

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 2<sup>nd</sup> August 2016

Date: Tuesday 19<sup>th</sup> July 2016

Present: Mr A Burbridge (AB), Mr P Drummond (PD) (Vice-Chairman), Mr A Jackson (AJ), Mrs S Overington (SO), Mr H True (HT)

Apologies: Mr K Charman (KC) (Chairman), Ms A Stone (AS)

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

Members of Public: None

As Vice-Chairman, Mr Drummond opened the meeting at 7.45 pm and welcomed all in attendance.

Action By

1. Apologies for Absence: Apologies received and accepted from Mr Charman and Ms Stone.
2. Declaration of Members' Interests: Being a neighbour, AJ declared his interest in the Garmans planning application, for which he would withdraw from the meeting, and the use of the Winterfold community land. 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 21<sup>st</sup> June 2016 and the Planning Committee Meeting held on Tuesday 7<sup>th</sup> July 2016 were approved as a correct record and signed by the Vice-Chairman.
4. Council Membership: Despite advertising, there had unfortunately been no expressions of interest in the two current vacancies. Members were encouraged to make personal approaches. If no success over the summer, recruitment campaign to be considered in the autumn.
5. District/County Councillor Update:

ALL

### District Councillor:

- Mr Ransley congratulated the Parish Council; the Neighbourhood Plan was 'made' (adopted) by Chichester District Council (CDC) at the Council meeting earlier in the day.
- The Council also received a briefing on Community Infrastructure Levy (CIL) and how West Sussex County Council (WSCC) would manage the fund for infrastructure improvements.
- The WSCC Education Department also gave an update on the local school situation and the criteria for expenditure which was reviewed on an annual basis. Mr Ransley emphasized that this annual review provided the opportunity for school improvements and advised the Council to be mindful should the village school situation change.
- The Council agreed the principle of continuing to make the grant payment in relation to Council Tax reduction to Parish Councils until 2017/18; Parish Councils would have to consider when preparing budgets. The Clerk highlighted that the grant for Wisborough Green was only £36.61 this year.
- CDC was promoting recycling during week commencing 12<sup>th</sup> September to try to reach the 50% recycling target; it was currently about 41%. European Law had imposed significant penalties if targets were not reached by 2020, although the implications of the recent European Referendum were unknown. Penalties would have serious financial consequences for the Council. Unfortunately WSCC was reducing its recycling facilities, although CDC was promoting, and would be looking to Parish Councils to help promote within communities. The need to increase green waste recycling for composting was a key area to address, although Mr Ransley appreciated

that within rural communities, much was composted or burnt. Mr Ransley was aware that the Parish Council has previously investigated a composting scheme; there were now a number of community schemes within the country which were proving to be a financial success.

8.10 pm – Mr Ransley left the meeting room.

County Councillor:

- There was a funding opportunity for pavement improvements. Mrs Duncton had reported the pavement to the east of the Church on the A272 (advised by the Clerk) and the pavement from the shop down the hill in Petworth Road.
- West Sussex Councillors were considered corporate parents for children in care and had a duty to ensure that the best possible care and opportunities were made available.
- Details of a Fire & Rescue Service consultation were now being circulated. Much of the work undertaken by the Fire Service was education in the community which had helped to reduce household fires considerably. Many areas had Fire & Rescue Services run by the Police Commissioner. Mrs Duncton believed that the service was run extremely well by WSCC and would fight to keep it under the Council's control.
- It was necessary for the Council to find £2 million per year savings from waste and recycling. Officers and Cabinet members had undertaken a review and changes to the service were imminent. It would involve reduced hours at local centres, changes in size of building waste bags accepted and restrictions on the use of large trailers; details would be published in local papers. Other areas that had introduced similar measures had not seen an increase in fly tipping but WSCC would be monitoring carefully.

8.15 pm – Mrs Duncton left the meeting room.

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

7. Matters Arising from the Parish Council Meeting on 21<sup>st</sup> June 2016 and ongoing matters:

- a. Neighbourhood Plan: As advised by Mr Ransley, the Neighbourhood Plan had been 'made' (adopted) by CDC at the Council meeting earlier in the day.
- b. Gatwick Airport: PD advised that there was nothing specific to report at this time. The second runway debate was a huge issue, the decision having been deferred again following the recent European Union Referendum and change in Prime Minister. The Noise Management Board had now been established, and he would be progressing with the formation of the Parish Council grouping, Association of Parish Councils Action Group (APCAG).
- c. Traffic Management Plan: The Clerk was pleased to report that contact had been re-established with Hyde Housing regarding the parking area at the bottom of Butts Meadow and it appeared that the work would be undertaken later this year; further surveys would be undertaken shortly. With regard to the parking on the pavement outside Garmans, Sussex Police had responded to confirm that it was a District Council responsibility; Clerk to contact CDC. It was also noted that a major accident had occurred in Petworth Road outside Meadowbank on Friday 15<sup>th</sup> July involving a lorry and two other vehicles, but fortunately with no serious injury.

Clerk

Following on from discussion at the last meeting, a quotation had now been received from Laurence Shaw Associates to provide detailed design for the Cricketers crossroads and Durbans Road priority. Two options had been provided; Option 1 - a more detailed version of the current drawings with footways, kerb details, signage, probable drainage etc at a cost of £540.00 or Option 2 which would include a land survey, required if the scheme went to construction, for £2585.00. Members agreed that:

- As the drawings were required for community consultation and further discussion with WSCC at this stage, to accept the quotation of £540.00.
- Community consultation in the autumn (date to be confirmed) to involve a display in the hall and the scheme potentially replicated on the ground with temporary markings.

Clerk

- d. Workhouse Refurbishment: The Clerk was pleased to report that the property had been let to a mature couple from 5<sup>th</sup> August 2016 and the suggested £1500 per month had been achieved.

There were a few snagging items to finish and curtains to be hung, but all would be finished in time.

- e. Winterfold Development: PD reminded members that outline permission for the site had been granted and in preparation for the detailed application, it was agreed at the last meeting that thought should be given to the use of the community space. The Section 106 agreement included £55,000 for maintenance. All agreed that the creation of a jogging track incorporating a natural trim trail around the edge and a flower meadow in the centre would be a valuable asset for the village. AB believed that there would also be demand for a tennis court in the village. It was resolved that a sub group be established to consider the details further, involving AB, SO and PD. AB/SO/PD
- f. Village Design Guide: Explanation was given to the development of the document as evidence in the support of the Neighbourhood Plan. It was agreed that the document should be updated to include the elements that the examiner removed from the Neighbourhood Plan and reviewed again, prior to submission to CDC. Clerk
- g. Clerk's Report on On-Going Matters:
- Tree Removal: Unfortunately when the Horse Chestnut tree on the Little Green was removed there was a BT cable through the root ball which was therefore damaged. BT had reinstated the line but had contacted E P Clark for reimbursement of costs and to highlight that potentially further work was required. Having received communication from E P Clark, the Clerk contacted the Parish Council's insurance company for initial advice. The insurance company had instructed that it would make further enquiries from E P Clark and advise the Parish Council accordingly. The location of this cable had not been known to the Council and as such, the Clerk would now obtain utility location maps for around the Green. Members agreed that the invoice for the tree removal should be settled, but to not pay for the manhole repair until the matter had been settled. Although the Clerk had provided E P Clark with treatment for the soil, AB was concerned that residue wood in the soil would harbour the disease. He would seek advice from a local tree surgeon. AB
  - Clerk's Training: The Clerk attended a VAT training course on 29<sup>th</sup> June 2016. She gave brief explanation to the content which had helped clarify certain elements. She suggested that a Finance Committee meeting be held over the summer to review the current budget and consider future planning; agreed. Clerk
  - Legends Cricket Event: The Parish Council had given permission for the event at the last meeting, but a request had been received to include a novelty photograph opportunity which involved a camel; details were displayed. Members gave permission on the understanding that the necessary insurance was in place. Clerk to advise. Clerk
  - Pond: The pond contractor had returned to clear further weed and to clean out the duck house. Another visit was scheduled for September to keep on top of the weed growth.
  - Fair: At the last meeting, it had been agreed that the Fair operators would be asked to relocate behind the Pavilion due to the damage that was being caused to the cricket outfield. AB provided a plan which confirmed that the available area was very similar in size to the current area used. Clerk to advise Fair operator. Clerk
  - Toilets: Unfortunately the toilets had been blocked at the weekend, so were closed on Sunday and re-opened this afternoon; CDC had attended and jetted the system. The cleaner reported that in recent weeks the cleaning had been quite unpleasant. The Clerk had therefore put some further signage in the facilities to encourage leaving as would wish to find. It appeared that once a day cleaning was perhaps insufficient at weekends during the summer months. As the annual cleaning cost was under budget, members agreed that the Clerk should organise a second clean for the weekends during the summer months. Price to be obtained from the contractor. Clerk

## 8. New Items for Discussion

- a. Touch Rugby Tournament: The event was being held on Saturday 3<sup>rd</sup> September. Notification had now been received that the Balloon Event, originally planned for the Sunday, would also be held on this day, which had been agreed with the Sports Association; the reserve date would be Saturday 11<sup>th</sup> September. The Clerk had contacted the Tough Rugby organiser to establish arrangements as traffic congestion last year had been reported. He had confirmed that the event involved less than 50 people, most being from within the village, which was not much more than the attendance for a football game or cricket practice. They did put traffic cones out last year in the morning on behalf of the Balloon event for practical reasons, and would hope to extend the same favour this year. He therefore requested guidance from the Parish Council on what was classed as a large event requiring additional measures. Members discussed and agreed that traffic management was the key concern for the community. If an event or several events were taking place on the Green, the Parish Council would wish to receive details if the event/s could impact or potentially have an impact upon the community and was a significant variance from normal sporting activities on the Green. Comments about drivers ignoring the 'no parking cones' were noted and as discussed at the last meeting, if cones were considered necessary then a means of patrolling and moving cars on was also required. Clerk to advise Sports Association and Balloon event organisers.
- b. Winter Management Plan: Members agreed that there would be no change to the arrangements currently in place; HT would act as the main contact, with SO in support. PD to check the grit bin outside Mockbeggars and the Clerk the other two bins.

Clerk

PD/Clerk

## 9. Correspondence: Details of correspondence received since 22<sup>nd</sup> June 2016 was distributed prior and displayed at the meeting. The Clerk highlighted details as necessary:

- WSCC – What Matters to You survey - would run from 1<sup>st</sup> July – 9<sup>th</sup> September 2016. Details circulated for completion by members.
- KKWG – press release and update relating to the extension of oil licence – circulated.
- CAGNE Bulletin 52 – update – circulated.-
- Rural Services Network – weekly email digest – circulated.
- Gatwick One's Enough – update – circulated.
- WSCC – Chichester District Update – circulated.
- Gatwick Airport Ltd – community newsletter – circulated.
- Sussex Police – update on enhanced role of PCSOs. Circulated.
- GACC Update re Gatwick – circulated.
- SSALC – update on 3SC Devolution – circulated.
- Gatwick Obviously Note – newsletter update – circulated.
- CAGNE Bulletin 53 – update – circulated.
- GACC newsletter – circulated.
- Rural Services Network – weekly email digest – circulated.
- West Sussex Fire & Rescue Service was undertaking a public consultation on its draft Community Risk Management Plan.. Consultation closed 5<sup>th</sup> August. Circulated.
- CDC – Community Facilities Audit form to be completed. The Clerk to contact local organisations as necessary and complete.
- Gatwick One's Enough – update with links to recent publications. Circulated.
- Sussex Wildlife Trust – publicity for inaugural fundraising ball in September – circulated.
- Rural Services Network – weekly email digest – circulated.
- Chichester Association of Local Councils – minutes of last meeting and agenda for meeting on 25<sup>th</sup> July 2016.
- Letter from Butts Meadow resident and member of Village Hall Management Committee requesting information about the ownership of the Village Hall and enquiring into the proposed parking area in Butts Meadow. Copy of Village Hall Lease sent along with suggestion that he speak further with the Village Hall Chairman. Advised chasing Hyde re the car parking area.
- Highways England – notification of consultation on A27 Chichester Bypass improvement scheme from 14 July to 22 September. Info available at:  
[www.highways.gov.uk/a27chichester](http://www.highways.gov.uk/a27chichester)  
Consultation events being held in Chichester District – south. Poster to display.

Clerk

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/16/01853/COU - Case Officer: - James Cross - Other Dev - Change of Use	The Hyde Group Garmans Newpound Lane Wisborough Green Retrospective change of use of land to garden use only. O.S. Grid Ref. 505135/126110 <u>No Objection</u>
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- b. Chichester District Council Planning Decisions: The following was noted:

<b>Application No:</b>	<b>Application and Reason</b>	<b>Decision</b>
SDNP/16/01317/LDE	Mr and Mrs Hextell Mockbeggars , Horsebridge Hill, Bedham, Application for a certificate of lawfulness for an existing use relating to use of land as residential curtilage.	Refused Insufficient evidence of use over 10 years.
WR/16/01275/LBC	Mr Jon Finn Park Cottage Kirdford Road Demolition of existing rear dormer and construction of rear dormer, rear extension and connecting walkway to existing bothy.	Permit
WR/16/01274/DOM	Mr Jon Finn Park Cottage Kirdford Road Demolition of existing incongruous rear dormer and new rear dormer, rear extension and connecting walkway to existing Bothy.	Permit
WR/16/01330/DOM	Mr & Mrs T Dumbrill 1 Wharf Cottages Newpound Demolition of existing conservatory and single storey lean to and erection of 2 storey side extension.	Permit

- c. Enforcement Matters:
- The Wisborough, Newpound – Nothing further to update on the lighting.
- d. Planning Appeals: Notification had been received that the appeal against CDC's decision to refuse permission for Goose Cottage, Durbans Road was dismissed with significant weight given to the Neighbourhood Plan and policies. The Appeal Decision notice had been circulated for information.
- e. Land South of Meadowbank – Bluebell Meadow: A reserve matters planning application had now been submitted – details had been circulated. The Parish Council would be meeting with the developer on Wednesday 20<sup>th</sup> July. It was agreed that the application would be considered by the Council on Tuesday 2<sup>nd</sup> August with plans available for review by members of the public before the meeting.

11. Finance:

- a. Accounts for Payment: The Clerk circulated the Payment List for July, which was approved.

Payment Method	Date	Total Paid	Payee	Details
CH 3056	02.07.16	30.00	JD Windows	Cleaning of Workhouse windows
DDebit	12.07.16	34.20	Plusnet	Village Hall broadband
DDebit	19.07.16	111.56	Chichester District Council	Rental & emptying of Pavilion waste bin for April - £34.06, May - £34.06, June - £43.44 (undercharged April/May)
DDebit	19.07.16	182.40	Chichester District Council	Rental & emptying of V Hall bin for April/May and June at £60.80.
CH 3057	19.07.16	1699.20	Wellers Law Group LLP	Legal advice relating to Workhouse
CH 3058	19.07.16	100.89	Mr K Charman	Refreshments for Annual Parish Meeting
CH 3059	19.07.16	715.20	Sussex Land Services	Grass cutting contract & Workhouse lawn for June
CH 3060	19.07.16	55.00	Ian Baldwin	Pond weed clearance & cleaning of duck house
CH 3061	19.07.16	1366.92	West Sussex County Council	Clerk's salary for June and quarterly payroll charge
CH 3062	19.07.16	716.05	Mrs L N Davies	Blinds & curtains, window glass, key cutting, paint and sealant for Workhouse, quarterly website hosting fee and travel expenses for training course
CH 3063	19.07.16	180.70	Southern Electric	Workhouse electricity
CH 3064	19.07.16	753.60	E P Clark & Co Ltd	Tree removal
<b>Total</b>		<b>5945.72</b>		

- b. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending June 2016 for the Parish Council's business and reserve accounts.
- c. Statement of Accounts: The Clerk presented details of the actual year to date figures against budget. She highlighted the Youth Club closing funds to be held by the Parish Council for future Youth Work and gave explanation to the reserve transfers in relation to the Workhouse refurbishment. There were no further questions. Clerk to circulate report.

Clerk

12. Other Reports:

- a. Village Hall: SO was delighted to report that the Village Hall was a beneficiary from the Laurence Knight estate towards the planned refurbishment. A meeting had been arranged with the Architect on 4<sup>th</sup> August and she would report further at the next meeting.
- b. Allotments: A Fish and Chip supper had been held on the allotments to encourage social interaction; it had apparently been well attended and received.
- c. Pavilion: Nothing to report.
- d. The Green:
- Playground Maintenance: The maintenance items had been addressed and the spare parts for the existing net now received; to be fixed by HT, AJ, PD and SO. With regard to the other net, HT reported that although it did show wear, he checked thoroughly on a weekly basis and there were currently no areas to cause concern. It was agreed to wait to see if the forthcoming RoSPA inspection suggested replacement.
- e. Neighbourhood Watch: Advisory notices had been circulated by the Village Coordinator and included in the Parish magazine relating to recent scams and fraudulent activities.
- f. Footpaths/Conservation: Following the article in the last Parish magazine, a few issues had now been reported the WSCC Ranger for inspection in September. The Parishes Wildlife Group, which was newly established, had advised and publicised several wildlife talks this summer, the next about bats to be held on Friday 12<sup>th</sup> August; details had been circulated.

Clerk

13. Any Other Matters to Report

- a. AB was concerned that the layout of the meeting room was not conducive for public attendance. SO hoped that this would be addressed in the refurbishment.
- b. The Clerk advised that the current website hosting company would cease the service in September. Thanks to AJ, the site was in the process of being moved, after which the new website design would be pursued.

14. Date of Next Meeting:

Planning Committee Meeting on Tuesday 2<sup>nd</sup> August 2016 at 8.00 pm.  
Planning Committee Meeting on Tuesday 23<sup>rd</sup> August 2016 at 8.00 pm.  
Planning Committee Meeting on Tuesday 6<sup>th</sup> September 2016 at 8.00 pm.  
Parish Council Meeting on Tuesday 20<sup>th</sup> September 2016 at 7.45 pm.

There being no further business, the meeting was closed at 10.05 pm.

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Chairman

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Date