

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 18<sup>th</sup> July 2017

Date: Tuesday 20<sup>th</sup> June 2017

Present: Mr A Burbridge (AB), Mr N Beresford (NB), Mr K Charman (KC) Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ), Mrs S Overington (SO), Mr H True (HT), Mr M Watson (MW)

Apologies: Mr M Newell (MN)

In Attendance: Mrs L Davies, Clerk  
Mr J Ransley, District Councillor

Members of Public: None

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

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Newell.
2. Declaration of Members' Interests: As Village Hall Trustees, AJ, SO and the Clerk declared their interest in the Village Hall modernisation plans, item 12a. No further interests were declared and no requests for dispensation received.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 16<sup>th</sup> May 2017 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:  
County Councillor: Mrs Duncton had sent her apologies.

### District Councillor:

- The Overview and Scrutiny Committee had reviewed the local connection policy for the allocation of affordable housing. Evidence had demonstrated that sheltered housing in rural areas was not getting the take up and as such, the local connection had now been changed to countywide to prevent housing from remaining empty. Evidence suggested that poor quality accommodation, lack of wardens and transport were contributing factors.
- Again, in the rural areas, older properties were also not being taken up. This was being addressed by allowing applicants to make 3 bids for property and if none were then accepted, they would be removed from the housing register for 12 months. Affordable housing was offered at 80% of the market rent and Mr Ransley felt that this measure was perhaps a little extreme particularly as much of the older stock was not always well maintained and applicants were sometimes not aware of transport limitations when bidding.
- A Task and Finish Group would be reviewing affordable housing demand in urban and rural areas to ensure that the housing allocation for different areas met the need. However, it did appear that newer affordable rural housing was still in demand for those with a local connection. The Group could make policy change recommendations to Cabinet which potentially had implications for the village. Mr Ransley was unaware if Wisborough Green currently had empty properties but suggested that the Clerk enquire from CDC and also obtain current Housing Register numbers as these appeared to have reduced in recent years
- The Local Plan Review had now commenced and the first consultation would be circulated shortly. Mr Ransley explained that the Plan was dependent upon improvements to the A27 to allow sites to come forward in the first 5 years. A27 improvements had now been delayed and, as such, site allocation and delivery were being reviewed. Early indication suggested that housing numbers in other parts of the district might need to increase. The review process would be undertaken to 2019 and would include new evidence from the SHMAA and government numbers. CDC would also be tracking delivery and none delivery of sites to inform the process. This review

Clerk

did have implications for the village. Mr Ransley also highlighted that last December a Government statement implied that local authorities with a Local Plan in place, but which failed to deliver the numbers, could have a two-year deferment. Mr Ransley would provide a copy of the statement for information.

Mr Ransley

Although in the Horsham district, SO highlighted the extensive development at Southwater and the difficulties now being experienced in selling the properties. She questioned whether this perhaps demonstrated an oversupply and quite flat market.

- CDC had now embarked on developing a Vision and plan for Chichester City.

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

6. Report on on-going matters:

a. Gatwick Airport: PD provided the following update:

Noise Management Board Meeting (NMB) 6: The key points from the meeting were as follows:

- There were few actual decisions made at the meeting but the board was updated on work being undertaken by stakeholders outside of the main Board meetings.
- Specifically, there has been much work ongoing in relation to Fair and Equitable Dispersal and in relation to CDO (Continuous Descent Operations/approach).
- It was encouraging that stakeholders, such as Gatwick and NATS, were working at initiatives designed to achieve both these objectives on an ongoing basis. This included engaging with communities in workshop style meetings between NMB meetings.
- Although this work was positive, communities made the point that any improvement would be negated by the significant growth in airport traffic, which had been experienced in the last two years, if this trend continued. The point was made that future growth needed to be balanced by guaranteed noise reduction. This point was "noted."
- Other discussion points included:
  - o Modification of the Airbus A320 was on course for the end of 2017 completion although Thomas Cook seemed to be behind compared to other airlines.
  - o The focus of the NMB has been on Arrivals but attention will start to focus on Departures for 2018.
  - o Consideration would be given to night flights in more detail at the September NMB meeting.
  - o NATS reported on consultation regarding a new route for directing planes to the Willo holding stack over the Burgess Hill area. This would have very little impact on communities and related mainly to how traffic was split between Heathrow and Gatwick flights over the English Channel and Isle of Wight area.
  - o There was further discussion on the complaints system which was currently regarded as inadequate by communities.
  - o The next public meeting was scheduled for 7th December.

Additional points after the meeting:

Utilisation of Gatwick: Increases in ATMs should only occur if they were accompanied by enforceable and directly proportionate reductions in the impacts of noise. Consistent with the policy principles set out in the Government's recent consultation on airspace, specifically that there should be proper balance between the interests of the aviation industry and its customers and those of people, communities and businesses impacted by it.

Gatwick Airport Ltd's (GAL) response to an earlier Community Group paper proposed greater sharing of information on capacity declarations and future work on noise metrics which were welcome. However this was a wholly inadequate and dismissive response to the serious issue raised. It was not sustainable for the airport to believe that it could increase utilisation in an almost entirely unregulated and uncontrolled fashion without regard to the noise consequences of its actions.

It was generally felt that a Noise Management Board which failed to take action to limit the noise consequences of rapid growth in traffic would not remain credible amongst the communities they served.

Night Flight Charges: The Community Groups (CG) had corresponded, last summer, with GAL regarding the 2017 charging proposals and the CGs subsequent request to the Secretary of State to direct GAL to develop alternative proposals that were better calculated to achieve the Government's night flight policy objectives. The CG request then, and now, was simple: that GAL's night flight movement charges should be set at a material premium to its day flight movement charges so as to disincentive those flights which cause the greatest harm to communities. This position had been reiterated at subsequent NMBs and to GAL staff on numerous occasions. The GAL response has been extremely disappointing, and that, as last year, if GAL chooses to ignore CG views, the CGs would do all they could to persuade the government to intervene.

Members noted that there had been some recent improvement with planes not being as constant, but the proof would be the holiday season in the coming months. It was delegated to PD and the Clerk to submit a response to the latest consultation.

PD/Clerk

- b. Boxal Bridge: A meeting was held on 1<sup>st</sup> June 2017 with the WSCC Cabinet Member for Transport, Mr Lanzer, and other representatives from the Highways Department, Kirdford Parish Council and members of Keep Kirdford and Wisborough Green; KC, SO and the Clerk attended. Minutes of the meeting had been circulated. KC reported that the central issue was to discuss the objection to replace the bridge and WSCC's insistence that it was coming to the end of its useful life therefore being appropriate and economic to replace. Discussion revolved around the alternative and differing engineers' reports, highway safety concerns, quality of road surface, signage and road layout. Opinion was also expressed that funding would be better used to resolve the concerns at Newbridge, particularly as WSCC confirmed that Boxal Bridge was currently sound and fit for purpose. A design for a new bridge had now been prepared which did more closely match in appearance to the existing but was wider with two carriageway. It would not be replaced until an engineer's report indicated failure. WSCC agreed to review the independent engineer's report and re-visit the signage.

With new members on the Council, AB questioned whether the whole issue should be re-visited as perhaps, like himself, other members might feel replacement should be progressed. As a cyclist, he was aware of the dangers at the bridge. It was highlighted that the Parish Councils had previously objected to the replacement as it was part of the local Sussex landscape, was one of four historic bridges into Kirdford and slowed traffic down. As a regular user of the bridge, Mr Ransley highlighted that there was less danger associated with the bridge rather than the current road surface, road alignment and signage.

KC reminded that the resolution taken by WSCC was to engage and work with the local communities, so it was agreed to wait for WSCC feedback on the independent report and pursue improvements to the road surface.

- c. Traffic Management Plan: The following updates were provided:
- Village Centre: The Community Highway Scheme application for the crossroads and pedestrian improvements in the centre of the village had been submitted and was now being assessed.
  - Butts Meadow Parking Area: Hyde Housing had advised that the parking area would be undertaken and there was a requirement to start before the end of August; Hyde Housing would inform residents.
  - Durbans Road: In order to change the 40 mph speed limit to 30 mph from Sweephurst Farm to Brookbridge, a Traffic Regulation Order application had to be submitted with evidence of community support. Although comments were picked up at the last traffic consultation, more evidence was required. Members agreed that a flyer should be dropped to all affected households and delegated the task to the Traffic Management Plan Group.
  - Newpound Lane Junction: Both landowners had previously indicated willingness to improve visibility at the junction with the B2133. A surveyor had now assessed the requirements and, in his professional opinion, as it only related to the re-alignment of the hedge and the amount of land involved was so small, he suggested that a lease with a maintenance agreement was the more appropriate way forward. Members agreed that both landowners should be approached and delegated the action to KC and the Clerk.

TMP Group

KC/Clerk

8.20 pm – Mr Ransley left the meeting.

- d. Village Website: The website had now been completed and reviewed by members. There were a few slight amendments in terms of photographs and some text, but all agreed that it was intuitive and should now go live. Amendments and improvements would then be made. AJ to link with designers to transfer the hosting. AJ
- e. Village/Parish Council Logo: Unfortunately, little progress had been made. Although Ecom Solutions had been working on some potential designs, the results were slightly disappointing. After some discussion about alternative providers and expenditure, it was agreed that the village sign should be used but in a format which could be easily reproduced on documents etc. PD to speak further with Ecom Solutions – the additional expenditure of £150 was agreed, if required. PD
- f. Community Speed Watch: There was now a team of possibly 8 volunteers. Once the remaining people had passed the initial training, HT would arrange the practical training with the police. Potentially 4 people would be required for each session – use equipment to capture speed, record vehicle registration number, make and colour. Three sites in the village had already been assessed and potentially more sites could be considered for risk assessment. He hoped to have the first training session organised for the end of July. HT/Clerk
- g. Assets of Community Value: The Parish Council had identified the Village Shop as an asset and as such, an application to register had been submitted to CDC. KC had previously spoken with Mr and Mrs Self, but on receipt of CDC's letter, they had expressed some concerns. KC and PD therefore met with them both last week to give further explanation and to indicate the value placed upon the necessity to retain a village shop. The original application had included the whole premises but after further discussion, it was agreed that shop was not integral to the whole building and could be registered as an independent lock up unit. PD and the Clerk to liaise with Mr & Mrs Self and provide an updated plan for the registration. PD/Clerk
- h. New Homes Bonus Application: The Parish Council had previously agreed to submit an application for an enclosed community noticeboard on the side of the bus shelter. Quotation details were displayed. Members agreed that Harry Stebbing Workshop was the preferred supplier having been used previously – English Oak board with polycarbonate doors and carved lettering (WG Village Notices). The New Homes Bonus funding was £849 so the additional expenditure of £680.50 was approved. Clerk to submit the application. Clerk
- i. Adoption of BT Telephone Kiosk: Contract details had now been received from British Telecommunications, which had been circulated to members for review and approval. It was agreed that the contract should now be signed by the Chairman and returned with the £1 payment. Members reconfirmed the decision to convert into an Information Point. Although power would be retained, unfortunately it could not be used as a Wi-Fi hotspot. Clerk to contact an ex-Parish Councillor who had previously agreed to lead the conversion project. Clerk
- j. Clerk's Report:
- Update on on-going matters:
    - Community Payback Scheme: Nothing further heard.
    - Village Design Guide: CDC was now reviewing the document and would respond further in a few weeks.
    - Risk Assessments: The risk assessment for the Parish Council's village paths had been completed and identified a few minor repairs to be undertaken. Clerk to arrange.
    - Public Toilets: Members agreed that coat hooks should be provided; Clerk to arrange.
    - Oak Tree: The dead tree had been reported to the arboretum, which would arrange an inspection.
    - Meeting Dates: A list of meeting dates scheduled for 2018 was circulated.
    - Next Newsletter: It was agreed that a newsletter should be prepared and circulated for either August or September. To include: BT Kiosk, Traffic Management Plan update, website, Gatwick update – members to forward any other ideas.
- Clerk/PD

7. New Items for Discussion

- a. Annual Fair: The official date for the Fair was Wednesday 20<sup>th</sup> September. Mr Mark Trickett had requested just the Wednesday, arriving on the Green on Monday morning and departing Thursday morning; members approved this arrangement. As the Cricket Club had made no plans to undertake surface improvements, AB confirmed that the Fair could remain on the usual site. Clerk
- b. Antiques Fayre in the Marquee: A request had been received to hold a sale in the marquee on Saturday 26<sup>th</sup> August. Arrangements would be similar to last year, with the additional tea tent and gazebo stalls outside the marquee on the Kirdford Road side. Members agreed to support the event on the same basis as last year, with a donation of £250 towards the public toilets and £50 hire of the 'no parking' cones. It was agreed that traffic management measures should be put in place to prevent any parking on the Green and customers parking on the estate. All rubbish should also be removed from site as this created difficulty for other events last year. Clerk to issue Agreement Form. Clerk
- c. CDC Plans for the death of a senior national figure: Members confirmed that the Parish Council would not make any additional arrangements to those put in place by the District Council. The flag would be flown at half-mast or as directed. Clerk
- d. Junior Goal: Only one quotation had been received for the painting of the goal post for £180. Members felt that this was a little excessive but agreed to this maximum expenditure. Clerk to obtain at least one further quotation and was delegated the decision to instruct the work. Clerk
- e. School Festival: A successful event was held on Saturday 17<sup>th</sup> June. Those who attended enjoyed the event but noted that vehicles had been parked behind the Pavilion. As traffic movements on the Green were a safety concern, to be cordoned off for next year. Some parking between the 'no parking' cones was noted in School Road and Newpound Lane, but did not impact upon access through the village. Clerk to advise. Clerk

8. Policy Documents: It was resolved that the Council would continue to use, without amendment, the adopted policies as listed below:

- Code of Conduct
- Standing Orders
- Complaints Procedure
- Freedom of Information
- Press & Media Policy
- Health & Safety Policy
- Child Protection Policy
- Staff Absence Policy
- Grievance Procedure
- Disciplinary Procedure
- Equal Opportunities
- Dignity at Work

It was resolved that the following new policy would be adopted:

- Employees Code of Conduct

It was resolved that the following policies would be adopted with amendments as tabled:

- Parish Council Grant Scheme – reference to grant panel to be removed and grant increased to £200.
- Village Sign Policy – reference to shop railings removed and replaced with use of new noticeboard.

With regard to the Filming on the Green Policy, HT to make enquiries from the film industry into appropriate charges. To be considered further at the next meeting.

HT

8. Correspondence: Details of correspondence received since 17<sup>th</sup> May 2017 was distributed and displayed at the meeting. The Clerk highlighted details:

- GACC – update on consultations and reminder of closing date of 25 May – circulated.
- Rural Services Network – weekly email digest – circulated.
- CAGNE Bulletin 70 – update- circulated.
- SSALC – guidance on flying flags at half-mast – forwarded to flag raiser for information.
- Several emails between Josef Ransley and Planning Officer regarding Land South of Meadowbank and housing need in SHMAA – circulated to all.
- GACC - Civil Aviation Authority issued a consultation on Draft Airspace Design Guidance – that is to say their future procedure for deciding whether a new flight path should be approved. [http://publicapps.caa.co.uk/docs/33/CAP1520\\_AirspaceChange\\_Plain.pdf](http://publicapps.caa.co.uk/docs/33/CAP1520_AirspaceChange_Plain.pdf) Responses in by 30 June. Circulated.
- Butts Meadow resident enquiring into ownership of road leading to garages. Advised that the land would have originally been transferred to Hyde Housing but when houses were sold off, potentially the garages were sold off too with the properties. Would need to do a Land Registry search to find out exactly. Asked for reason for enquiry but no response. **Highlighted.**
- Rural Services Network – weekly email digest – circulated.
- West Sussex County Council News – Chichester District May 2017 – circulated.
- Wey & Arun Newsletter June 2017 – circulated.
- Rural Services Network – weekly email digest – circulated.
- SSALC – details of Chairs Networking Day to be held on Thursday 28<sup>th</sup> September 2017 at the Crowne Plaza Hotel & Spa (formerly the Felbridge), London Road, East Grinstead, West Sussex, RH19 2BH. Details forwarded to PD.
- Emergency Planning Officer, CDC – details of workshop on Saturday 1<sup>st</sup> July in Horsham – 10 am to 3.30 pm - An opportunity for local community volunteers and emergency responders to further develop community resilience in Sussex. Further details to follow. <https://www.eventbrite.co.uk/e/srf-voluntary-sector-workshop-tickets-34028765955?aff=eivtefrnd>. Programme received from SSALC circulated. **Highlighted.**
- Loxwood Parish Council – organising SSALC bespoke training, specifically for Localism Act Update and General Power of Competence, Summary of Powers of Local Councils and the Conduct of Town/Parish Councils. Details circulated. **Highlighted.**
- Open Spaces Summer News update – forwarded to village wildlife group.
- SSALC - Rusper Parish Council are holding a training seminar on planning on 17<sup>th</sup> July from 6.30pm-9.30pm. This will be run by a planning consultant and will cover the following areas:-
  - Explanation of the different types of application
  - How to form a comment on a planning application
  - How the Planning Department make their decisions
  - EnforcementIf your Councillors would like to attend, please contact Leanne Bannister at [clerk@rusper-pc.org.uk](mailto:clerk@rusper-pc.org.uk). We expect the cost to be around £30-£40 per person, and spaces will be offered on a first come, first serve basis. **Highlighted.**
- Rural Services Network – weekly email digest – circulated.
- CDC Enforcement Team – update on work and how system works.
- Telephone call from Adrian Buffery, Greenoak Housing – asked if the Parish Council had received any further communication from Runnymede regarding Winterfold Fields. He had now been provided with a further draft plan. The affordable housing was a better size but the houses had been moved up to the site entrance – was the Parish Council aware. He thought this was probably due to the S106 agreement which stated that the affordable houses had to be built before the first house was occupied. Also asked about parking area. Confirmed that the PC had supported this as additional parking for the village as well as ensuring additional parking within the site and sufficient parking for each dwelling. Advised that no further contact received since meeting with them earlier in the year. With regard to Land South of Medowbank, he had heard nothing further. Explained about CDC planning committee meeting. **Highlighted.**
- West Sussex County Council and the South Downs National Park Authority have prepared the West Sussex Joint Minerals Local Plan, which has now been submitted to the Secretary of State for independent examination. The submitted documents are being made available online at [www.westsussex.gov.uk/mwdf](http://www.westsussex.gov.uk/mwdf).

- Mr Ian Poysden – Would like to donate a bench to the village in memory of his father who regularly watched cricket and was a vice president. **Members agreed to accept this kind offer but to give consideration for a Bench Policy for future guidance. Clerk to make arrangements and to agree location. SO to consider policy.**
- Gatwick Airport – update – circulated.
- KKWG – update and details of meeting at W Chiltington Parish Hall starting at 7 pm on Sunday June 25<sup>th</sup> with speakers and Q+A session about drilling taking place at Broadford Bridge, Adversane – flyer circulated.
- Rural Services Network – weekly email digest – circulated.
- St Peter's PCC – invitation to Chairman to attend the Dieppe Service in August. PD has confirmed attendance.
- CAGNE Bulletin 71 - With the threat of an industrial and commercial incinerator in Horsham and the growth of Gatwick Airport imposing more vehicles on our roads, CAGNE, Communities Against Gatwick Noise and Emissions, and No Incinerator 4 Horsham invite fellow residents to join them in Horsham town centre by the bandstand at 12 noon this Saturday 24<sup>th</sup> June for a 'I Love Clean Air Rally'. Details circulated.
- Local resident – concerned about impact of development of Loves Barn on nesting Barn Owls. Have asked Planning Officer for a response to forward on. **Highlighted.**
- Dandelion Farewells – concerned about entrance and potential for accidents. Letter circulated. **Members agreed that some action should be taken. SO and KC to visit and review before making further enquiries from WSCC Highways. Potential to improve visibility splay by cutting back vegetation. To advise Dandelion Farewells.**

Clerk/SO

SO/KC

#### 11. Planning:

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

<b>Application No:</b>	<b>Applicant and Reason</b>
WR/17/01320/DOM - Case Officer: - Paul Hunt - Other Dev - Householder Developments	Mr Paul Clark 1 Chapel Cottage Petworth Road Wisborough Green RH14 0BH Alterations to the west side of the house, including a pitched roof, alterations to the fenestration, removal of chimney, rebuilding porch, rendering on west elevation and creation of main entrance lobby. O.S. Grid Ref. 504762/125861 <u>No Objection</u>
WR/17/01321/LBC - Case Officer: - Paul Hunt - Other Dev - LBC's Alter/Extend	Mr Paul Clark 1 Chapel Cottage Petworth Road Wisborough Green RH14 0BH Alterations to the west side of the house, including a pitched roof, alterations to the fenestration, removal of chimney, rebuilding porch, rendering on west elevation and creation of main entrance lobby. <u>No Objection</u>
WR/17/01172/DOM - Case Officer: - Paul Hunt - Other Dev - Householder Developments	Mr Mark Wilton Woodstock Durbans Road WG RH14 0DQ Construction of balcony with double doors over garage. O.S. Grid Ref. 504934/126624 <u>No Objection</u>
SDNP/17/02571/HOUS – Planning Officer Jenna Shore	Mr & Mrs J Sutton, East Lutmans, Brick Kiln Common, Wisborough Green, West Sussex, RH14 0HZ Single storey rear extension and two storey front extension. <u>No Objection</u>

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

<b>Application No:</b>	<b>Applicant and Reason</b>	<b>Decision</b>
WR/17/00713/DOM	Mr And Mrs John Stickland 3 Malthouse Cottages Fittleworth Road Construction of a single storey garden room, oak framed porch and double garage.	REFUSE Visually dominant & oppressive Contrary to NPPF, CDC Local Plan and NP
WR/17/00965/DOM	Mr & Mrs Hamish Laing The Badgers Durbans Road Proposed single storey rear extension and internal alterations to provide kitchen/dining area, new link to garage and part conversion of garage to utility and playroom. Replacement of 4 no. first floor painted timber casement windows.	PERMIT
WR/17/00966/LBC	Mr & Mrs Hamish Laing The Badgers Durbans Road Proposed single storey rear extension and internal alterations to provide kitchen/dining area, new link to garage and part conversion of garage to utility and playroom. Replacement of 4 no. first floor painted timber casement windows.	PERMIT
WR/17/00934/FUL	Jane Butler Old Helyers Farm Kirdford Road WG RH14 0DD Conversion of commercial equestrian indoor riding school barn to 3 no. dwellings.	REFUSE Failure to respect and enhance character of area. Visually incongruous
SDNP/17/01941/CND	Bedham House, Bedham House , Wakestone Lane, Bedham, Wisborough Green, RH20 1JP Variation of Conditions 6 and 7 of planning permission SDNP/12/01684/FUL.	Withdrawn
WR/16/01836/PLD	Loves Barn, Loves Lane, Newpound The Clerk had been contacted by a resident in relation to this application. It appeared that residents had not been advised by CDC of the resubmission and that it had now been approved on a technicality. The Clerk had advised the gentleman to contact Mr Ransley and to take the matter up with CDC.	

- c. District Council Planning Committee – Land South of Meadowbank: The application was being considered at the Committee Meeting tomorrow; AJ and PD would be attending. A statement had been prepared which was circulated in advance of the meeting. A few amendments were made and the statement approved.

## 11. Finance:

- a. Accounts for Payment: The Clerk displayed the Payment List for June 2017, which was approved. The income received was noted.

<b>Payment Method</b>	<b>Date</b>	<b>Total Paid</b>	<b>Payee</b>	<b>Details</b>
DDebit	June	25.60	Chichester District Council	Waste & recycling bins at Pavilion – final payment



DDebit	June	34.20	Plusnet	Village Hall Broadband
3151	20.06.17	96.00	SSALC Ltd	Health & Safety course fee
3152	20.06.17	70.00	Chichester District Council	Annual Premises Licence for the Green
3153	20.06.17	509.38	Pyzer Cleaning Services	Public toilet cleaning and supplied
3154	20.06.17	199.79	Mrs L Davies	SLCC subscription, ground socket & key cutting
3155	20.06.17	36.00	BounceBack Safety Surface Ltd	Wetpour repair kit
3156	20.06.17	3.56	Scottish Water Business Stream	Allotment water
3157	20.06.17	1678.02	West Sussex County Council	Clerk's salary for May
		<b>£2652.55</b>		

**Payments Received**

Cheq	13.06.17	2.00	G Banks	Peppercorn rent for access for 2 years
Cheq	13.06.17	390.00	Mrs Muscutt	Donation for new bench

- b. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending 31<sup>st</sup> May 2017 for the Parish Council's business account.
- c. Direct Debit: Members approved the Direct Debit mandate for the annual payment of the Post Office PO Box number and re-direction service, currently £318 per year.
- d. Statement of Accounts: The Clerk presented details of the actual year to date figures against budget. There were no further questions.

**12. Other Reports:**

a. Village Hall:

- Village Hall Modernisation: SO advised that the Project Team met on 13<sup>th</sup> June to review the updated plans. Achievable modifications requested by hall users and CDC had been incorporated and after thorough discussions and detailed questioning, the working group agreed that a planning application should be submitted, pending Parish Council approval. The architect, Mrs Val Hinde, would complete the submission with help from the working group for the Design and Access Statements and Heritage Statement. The structural engineer would also be contacted as there was the possibility the central pillar in the hall could be removed, which would be welcomed by many users. A bat survey would also be commissioned. Consideration would be given to the finer details including choice of heating and fixtures and fittings etc. in due course. In terms of fundraising, all potential funding streams will be explored. Whilst it was acknowledged that two major projects could be running simultaneously in the village, which might be challenging in terms of events and resources, the working group was happy to cooperate with an events diary for managing fundraising and to avoid overlap. As plans were developed, consideration would be given to project phasing to avoid as much disruption to the community as possible. Wisborough Green has had major fundraising targets for different projects running simultaneously in the past and no doubt the community would rise to the challenge, as it has done previously.

Plans were displayed and explanation given to the changes and benefits in terms of improved accessibility and facilities, and increased storage space. Comments from the CDC Planning Officers to improve the appearance of the flat roofs from the Church had been addressed. Some discussion ensued over the provision of a Parish Council meeting room which was more conducive for attendance by members of the public. SO explained there was little that could be done to improve room sizes when working within the confines of a Listed Building but this would be fully considered when selecting furniture. Members agreed to the modifications and that a planning application could be submitted.

- Village Hall Lease: The Clerk advised that the Village Hall Trustees solicitor was now reviewing the lease.

- b. Pavilion: Following discussion at the last meeting, the Clerk had contacted the Parish Council's insurance company which confirmed that any accident resulting from Sports Association actions or equipment would be a claim on their insurance. However, having attended a Health & Safety course, the Clerk was extremely concerned about the goal posts and items left at the back of the Pavilion. Risk Assessments, items around the building and goal post safety had previously been

raised at the Green Co-ordination Group meetings. Members agreed that safety was a major concern, but appearance was also a consideration. As such, AB would initially speak to the Club, which would be followed by a letter to the Sports Association Chairman, although it was acknowledged that the committee had joint responsibility.

AB/Clerk

AB reported that the reinstatement of the ground around the cricket practice nets was unsatisfactory and felt that the Cricket Club had not fulfilled their duty; to be included in correspondence.

- c. Health & Safety Workshop: The Clerk attended a very informative and useful course on 15<sup>th</sup> June. Only minor modifications to the Parish Council's risk assessments would be required. However, the importance of review was highlighted and as such, a standing Health & Safety item would be included on all future agendas. It had also been suggested that a First Aider be present at Parish Council meetings; MW, AB and SO confirmed they were first aiders and NB would be undertaking training shortly.

Health & Safety Matters to report:

AJ advised that the footplates for the stile by the school and leading into the church were unstable; the Clerk would advise WSCC.

Clerk  
HT/NB

NB highlighted that the see-saw bolts had become loose; HT to provide the tightening spanner.

13. Any Other Matters to Report:

- a. Having recently walked in Durbans Road, KC reported that hedges belonging to Park Cottage and Park Hill were growing over the pavement, to the extent that it was necessary to walk in the road. AB agreed to approach the owners of Park Cottage; he was also asked to mention that the hedge over the ditch needed to be cut back hard to allow the ditch to be cleared. Hedges could be cut at the end of August.
- b. AB advised that he had taken delivery of the replacement 'no parking' cones from the Sports Association.
- c. About 9 years ago, the Fete committee resigned and there was a concern that the Fete would no longer be held. The Parish Council asked the Clerk, with support from AJ, to help re-establish. As such, the Clerk hoped that members would be able to offer their support and help on a stall on the day.
- d. Members were reminded to send a portrait photograph for inclusion on the website.

AB

ALL

There being no further business, the meeting closed at 10.30 pm.

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Chairman

.....  
Date