

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 15th November 2016

Date: Tuesday 18th October 2016

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

Apologies: None

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

Members of Public: None

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

Action By

1. Apologies for Absence: There were no apologies.
2. Declaration of Members' Interests: As his wife was on the Climbing Bears Management Committee, MN declared his interest in the advertising board request. AB advised that he was a friend of the applicant for The Old Wharf planning application. No other interests were declared and no requests for dispensation received.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 20th September 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 meetings held on Tuesday 23rd August and Tuesday 4th October 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 despite several approaches; further personal approaches to be made. It was agreed that Parish Council publicity could be included at the consultation event early next year.
6. District/County Councillor Update:

District Councillor: Mr Ransley sent belated apologies.

County Councillor:

- Mrs Duncton was delighted to report that 14 full time fire officers had now been trained for the County, which was the first time for a number of years. It had been a demanding process to reduce 1000 applications to the 14 successful candidates, which included one Wisborough Green resident and 2 females. An award ceremony took place which included recognition of the Shoreham Air Crash.
- School funding for West Sussex was below the national average and way below that of London, being one of the worst funded counties in the country. This situation was historical, but the position was now becoming unsustainable, with schools considering increased class sizes, the shortening of school days and cancellation of after school clubs. A petition had been given to 10 Downing Street; members confirmed that they had seen details on the local news that evening. In answer to PD's question, Mrs Duncton advised that it was not known why West Sussex was so poorly funded, highlighting that the cost of providing many services for rural areas was far greater than urban areas and this was often not taken into consideration. SPARSE Rural (Sparsity Partnership for Local Authorities Delivering Rural Services), part of the Rural Services Network, was campaigning for better rural funding.

- The top 3 priorities for WSCC were the Economy, Children and the Elderly. The economy was currently under review to identify how businesses could be encouraged to the area. The 3SC Devolution bid was still being considered but would only be pursued if it resulted in increased infrastructure funding.
- County had now started to consider budgets for next year – unfortunately, further savings needed to be found.
- Mrs Duncton would be attending a GATCOM meeting on Thursday. She advised that Gatwick had established a fund in support of community projects organised by not for profit organisations and for this area, was administered by the Sussex Community Foundation.
- In terms of Community Land Trusts, Mrs Duncton advised that whilst a Parish Council could initially establish, ideally other members of the community should be involved.

Mrs Duncton left the meeting at 8.12 pm.

7. Public Questions: There were no members of public present.

8. Matters Arising from the Parish Council Meeting on 20th September and on-going matters:

- Gatwick Airport: The Chairman reminded that earlier in August, details of a new Communities Against Gatwick Noise Emissions (CAGNE) Parish Council Forum had been received. Members acknowledged the hard work being undertaken by the group, but agreed that they felt well informed through the current CAGNE circulations. PD, as the Chair of the newly formed Association of Parish Councils Aviation Group (APCAG), also provided valuable updates. Members therefore agreed that the Council would not join the group at the present time. In the news today, it was stated that the government would announce its decision next week on whether to favour expanding either Heathrow or Gatwick airport. A sub-committee, chaired by the Prime Minister, Theresa May, would make the decision, followed by a full public consultation next year before a final decision was put before the Commons in the winter of 2017-18.
- Affordable Housing and Community Land Trusts (CLT): The Chairman explained that changes in government funding had affected the provision of affordable rental properties. It was important for the village to deliver and protect affordable housing, particularly the rental section, and as such, enquiries had been made into a CLT and a meeting held with Greenoak Housing Association, details of which had been provided to all in advance of the meeting. In terms of both Land South of Meadowbank and Winterfold, the sites were progressing quickly, and as such, a decision needed to be made. Members who had been present at the meeting with Greenoak were impressed by the company's ethos, which was in line with the Parish Council's expectations. There appeared to be little benefit at this time in forming a CLT, if the desired outcome could be achieved by working with Greenoak, particularly as the required consultation and process would cause a delay. The Chairman had reviewed Greenoak's Annual Report and confirmed that the Association was in a good financial position; provided to PD to review. Members therefore agreed in principle to working in partnership with Greenoak Housing Association, subject to a satisfactory agreement.

Clerk

Having attended a recent presentation on CLTs, AJ highlighted that a CLT could be used as a vehicle for affordable housing as well as other community projects, such as community shops or community assets. He was mindful that the village would be acquiring a new community space and questioned whether it was worth considering. If established, it could be for multi purposes, possibly also including any future affordable housing. Some concern was expressed about extra Parish Council workload but it was agreed to explore the possibility of including a presentation at the Annual Parish Meeting in April to gauge community support.

Clerk

- New Homes Bonus: The Clerk was pleased to report that CDC had approved the application for New Homes Bonus funding and awarded £987.84 towards the new playground fencing and repairs. The Clerk read out the terms of the Agreement, which members accepted; the Clerk to sign and return the Agreement. The Clerk confirmed that 3 quotations had been obtained for the fencing and it was agreed that the order should now be placed with Juniper Fencing, who undertook the original fencing and were a known contractor. Members approved the additional expenditure of £663.13.

Clerk

d. Clerk's Report:

- Dog fouling on the village green: The CDC Dog Warden advised that Dog Control Orders covered all areas within a 40 mph speed limit. As such, dog owners failing to pick up could be issued with a fixed penalty notice of £75, increasing to £1000 if the fine was not paid and the matter taken to court. Details of regular offenders would need to be logged in terms of time/day/vehicle registration numbers. Dog mess left on recognised country footpaths was covered by the Clean Neighbourhood and Environment Act, so again, fines were possible. In terms of left dog waste bags, this was litter and prosecutable under the Litter Act. The Dog Warden would visit the village and make his presence known and was happy to make home visits if irresponsible dog owners were identified. Members agreed that a strong notice to be included in the next Parish Council newsletter highlighting the possible fines and that the Clerk to obtain costs for a further dog bin, with bag dispenser, to be placed down the west road; this would incur an annual emptying fee of £300 (2015/16 figure).
- Update on n-going matters:
 - Use of the Green for Helicopter Landing: Further details had been requested but no response to date.
 - Cricketer's Flag Pole: The publican had advised that the flagpole would be taken down; members noted that it had been taken down that day.

Clerk

9. New Items for Discussion

- a. Future Objectives and Expenditure: A list of achievements for the past 5 years had previously been circulated to members, and at the last meeting, members had been asked to consider future objectives. Members discussed how this could be achieved by identifying strategic projects and key areas, refining down to the detail. It was agreed that a sub group of PD, MN, SO and the Clerk would prepare some initial details for future discussion.
A Finance Committee meeting would be held shortly to consider the budget for next year and members were asked to inform the Clerk of possible expenditure items in order to obtain estimates.
- b. Replacement Tree: The Clerk reminded members that it was a planning requirement to replace the Horse Chestnut removed from the Little Green. Members had previously suggested that an English Oak be planted to mark the Queen's 90th Birthday year; CDC had confirmed that this species would be a suitable alternative. Details of possible costs from two known suppliers were given; members agreed to accept the quotation from Arundel Arboretum, which also offered a planting service, for £300 plus vat. KC and the Clerk to identify location to ensure no long term impact upon nearby properties.
- c. Village Medical Facilities: It had been noted in the recent Stable Field planning application that Loxwood Surgery appeared to support an outreach facility in the village. Some interest in a medical facility had been identified in the Neighbourhood Plan and as such, it was agreed that a meeting should be arranged with the surgery to discuss further. KC/AJ to attend.
- d. Advertising Board: A request had been received from the Climbing Bears Management Committee to place an advertising A board on the verge by the bus shelter on the A272. NM was asked to give explanation as to why this was considered necessary. He explained that attendance was dropping and being a charity, it had limited funds for advertising; he was unsure what other options had been investigated. Members had slight reservations about street clutter and whether this was the most effective means to promote the facility, but agreed to the request. An attractive A board could be placed on the verge during opening hours and retained in the bus shelter, as had been done previously by the Charity shop. To be trialled for the remainder of this school year with a review in July.
- e. Confirmation of Roles: It was agreed that new councillor, Mr Newell, would join the Planning and Finance Committees, and Traffic Management Plan Group.
- f. CDC draft Infrastructure Business Plan 2017-2022: The document had been circulated in advance of the meeting; any comments were required by 14th November 2016. The Clerk highlighted that the Parish Council had previously responded to CDC's requests for information, but was

PDMN/SO/
Clerk

Clerk/KC

Clerk/KC/AJ

Clerk

concerned that some of the items had not been included. Members concurred and agreed that the Clerk and Chairman to review previously submitted details in line with the guidance notes and resubmit for inclusion.

Clerk/KC

10. Correspondence: Details of correspondence received since 21st September 2016 was distributed prior and displayed at the meeting. The Clerk highlighted details as necessary:

- CDC - On 20th September 2016, Council adopted the Surface Water and Foul Drainage Supplementary Planning Document (SPD). The SPD expands on the objectives and policies of the adopted Chichester Local Plan: Key Policies 2014-2029. The Plan recognises that to deliver the growth sustainably and in a timely manner, the proper management of water and an understanding of whether existing infrastructure can cope with an increased demand are important. This SPD is a material consideration when assessing planning applications or appeals and will be reviewed and updated periodically as necessary.
- Rural Services Network – weekly email digest – circulated.
- WG Village Hall Committee Meeting minutes for 20th September – circulated.
- Peter Drummond, Chair of APCAG - report on Gatwick arrivals and how it affects Parishes – circulated.
- WSCC – Chichester District news for September 2016 – circulated.
- Horsham District Council – details of consultation on Statement of Community Involvement (SCI) until 7th November.
- Jones Homes – update on works at Land South of Meadowbank – ecology work nearly finished and archaeology work to start with diggers on site. Circulated and also sent to nearby neighbours.
- CAGNE Update 57 – circulated.
- WSCC – invitation to attend launch of latest West Sussex Life (2017-19) on Monday 31 October, 11am, at County Hall, Chichester.
West Sussex Life 2017–19 offers a wealth of data and information available about West Sussex and I have found it an invaluable research tool.
Available in print and online the resource is easy to access and will provide you and your colleagues with a local insight on social, economic and demographic characteristics in addition to offering comparisons with regional and national trends.
- Rural Services Network – weekly email digest – circulated.
- Keep Kirdford and Wisborough Green – details of AGM and wildlife talk on Friday 25th November 2016 from 6.30 pm – details circulated.
- CDC – Members October Bulletin – circulated.
- GACC – runway update – circulated.
- Rural Services Network – weekly email digest – circulated.
- Village Visitor - May I, through your Parish Council, express my thanks, and those of several of my friends, to the Community of Wisborough Green for their efforts in maintaining so brilliantly the public loos, which are so much appreciated when travelling on the 272.
Thanks to you all.
- Chichester Association of Local Councils – notification of next meeting on 24th October, 7 pm at CDC, Pallant House.
- Environment Agency – October update for River Arun.
- WSCC – advance notification of draft County Local Committee meeting dates and asking Parish Councils to avoid meeting on same day.
- Came & Company – Autumn newsletter update – circulated.
- Rural Services Network – weekly email digest – circulated.
- St Peter ad Vincula PCC – thank you for donation.
- CDC – notification of change to Parish grants – phased withdrawal over years 2017/18 to 2019/20. More details in December.
- Butts Meadow resident – requesting information about the Village Hall freehold, management and trustee positions. **Members agreed that the resident should be invited to meet with the Chairman and Village Hall Management Committee Chairman.**

10. 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.

WR/16/03067/DOM - Case Officer: - Paul Hunt - Other Dev - Householder Developments	Mr Fraser Hardie The Old Wharf, Newpound, Wisborough Green Proposed construction of single storey extensions and alterations. <u>No Objection</u> but as the Wisborough Green Neighbourhood Plan had a dark skies policy, the Parish Council requested conditions that glazed roof spaces included provision to restrict light pollution.
WR/16/03272/TCA - Case Officer: - Henry Whitby - Tree Apps (TCA's and TPA's)	Mrs Vanya Seager-Green Field House, Newpound Lane, Wisborough Green Removal of 4 no. lowest/eastern and western facing limbs, crown raise up to 6-7m (above ground level) and crown reduce by 30% on 1 no. Oak tree. <u>No Objection</u>

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

Application No:	Application and Reason	Decision
WR/16/02286/DOM	Mr Tom Dawson Skiff Cottage Kirdford Road Add a glazed walkway between house and barn/garage. O.S. Grid Ref. 504422/126637	Permit
WR/16/02559/DOM	Mr & Mrs Hamish Laing The Badgers Durbans Road Proposed single storey rear extension and internal alterations. New glazed link and part conversion of garage to habitable accommodation. Replacement of 1 no. first floor painted timber casement window.	Refuse layout, bulk, form and detailed design, is considered to detract from character and historical & architectural significance of the historic building.
WR/16/02560/LBC	Mr & Mrs Hamish Laing The Badgers Durbans Road Wisborough Green Proposed single storey rear extension and internal alterations. New glazed link and part conversion of garage to habitable accommodation. Replacement of 1 no. first floor painted timber casement window.	
WR/16/02348/FUL	Mr Timothy Meanock Coldharbour Farm Horsebridge Hill 1 no. new gate to provide access to field from Fittleworth Road. Removal of 1 no. hedge and installation of culvert to facilitate access to old gate.	Permit

- c. Enforcement Matters: Nothing to report.
- d. Planning Appeals: CDC had advised that both appeals for Park Cottage had been dismissed by the inspector due to the effect on the Listed building and character and appearance in the Conservation Area.

12. Finance:

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

Payment Method	Date	Total Paid £	Payee	Details
DDebit	12.10.16	43.44	Chichester District Council	Rental & emptying of Pavilion waste bin (Sept)
DDebit	12.10.16	60.80	Chichester District Council	Rental & emptying of V Hall bins (Sept)
DDebit	18.10.16	34.20	Plusnet	Village Hall Broadband
CH3079	20.09.16	1250.00	St Peter ad Vincula PCC	Donation for maintenance of clock and churchyard
CH3080	24.09.16	1455.33	Came & Company	Parish Council annual insurance
CH3081	18.10.16	144.00	Pyzer Cleaning Services	Additional weekend cleaning 4 weeks to 13 Sept
CH3082	18.10.16	35.00	Information Commissioner	Data Protection annual registration
CH3083	18.10.16	643.20	Sussex Land Services Ltd	Grass cutting contract for September
CH3084	18.10.16	75.00	The Play Inspection Company	Annual playground inspection
CH3085	18.10.16	639.17	Mrs L N Davies	24 no parking cones (£132), playground spare parts (£496.58), postage & office supplies
CH3086	18.10.16	26.00	Wyatt House	Annual rent for shed in Wyatt Close
Total		4406.14		

Income Received:

BACS	06.10.16	330.00	West Sussex County Council	Bus stop extension grant
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- 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. She highlighted that the WSCC Clerk's salary and public toilet cleaning invoices had not been received this month, and that the first Workhouse loan repayment would be paid on 1st November. There were no further questions.
- c. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending September 2016 for the Parish Council's business and reserve accounts.

13. Other Reports:

- a. Village Hall: SO advised that the Village Hall modernisation plans were being progressed. A recent meeting was held to discuss the ideas put forward at the August Fete consultation, which have now been fed back to the architect in order to confirm feasibility and give indicative costs. Before the plans were amended it was proposed to have an informal meeting with CDC. The Working Group was supportive of being part of a combined consultation with the Parish Council in the New Year.
- b. Allotments: Although there had been some clearance of late, Members agreed that a notice to quit should be issued for the allotment that had remained unworked for the majority of the season; notice of this action was originally given in June. The Clerk also highlighted that bees had taken up residence in the Scout Hut wall this summer and had become more aggressive of late; the Scout Group had been asked to follow up.
The Clerk advised that the top and outside hedge cutting was not always being undertaken by the allotment holders and had now become overgrown in parts. She was therefore obtaining quotations to get cut back to a more acceptable level and suggested that the rent review be deferred to the next meeting when the hedge cutting estimates and summer water bill were available. Agreed.

- c. Pavilion: An invitation to make a presentation about the Pavilion plans had been extended to the Sports Association for either the November or December Planning Committee meetings; no response to date.

Clerk

d. The Green:

- Playground: The playground inspection report was circulated in advance of the meeting. HT confirmed that there were no urgent items and all the required actions were to address low or very low risks. The Clerk had now purchased the new net and ancillary items identified in the report and the new fencing would address a number of issues. The remaining items related to ground wear and it was agreed that the Clerk organise a working group to address. The wear on the slide paintwork had been highlighted and would be assessed by the working group. HT would investigate the possible sharp edge on the slide, notified by a resident.
- Green Coordination Group: A meeting had now been arranged for Wednesday 26th October at 8.00 pm.

Clerk

HT

14. Any Other Matters to Report

- a. AB had spoken informally to the café owners, who still believed that they were within the law by flying more than one flag. Although compliant with one flag at the present time, the Chairman to visit if the situation changed.
- b. MN had noted speeding traffic down the west road, but agreed with the Clerk's observation that this could relate to drivers cutting through from Wyatt Close. The Clerk had placed a bollard in the opening and had chased up on the quotation to replace the oak post.
- c. At the last School Traffic Group meeting, the idea of using a lollipop person to help cross Durbans Road had been suggested. SO had researched and to provide for one hour per day (1/2 hour morning and afternoon) for the school year would cost approximately £1521 at the current rates. SO had provided this information to the school along with details of possible grants. The Clerk to ascertain if the Parish Council could lawfully make a donation, if agreed.
- d. The Chairman had now met the new publicans at the Bat & Ball and mentioned the Parish Council's concerns over the car park lighting; two lights had now been switched off.

KC

Clerk

15. Date of Next Meeting:

Planning Committee Meeting on Tuesday 1st November 2016 at 8.00 pm.
Parish Council Meeting on Tuesday 15th November 2016 at 7.45 pm.

Part 1 of the meeting closed at 9.40 pm.

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

The Old Workhouse: Members agreed that the Lease for the Village Hall should be updated to incorporate requirements following the refurbishment and approved the expenditure for the necessary legal fees.

There being no further business, the meeting closed at 9.50 pm.

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Chairman

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Date