea had now been pursued further and discussed with other Parish Council representatives, all, in principle, agreeing with the proposal. The Group would be called Association of Parish Councils Aviation Group (APCAG). A Constitution and Terms of Reference were displayed and reviewed. The Chairman thanked PD for all his hard work and members formally agreed that Wisborough Green should be a member of APCAG and that PD would represent the Parish Council. Any funding requirements would be considered at a future meeting.

9.05 pm – Mr Ransley left the meeting room.

- c. Traffic Management Plan: KC advised that the working group met on 26<sup>th</sup> January to review discussion with WSCC and identify the issues to be addressed:
- Cricketers crossroads - explore a change in priority and improvements to the public house parking.
  - Kirdford Road - traffic speed.
  - School Traffic and Parking.
  - A272 West of Village – 40 mph buffer zone.
  - B2133 – improvements to Newpound Lane junction and speed.
  - Butts Meadow – parking concerns and use of garage areas.
  - General – village gateways to reinforce identify and character of Wisborough Green.

As part of the initiatives discussed, a Speed Indicator Device (SID) had now been installed in the village. This was a temporary arrangement and would be moved around to assess effectiveness. A note had also been included in the next newsletter asking residents to reduce speed.

AS advised that she had attended a meeting at the School which involved the Headteacher, Health & Safety Governor, an local resident affected by parking, a parent and herself as Parish Council

representative. The school parking had deteriorated in recent weeks and the school was now looking into a number of different options:

- Review of the school day – opening the school building earlier to allow parents to leave. Having a wider opportunity to drop off in the morning could help with traffic flow. The length of the school day was also being reviewed.
- Stop & Drop - had been implemented at the front of the school for Years 4 and 6 and for younger siblings. Adults in high visibility jackets were on hand to guide children. Twelve cars were currently using. The school had asked if this idea could be expanded in School Road instead, potentially by reversing the one-way system. The School would hope to provide a group of parents or possibly local residents, on a rota to guide children onto the school premises. In the first instance, AS was undertaking a parents' survey to assess receptiveness to the idea. It was noted that this had been considered in the past and that School Road residents had been against the creation of a drop off bay due to the visual impact upon the area. It was also felt that an additional layby would be used for parking, although pulling into the existing entrance with no parking opposite might be a good alternative. AS had raised the issue of accountability regarding dropping children off onto the highway outside school grounds.
- Parking area inside the school grounds - was discussed but this was viewed as a longer term solution due to funding constraints. The school was trying to identify ways of accommodating Climbing Bears cars to release spaces in School Road.
- Afternoon Pickups - the same system as the morning was being implemented although there was concern that staff access could not be hindered at the front of the school. Shelter for the children would also need to be considered.
- Walking to School Bus – the scheme was being promoted on 16<sup>th</sup> May. Many parents were concerned about children crossing Durbans Road unsupervised and as such, the school was looking into the possibility of hiring a Lollipop Person.
- Bikeability – The school was revisiting the idea of bike sheds and Bikeability would be organised at the end of the Summer Term for Year 5 to encourage cycling from the start of Year 6.
- Garmans Parking – parents were obstructing the entrance and pavement at times, causing frustration for the residents. It was not illegal unless the obstruction restricted residents from leaving the site. Residents were advised to call the police in this situation.
- Community Minibus – an out of area shuttle was being investigated.
- Parking measures – other ideas such as parking permits were suggested.

Members were delighted with the whole approach and momentum. In terms of the reversal of the one way system, this would need to involve communication to the whole community and not just the school. As such, the Parish Council would be pleased to see the results of the School Survey prior to making any further decision.

In order to progress the Traffic Management Plan further, it was agreed that expert opinion should be sought. It was agreed that Laurence Shaw Associates, who had been used previously and knew the village, should be engaged to assess the feasibility of the various proposals in terms of traffic regulations. Members agreed expenditure of up to £1000.

Clerk

- d. Pavilion Trustees: At the last meeting, AJ had given explanation to the role of the Trustees and highlighted the need to recruit at least one new Trustee. The Parish Council had endorsed the idea to replace the Pavilion and as such, this potentially gave an opportunity to generate interest. Ideally, Trustees should have a positive interest in sport, but that at least one member should be independent of the Sports Association. For further consideration at a future meeting and as Pavilion plans progress.
- e. Village Pond: The company that undertook the restoration of the Storrington pond had now provided a report and work specification for the village pond which had been circulated in advance of the meeting. In view of the anticipated cost, it was agreed that other quotations should be obtained, if possible.

Clerk

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

- Highways Update:

- o Manhole in Durbans Road: Although Southern Water repaired last year, AB was concerned that the manhole was still a safety concern. Instead of sinking the manhole into the road and levelling, the road was made up raising the level further. Cars were still moving to the opposite carriageway to avoid the raised area and as such, a hazard and safety concern for those entering the village from around the corner. It was agreed that AB should provide the Clerk with photographs to demonstrate the concern to Southern Water.
- o Moonsbrook: Substantial work had now been completed with the installation of larger gullies and new outfalls into the brook. Although the residents in Moonsbrook Cottage felt that it was an improvement, AB expressed his concern that water was still bubbling up through the surface and in icy conditions, posed a safety concern. He felt that the quality of the work was unsatisfactory and in torrential conditions, the flooding problem would still be evident particularly as one gully seemed to be in the wrong place. Other members had observed that the water was no longer accumulating in the road and that there was an improvement, but agreed with AB's observations. It was noted that a spring might be present. Concerns to be highlighted to WSCC.

AB/Clerk

Clerk

- Risk Assessments: Members were reminded to complete the assessments by the end of February.

All

- Any Other Matters to Report:

- o Fencing at 4 Butts Meadow: Members had been asked to review a proposal to install some additional fencing around the property. Being on the edge of the Conservation Area, planning permission was required. Members had no objection.
- o Hedge Cutting: A further reminder to cut hedges had been included in the next newsletter. The Clerk had provided some flyers for members to put through the doors where hedges needed to be cut back.

Clerk

ALL

9. New Items for Discussion

- a. Workhouse Refurbishment: The Clerk had circulated the working group meeting reports and an update on the refurbishment in advance of the meeting. Every effort was being made to get comparative quotations in order to obtain best value, but unfortunately, due to the age of the building some work had proved more difficult than anticipated or highlighted unexpected issues. The Clerk explained that the roof had now been identified as an area of concern. Water was entering through the bathroom ceiling and whilst this could be patched as a temporary fix, inspections suggested that the whole roof required replacement. Initial figures suggested that this could cost between £6-12,000 depending upon the number of reclaimed tiles required; three quotations for the work would be obtained. In addition, the soil stack required replacing. Although it could be repaired, this was a shorter term fix which would cause disturbance within the building if replaced at a later date.

A full report detailing the anticipated cost, borrowing approval procedure and future budget implications had been circulated to all in advance of the meeting. Members had previously agreed a budget provision of £44,000 for the refurbishment from reserves, but noted that the budget was tight and the additional expenditure required relating to the roof and soil stack. After some discussion, members agreed that:

- The roof should be repaired at this stage to future proof the building and avoid disturbance to future tenants. The soil stack should also be replaced for the same reasons. The additional expenditure was noted.
- The Council should apply for a £30,000 loan from the Public Works Loan Board to be paid back over 5 years. With low interest rates, the loan was advantageous and would allow funds to remain in the reserve for the Village Hall. Although the Precept had been increased, this was to address the increasing maintenance and management costs for the Council; in recent years, the budget had been under increasing pressure. The £18,000 in

the Workhouse Reserves and the £30,000 loan would cover the majority of the refurbishment and roof repair. The shortfall would be covered by reserves allocated to other projects as an interim measure. The rent received would be used to reimburse these reserves in the first year.

- The annual loan repayments were within the scope of annual projects undertaken by the Council and that the increased rental for the property would be in excess of the annual repayments. The details relating to the existing playground loan were noted.
  - Clerk to make loan application. Clerk
  - Repayment terms to be agreed when application accepted.
- b. Grass Cutting Contract for 2016: The grass cutting specification had been reviewed and updated by AB. Tenders had been sought from 4 contractors – details were displayed. Members agreed that the quotation from Sussex Land Services for the contract price of £4288.00 plus vat should be accepted on the basis that the company was known to the Parish Council, had undertaken the work to a high standard in the past and offered a competitive price. Clerk to advise contractors accordingly. Clerk
- c. Toilet Cleaning Contract for 2016: Members were happy with the current arrangement and agreed to renew the contract with Pyzer Cleaning Services which had been held at the 2015/16 annual charge being £5122 per year plus consumables; £98.50 per week excluding vat plus consumables. Clerk
- d. Tree Maintenance: Two quotations from village contractors had been provided. Members reviewed the quotations and agreed that the work to the willows around the pond should be awarded to Kevin Twelvetrees for £325.00. The work to the Horse Chestnuts around the village to be awarded to George Nicholls at a cost of £760. Both contractors were fully insured and the work would be undertaken to a minimum standard of BS3998. Mr Twelvetrees had highlighted that some further work might be required to a few Horse Chestnuts which would be highlighted to Mr Nicholls. Mr Nicholls had undertaken the inspection in October and helped prepare the specification. Clerk
- e. Use of Green by School: A request had been received for the School PTA to use the Green for the school fayre on Saturday 11<sup>th</sup> June 2016. Details would be similar to last year, set up from 8.30 am with the fayre open from approximately 12 noon until 7 pm. Some early evening live music would follow the more traditional school fayre. In view of the Queen's Birthday commemorations, it would be a red/white and blue theme with royal themed stalls. The sunflower logo would be replaced by flags and crowns and a street party feel could be achieved. Members were delighted to support the event and had no objection to the use of the Green, with the usual caveat about ground conditions. Clerk to issue Agreement Form. Clerk
- f. Queen's 90<sup>th</sup> Birthday Commemorations: Details had now been received that CDC was offering a £250 grant to help create or support a community event to celebrate the occasion. The Parish Council had previously considered purchasing an Oak tree to replace the Horse Chestnut to mark the occasion and obviously now the PTA was planning a village event. The Vicar had also spoken to the Chairman to advise that the Church was encouraging involvement and as such, St Peter's was planning a barbecue and/or tea party. The Chairman also suggested that a high level village photograph could be taken to mark the occasion at the School Fayre; the time and place would be advertised to ensure as many residents as possible would be in attendance. Copies could then be made to purchase. Members agreed that the Vicar should be advised of the school event to avoid conflict. The photograph idea to be raised with the PTA and considered further at the next meeting. KC/Clerk
- g. Use of Green by Horticultural Society: A request had been received to erect a marquee on the Green for the August Bank Holiday Show. The Horticultural Society would be using the same provider; Lewis Marquees Ltd, having previously undertaken a tendering exercise and established a 3 year fixed term agreement. Members were happy to continue with the current provider. Members also agreed to the use of the Little Green for Plant Sales on Saturday 7<sup>th</sup> May and Saturday 1st October 2016. Clerk to advise and issue Agreement forms. Clerk

- h. Use of Green by Fete Society: A request had been received from the Society to use the Green for the August Bank Holiday Fete on Monday 29<sup>th</sup> August 2016. Details would be similar to previous year; set up from about 8.30 am with the Fete open from 1 pm. Members had no objection. Clerk to issue Agreement form. Clerk
- i. WSSC Community Support Teams Consultation & Future Partnership Working: The response deadline had now been extended to 18<sup>th</sup> March 2016, so all agreed to review and consider at the next meeting. All

10. Correspondence: Details of correspondence received since 19<sup>th</sup> January 2016 was displayed at the meeting. The Clerk highlighted details as necessary:

- Arun & Rother Connections – newsletter – circulated.
- CDC response to Cllr Ransley re infrastructure and Community Infrastructure Levy from the Winterfold application – circulated and subsequent response by Cllr Ransley – aware of CIL but personally felt that CIL would not address infrastructure issues in the south-east.
- Cllr Ransley response to CDC – aware of Community Infrastructure but
- Rural Services Network – rural housing – circulated.
- Rural Services Network – weekly email news digest – circulated.
- CDC - is undertaking consultation on a proposed amendment to the Planning Obligations & Affordable Housing Supplementary Planning Document (SPD). The amendment would add wording to the SPD that would enable planning obligations to be used to secure financial contributions to mitigate the traffic impacts on the A27 Chichester Bypass resulting directly from housing development. It is proposed to seek contributions from major housing developments (generally sites of 50 or more dwellings) that are proposed in the Chichester Local Plan: Key Policies 2014-2029.
- WSSC – County news for Chichester District.
- School Road resident – concerned about condition of verges. Explained that the ground was currently very wet and it was not the time to repair. Would review when weather improved and grass started to grow.
- CAGNE – update on Arrivals Review – circulated.
- CDC - has implemented its Community Infrastructure Charging Schedule. Details circulated.
- GACC – briefing note on Arrivals Review – circulated.
- WSSC - Last summer, West Sussex County Council wrote to local authorities in West Sussex asking for ideas about improvements to the walking and cycling network in your area. This work has continued as part of WSSC's review of its Cycling and Walking Strategy. A central aspect of the review work is to create a map and list of cycle and walking improvements that the community of West Sussex think are needed and may be suitable for potential investment. To achieve this Sustrans have provided a web-based mapping system that will help us to capture your ideas and to eventually to rank them. The mapping system allows you to plot your idea onto a map of West Sussex and enter additional information about your ideas. Circulated.
- Bellmans – apologising for traffic concerns. Organised to use The Wisborough car park although OCSL will not allow use of their car park. Signage will be provided to redirect customers.
- CDC - In honour of Her Majesty's 90th birthday, Chichester District Council have made a grant available of £250 to each parish council and parish meeting. This is in order to create or support a community event to celebrate this occasion. Details to be emailed by Friday 27<sup>th</sup> May 2016.
- SSALC – details of councillor training – circulated.
- Rural Services Network – weekly email digest – circulated.
- SDNP - The Authority is about to submit its Draft Charging Schedule to the Planning Inspectorate for examination. Before it does so, it is required by CIL Regulation 19 (4) and (5) to send a copy of the Statement of Modifications to the Draft Charging Schedule to consultation bodies that were invited to make representations at the earlier stages.
- SDNP – Advance notice of Sussex Pathwatch meeting on Tuesday 1 March 2016 11.30am to 1 pm Authority offices, Midhurst. Agenda will follow.

- Chichester in Partnership Annual Conference 2016.  
The event will be taking place from 1pm, 4th March 2016, Committee Rooms, Chichester District Council (lunch served from 12.30). This event is free.  
Special guest speaker Tracey Foster from the Department of Communities and Local Government (DCLG) who will be talking about Community resilience and building active communities.
- Rural Services Network – weekly email digest – circulated.
- KKWG - The wildlife of the Kirdford and Wisborough Green parishes - A talk by Michael Blencowe, People and wildlife Officer for the Sussex Wildlife Trust, 7.30 pm Parish Hall, Wisborough Green on Friday March 11th, 201. Doors open 7 pm. Everyone welcome.
- Josef Ransley - updated guidance on Neighbourhood Planning, particularly highlighting final point relating to 5 year housing land supply. Seeking clarification from CDC. Details circulated.
- SDNP - Action in Rural Sussex have organised two events to inform and inspire communities within the South Downs National Park, how best to address their local needs for housing and community development. 21st & 23rd March (Pulborough) 7-9pm –Both evenings 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. The aim of the events is to suggest a model of sustainable development for the South Downs and Weald which is cost effective, locally affordable and of excellent design.
- Butts Meadow Resident – expressing his interest in Workhouse. Wanting to know if it would be a ‘peppercorn’ rent. Offering to act as caretaker to hall. **Member requested that the Clerk thank the resident for his interest and advise that after the refurbishment, the property would be let at a commercial rent. The Parish Council would let him know the letting arrangements in due course and he would be welcome to apply.**
- The Local Government Boundary Commission – electoral review of Chichester. Consultation closes 4 April 2016. **To be included on the next agenda.**

Clerk

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
SDNP/16/00330/HOUS – Jenna Shore	Mr Robert Wilkins Tarside, Pallingham Lane, Wisborough Green, Proposed single storey side extension to replace pool house/conservatory. <u>No Objection</u>
WR/16/00112/LBC - Case Officer: - Rachel Ballam - <b>Other Dev - LBC's Alter/Extend</b>	Miss Carol Jones 2 Chapel Cottage Petworth Road Wisborough Green Replacement of 2 bedroom windows. <u>No Objection</u>

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

Application No:	Application	Decision
WR/15/03579/FUL - Case Officer: - Caitlin Boddy - Minor Dev - All Others	Mr R James Dunhurst Copse Skiff Lane Retrospective application for erection of a log store.	Permit

WR/15/03976/TCA - Tree Apps (TCA's and TPA's)	Wisborough Green Parish Council Recreation Ground, A272 The Luth To Durbans Road, Various tree maintenance work.	No TPO
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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.

11. Finance:

- a. Donation Requests: A list of requests received over the year, along with details of the payments agreed for last year, were circulated for consideration. The Chairman reminded members that Council had previously been agreed that only those organisations which had made a formal request and demonstrated benefit to the village would be supported. Due to the lateness of the hour, it was agreed to defer the decision to the next meeting.
- b. Accounts for Payment: The Clerk circulated the Cheque List for February 2016, which was approved.

Clerk

Cheque Number	Total	Details
DDebit 12.02.16	34.20	Plusnet – Village Hall broadband .
2952 10.02.16	576.55	Alsford Timber Ltd – building supplies for Workhouse refurbishment
2953	1080.00	Crawley Scaffolding – scaffolding for Workhouse refurbishment
2954	6000.00	GS Builders – first staged payment for Workhouse refurbishment
2955	196.97	Kew (Electrical Distributors) Ltd – electrical supplies for Workhouse refurbishment
2956	2107.20	NP Stanley Ltd – labour for electrical installation for Workhouse refurbishment
2957	334.62	Alsford Timber Ltd – building supplies for Workhouse refurbishment
2958 16.02.16	157.97	British Telecommunications plc – quarterly broadband and telephone service
2959	1323.00	WSCC – Clerk’s salary for January
2960	224.80	CDC – uncontested election fee
2961	59.40	WG Gardencare Machinery Ltd – generator repair
2962	504.30	Pyzer Cleaning Services – monthly cleaning and supplies for public toilets
2963	332.58	P B Overington Electrical Contractor – new foyer lighting for Village Hall
2964	351.78	Billingshurst Plumbing Supplied Ltd – plumbing supplies for Workhouse refurbishment
2965	22.84	Mrs L Davies – mileage, car park charge and socket set for playground repair
2966	767.02	Lewis Marquees – deposit for August Bank Holiday marquee
	14073.23	

Cheques dated 16<sup>th</sup> February 2016 unless stated otherwise.

- c. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending January 2016 for the Parish Council’s Business Account.
- d. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. The figures were displayed which included commentary for clarification. There were no further questions.

12. Other Reports:

- a. Village Hall: The minutes of the last Village Hall Management Committee meeting on 18<sup>th</sup> January 2016 had been circulated to all. SO advised that Mr Paul Tanner, the Building Surveyor undertaking the condition survey had visited on 10<sup>th</sup> February 2016. A verbal report had given the building and Old Workhouse a clean bill of health with a few minor issues to be remedied, although it had highlighted that the roof trusses would need to be replaced if the hall loft space used. A formal report would be issued shortly and the Project Team would meet, potentially with the architect, to review and discuss plans further.
- b. Allotments: The Clerk advised that unfortunately, due to ill health, Mr Preston-Jones was unable to continue as the Allotment Manager. Members were extremely grateful for his help and support over the years.  
Notification had now been received that one allotment would shortly become vacant which would be allocated to the next person on the waiting list. There was now one other on the waiting list. One of the tenants currently shared a plot, but was finding it more difficult. She had made enquiries from the Beekeeping Association and wondered if it would be permissible to have a hive on the plot, managed by a knowledgeable beekeeper. The hive would be directed so that the bees would fly out over the hedge. The Clerk highlighted that the terms of the tenancy which stated that "The Tenant shall cultivate the Allotment garden for, and shall use it only for, the production of fruit, vegetables and flowers for domestic consumption by himself/herself and his/her family". Members had mixed feelings but agreed that bees could potentially be beneficial for the allotments. As such, the opinion of the allotment holders to be sought to inform the decision.
- c. Green Co-ordination Group: The Clerk would organise a meeting in March.
- d. Neighbourhood Watch: Several advisory notices had been circulated.
- e. Youth Club: Nothing to report.
- f. Parishes Meeting with Chairman of WSCC: KC attended a worthwhile meeting on 22<sup>nd</sup> January 2016 at County Hall. The following points were raised:
- Watershed was being re-established as from April. This was discussed and KC stressed how useful it had been; it was clearly useful to WSCC too.
  - A lot of discussion re highways/state of/minor road maintenance etc, with a number of requests made, but no clear commitments other than to work together on the issues.
  - KC raised Gatwick with the group, but aimed at Louise Goldsmith, and made clear the effects of Gatwick and in particular, the recent changes as well as the prospect of a second runway on our Parish. She undertook to take Gatwick up on our behalf with the relevant Cabinet Member within WSCC.
  - KC also raised councillor recruitment with the group. One idea to target younger members was to go through the school.

13. Any Other Matters to Report

- a. MK expressed concern at the length of the meetings, concurred by all. It was agreed that all agenda items had been important to discuss and it was unlikely that agenda's would reduce in the future. The Clerk and Chairman would give consideration to a timed agenda for the next meeting.

14. Date of Next Meeting:

Planning Committee on Tuesday 1<sup>st</sup> March 2016 at 8.00 pm (if required)  
Parish Council Meeting on Tuesday 15<sup>th</sup> March 2016 at 7.45 pm

There being no further business, the meeting was closed at 10.50 pm.

.....  
Chairman

.....  
Date