

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 15th September 2015

Date: Tuesday 21st July 2015

Present: Mr A Burbridge (AB), 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: Mr K Charman (KC) (Chairman)

Non Attendance: Mr C Vit (CV)

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

Members of Public: Two

In the absence of the Chairman, Mr Jackson, as Vice-Chairman, opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Charman.
2. Declaration of Members' Interests: As a friend of the applicant, PD declared his interest in the planning application for Mockbeggars. 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 16th June 2015 and the minutes of the Planning Committee meeting held on Tuesday 7th July 2015 were approved as a correct record and signed by the Vice-Chairman.
4. District/County Councillor Update:

District Councillor:

- Mr Ransley was pleased to report that the Chichester District Local Plan 2014-2029 Key Policies had been adopted by Chichester District Council (CDC). This document now provided the strategic policies for the District and once the Wisborough Green Neighbourhood Plan had passed referendum, strategic and local policies would be in place which he hoped would prevent future speculative development.
- With regard to the Crouchlands Biogas Plant, CDC had issued two separate planning enforcement notices which would come into effect on the 26th August 2015 unless an appeal was made. CDC was also looking into applying a stop notice although this was a significant decision for any authority. There was recently a substantial spill of digestate which affected 70 acres. As of last Friday, a clean-up operation was still underway. The Environment Agency had been involved.
- Mr Ransley had been disappointed to read the report from West Sussex County Council (WSCC) Auditors relating to County Highways management of road maintenance and that it could not show £20 million of expenditure to have delivered value for money. It was potentially concerning that future Community Infrastructure Levy would have a Highways element and it was therefore essential to ensure that this benefitted communities. County appeared to be a bit dismissive of the situation, so Mr Ransley was urging people to express their disappointment to WSCC.
- Many were relieved that the Davies Commission recommended Heathrow for expansion rather than a 2nd runway at Gatwick albeit Ministers had yet to make a decision. However, the proposed introduction of more concentrated landing routes at Gatwick was still a concern and one which

should continue to be highlighted. PD agreed that he would contact Mr Ransley shortly to discuss a local strategy.

County Councillor: Mrs Duncton had sent her apologies but had provided the Clerk with an update, as follows:

- No plans to change the Division for County Council.
- Carriageway recycling for Foxbridge Lane was scheduled before the end of the summer and was likely to take between 2 and 3 weeks. As the lane would be closed, an increase in traffic through Wisborough Green may be evident.
- WSCC was continuing to promote help for Carers in the community and the need for more Foster Parents.
- The Council Leader, Louise Goldsmith, was working with Surrey and East Sussex County Councils to put Devolution up for discussion. There was some uncertainty over Hampshire due to the two large unitaries of Portsmouth and Southampton, with a similar problem with Brighton and Hove.
- Mrs Duncton attended the passing out parade for new retained Firemen in Worthing; one was from Petworth. The need for new recruits was still being promoted, with quite a few over Sussex undertaking training in the coming months.

5. Public Questions: The members of public had no questions or comments.

6. Matters Arising from the Parish Council Meeting on 16th June 2015 and ongoing matters:

- a. Neighbourhood Plan: MK advised that the Regulation 16 consultation organised by CDC had closed. An examiner had been appointed and would now consider the Plan, evidence and comments from this consultation. The Clerk was asked to ascertain a possible timescale from CDC.

Clerk

The Clerk advised that CDC had received correspondence from a Billingshurst Road resident, copied to the Parish Council, expressing concern at the consultation process. This was the process established by Government although a few of his comments potentially related to the planning application stage rather than the Neighbourhood Plan process. The Clerk would liaise with CDC and update the Neighbourhood Plan Steering Group as necessary.

Clerk

- b. Gatwick Airport: The Davies Commission Report had now been published, recommending expansion at Heathrow. PD would shortly be attending a further meeting and would familiarise himself with the latest details before circulating an update to all. He would also meet with Mr Ransley to consider a strategic local plan.

PD

- c. Boxal Bridge: HT advised that although the divers' inspection had been undertaken, the report from WSCC was still outstanding. There was nothing further to report at this stage.

7.55 pm – Mr Ransley left the meeting room.

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

- Highways Update:

- o Moonsbrook: Nothing further to report; the Clerk would continue to chase.
- o Durbans Road: A local resident had reported a raised manhole in Durbans Road which drivers were now avoiding by travelling on the opposite carriageway, potentially creating a safety concern. Although this was reported to WSCC a few weeks ago, copied to Mrs Duncton, the problem had not been rectified. Members concurred that this was a safety issue and requested that WSCC provide warning notices until the repair was undertaken.
- o Petworth Road Pavement: A resident had had ongoing communication with WSCC regarding the condition of the Petworth Road pavement. Unfortunately it appeared that there was no funding to re-surface the pavement at the present time. Members agreed that a quotation should be obtained from E P Clark to rectify the pavement outside Albion House and ascertain if WSCC would fund this repair.

Clerk

Clerk

Clerk

- Village Gateway on A272 West Side of Village: Following the last meeting, a request for a village gateway had been made to WSCC; WSCC undertook a survey a few years ago. The Clerk had now been contacted by Mr Darren Rolfe to discuss further, although parish funding for a limited scheme was implied. It was agreed that PD and the Clerk would meet and discuss further with Mr Rolfe.
- Civil Parking Enforcement: CDC officers had visited on several occasions during the week and at the weekends but had reported no cars parked on the double yellow lines around the crossroads. CDC would continue to monitor.
- Speed Monitoring on A272: PCSO Rich Boston and colleague conducted speed checks outside the shop on the evening of 16th July 2015. The speed of 61 vehicles was checked before they were called away. The average speed was found to be 25.18 mph; the highest speed recorded being 32 mph. Local residents were pleased to see their attendance and the shop owner advised that the worst time was 6 am. Although the Neighbourhood Policing Team did not work these hours, PCSO Boston would make enquiries to see if he could change a shift to cover.
- New Homes Bonus: The Clerk advised that the funding application had been submitted to CDC. As this potentially covered just half the cost of the community notice board and installation, it was agreed that the Clerk should submit a further grant application to the County Local Committee.

PD/Clerk

Clerk

7. New Items for Discussion

- a. Antiques Fayre on Saturday 29th August: The Parish Council had approved the event at the last meeting, but a further request to have garden related stands outside the marquee had now been received. After some discussion, it was agreed that gazebo pitches could be erected on the road side of the marquee along the length of the marquee only; to also include the proposed tea tent. This was to avoid interference with any sports fixtures and in case of soft ground conditions, to avoid damage to the main green which could impact upon the Fete on the Monday. Members agreed that a donation towards the upkeep of the toilets would be welcomed; Clerk to discuss further with organiser.
- b. Parking Issues on the Green: AJ reminded members that following the last meeting, the Parish Council was notified that vehicle parking, associated with the Pavilion and sports fixtures, was affecting access to properties along the road on the west side of the Green. In agreement with members, an email highlighting these concerns was sent to the Sports Association; the Parish Council Chairman subsequently met with both the residents and Sports Association Chairman. AJ gave further details of some of the agreed actions; signage, parking monitor, restrict parking at Pavilion to Pavilion staff and officials only, notification to all Sports Association members. There had been a small improvement but difficulties were still being experienced.
AB advised that he attended a Sports Association meeting last Wednesday at which it was discussed in detail. It was very evident from discussion that there was ambiguity over the relationship with the Parish Council and the Club's legal position. Mr Richard Vause, Trustee, was in attendance and wisely advised that the legal position for all should be clarified to help inform future decisions. Management and regulating parking did cause difficulties for the Club, particularly with visiting teams, and he had also witnessed inconsiderate parking.
AJ briefly explained that a Lease granted the Trustees the right to site a sports pavilion on the Green and use the land; the day to day management was undertaken by the Sports Association. It was against Bye-laws to park on the Green unless authorised by the Parish Council, and from his recollection, the lease did not permit parking. Some residents had a legal agreement (Deed of Easement) to allow access to their properties across the Green without charge, but gave no legal right to park.
Enforcing Bye-laws was discussed although it was thought that management and imposing fines might prove problematic. All agreed that it was important that any future action did not impact upon parking for the village shop which was an important village asset.

Clerk

After some discussion, it was resolved that the following action should be taken and the associated expenditure was approved:

- No parking outside Ivy Cottage. New 'no parking' signs to be installed on property fence – to include 'By order of Wisborough Green Parish Council' to demonstrate Council endorsement. Temporary signage to be provided as an interim. Clerk
- Parking at Pavilion only for Pavilion Staff and Officials (maximum of 7 cars). Space must be left to allow clear manoeuvring from property driveway. Sports Association to be advised. Clerk
- AB, AJ, KC and Clerk to review Trustee Lease and implications of Easement. Legal advice to be sought as required – expenditure approved. Once position clarified, briefing note and suggested actions to give a practical solution to be circulated to Parish Council members for approval in advance of the next meeting due to the urgency of the situation. AB/AJ/KC/Clerk
- Sports Association to be advised of current position. Clerk.
- Future newsletter to include update to clarify position to all residents.

8.50 pm – Two members of public left the meeting room.

- c. Village Website: PD believed that a website was an important feature for any organisation and that people now looked to websites to obtain information. As such, he felt that the Parish Council's website should be updated. The Clerk advised that with the new transparency requirements there was a need to publish more information on a website, which was creating difficulties for many small parishes, although Wisborough Green was compliant. As such, guidance had been provided in many of the Council publications. Kirdford Parish Council had recently commissioned a new website, although this was not available at the present time. Members agreed that PD, AS and the Clerk to produce an initial specification for future consideration. PD/AS/Clerk

8. Correspondence: Details of correspondence received since 17th June 2015 was distributed prior to the meeting and displayed. The Clerk highlighted details as necessary:

- Cllr Ransley – update of Crouchlands Biogas Enforcement – circulated.
- Petworth Road Resident (10 years) – wrote to both CDC and Parish Council expressing her concern at the proposed development in the village and the impact upon the village and wildlife. Explanation response sent.
- Cllr Ransley – update on Crouchlands Biogas following his visit. Circulated.
- Pulborough Parish Council – consultation on Pre-submission Neighbourhood Plan – circulated.
- NALC - 9 March this year marked Commonwealth Day 2015. Over 750 Commonwealth flags were raised together at 10am that morning by local authorities (including 191 town councils) and a small number of others, throughout the UK and overseas territories. Clerk
- Largest, single, raising of the Commonwealth flag in the history of the Commonwealth and want to encourage more to be involved next year. Need to register interest. **Members agreed that this information should be forwarded to Mr Killingbeck, who raised the flags, for his consideration.**
- Rural Services Network – week email digest – circulated.
- Local Resident – reported raised manhole in Durbans Road which was potentially a safety hazard to motorists – motorists driving on opposite carriageway to avoid and therefore nearly caused an accident with his wife. Reported to WSCC and copied to Cllr Duncton. Blocked road gully at location also reported.
- Plaistow & Ifold Parish Council – wanting to demonstrate wider level of concern and objection to Biogas Plant at forthcoming CDC Planning Committee meeting. Details circulated and support confirmed.

- Arun and Rother Connections – details of Invasive Species Workshops and working parties. Posters displayed. Forwarded to MK for information.
- Rural Services Network – week email digest – circulated.
- Billingshurst Road resident – finding Neighbourhood Plan consultation process confusing and asking why CDC or Parish Council did not respond directly to him about his concerns. NP Officer at CDC has replied to his email and requested a telephone number to call and discuss.
- WG Cricket Club – details of proposed junior training sessions on The Green. Circulated.

Clerk

Members were delighted to support the event but requested that the west road was not used.

- CAGNE – newsletter update – circulated.
- SSALC Newsletter – circulated.
- GACC – press release following Airport Commission's announcement re airport expansion – circulated.
- SDNPA – Key Highlights for May – circulated.
- Village Hall Management Committee – minutes of June meeting – circulated.
- Chichester District Association of Local Councils – invitation to attend meeting at Boxgrove Village Hall on 27th July at 7 pm – details circulated.
- Rural Services Network – week email digest – circulated.
- WSCC – details for boundary review consultation.
- Cllr Ransley update – significant pollution event at Crouchlands Farm – circulated.
- Cllr Ransley – Ward visit arranged for 5th August at 9.30 am meeting Diane Shepherd and Steve Hansford. KC has agreed to attend.

- Newpound Lane Resident – asking if there had been any further plans for Winterfold site or was it as per artistic impression in NP. Replied with minute extracts.

Clerk

- Newpound Lane Resident – asking if planning permission was required for the blue container outside the school. Although it had been put there for school improvements, he believed that it was now being used for storage by the school as the sheds at the back were lost when the school was extended. Felt it was an eyesore.

It was understood that further work was being undertaken at the school this summer although the use of the container was unknown. Members agreed with the concern about appearance. Clerk to make further enquiries from the Mrs Emberson, Headteacher. Whilst contacting, to also highlight the Dark Sky reference in the Neighbourhood Plan and ask that the school car park lighting be reviewed.

It was noted that a new Headteacher had been appointed from 1st September 2015 – Mrs Amanda Harrison.

- Rural Services Network – week email digest – circulated.
- Came & Company Insurance Brokers - announcement that it has joined the Stackhouse Poland Group from this month; newly-combined business strengthens position further within the insurance market.

- WSCC - Surface Water Management Plans Newsletter June 2015 – circulated.
- School Road resident – asking if Friday evening colts can be encouraged to collect litter. Very evident on a Saturday morning. They are picking up but feel the children should. Also, Green Lane from Kirdford Road to Durban Road is almost impassable, asking if it can be cut. **To be highlighted to Colts Organiser and Sports Association Chairman. Litter warden to be advised.**

Clerk

- Secretariat Task Force on Shale Gas - Second Interim Report: Assessing the Impact of Shale Gas on the Local Environment and Health – circulated.
- Cllr Ransley – comment on result of WSCC internal audit – circulated.
- GACC – letter to members as update on 2nd runway consultation – cancellation of planned meeting in September. Circulated.
- KKWG - just learned that the government intends to place a Statutory Instrument before Parliament in the next few days which would permit companies to start drilling just outside designated sites and then turn the drill and use it under sites such as National Parks, SSSIs etc. Circulated.
- CDC - Following the receipt of the Inspector's Report to the Chichester Local Plan: Key Policies 2014-2029, Chichester District Council, at its Full Council meeting on the 14th July 2015 has formally adopted the Plan. There now follows a 6 week Judicial Review period until the 25th August 2015.

- Rural Services Network – week email digest – circulated.
- Cllr Ransley – summer update – circulated and put on website.
- Arun & Rother Connections – details of free photography workshops at RSPB Pulborough Brooks for children – sent to the school.
- St Peter ad Vincula PCC – letter of thanks for donation. **Noted.**

9. Finance:

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

Cheque Number	Total	Details
2891	1345.80	Sussex Land Services – grass cutting for May and June & weed kill around Hall
2892	1919.36	West Sussex County Council – Clerk's salary for May and June
2893	332.15	Chichester District Council – rental & emptying of bins at Pavilion and Hall
2894	493.80	Pyzer Cleaning Services – monthly charge for cleaning public toilets
2895	21.49	Mr P Midwinter – padlock for allotment gate
2896	30.00	Mrs J Charman – trouble shoot Parish Council laptop
2897	265.69	Mrs L Davies – office supplies, newsletter printing and website fees
12.07.15 DDebit	21.60	Plusnet – Village Hall broadband
	<u>4429.89</u>	Cheques dated 21 st July 2015 unless stated otherwise.

- b. 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. HT confirmed that he had checked and agreed the Bank Reconciliations for the period end June 2015 for both Parish Council accounts.

10. Planning

- a. Planning Applications: The following application was reviewed. Details of the application and plans had been circulated in advance of the meeting.

SDNP/15/03084/HOUS – Case Officer - Rafa Grosso Macpherson	Mr Richard Hexall Mockbeggars, Horsebridge Hill, Bedham Proposed demolition of single storey living garden room and external store. Proposed single storey extension, with a basement and new wall facade to main entrance. <u>No Objection</u>
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- b. Chichester District Council Planning Decisions: The following was noted:

Application No:	Application and Reason	Decision
WR/15/00841/ADV	Mr Paul Bunting Bat and Ball Newpound New signage to replace the existing O.S. Grid Ref. 506012/126960	PartPermit Part Refuse (Refused Shepherd's Hut)
WR/15/00842/LBC	Mr Paul Bunting Bat and Ball Newpound Wisborough Green New signage and lighting to replace the existing.	Permit

SDNP/15/01558/FUL	Mr Simon Stilwell Westland Cottage, Fittleworth Road Demolition of existing farm building and replace with new.	Refuse Visual impact in sensitive area
WR/15/01326/DOM	Mr Jon Finn Park Cottage Kirdford Road Rear two storey extension and replacement dormers, single storey extension to annexe with connecting walkway.	Withdrawn
WR/15/01327/LBC	Mr Jon Finn Park Cottage Kirdford Road Rear two storey extension and replacement dormers, single storey extension to annexe with connecting walkway.	Withdrawn
SDNP/15/02235/HOUS	Mr & Mrs Robert Edwards Horsebridge House, Fittleworth Road, Demolition of existing part single/part two storey south-eastern wing/addition followed by the construction of new two storey side extension; remodelled main entrance on north-west elevation; and the construction of pool room/summerhouse in the garden	Approved

c. Enforcement Matters:

- Northlands Farm: Nothing further to report.
- The Wisborough: AB reported that he had spoken to the owner regarding the car park lighting and the angle of the lights had been altered promptly to reduce the dazzling effect for road users. Having reviewed, members were concerned that the current high level lighting was excessive for a car park in a rural location and it was also noted that the lights came on earlier than needed. The Clerk had reviewed the car park planning application but could see no reference to lighting. Historically, it was known that similar lighting for tennis courts and sand schools did require planning permission and as the planning requirements were unknown, it was agreed to refer the matter to CDC.
- Caravan on Agricultural Land, Harsfold Lane: It had been highlighted by a resident that a caravan was moved onto land at the top of Harsfold Lane about two years ago. The purpose was unknown, but the resident was concerned at future implications. Members agreed that as the planning rules were unknown, the matter should again be referred to CDC.

Clerk

Clerk

d. Appeals:

- Roosters, Durbans Road: The Appeal was still in progress.

11. Other Reports:

- Village Hall: The minutes of the last Village Hall Management Committee meeting in June had been circulated to all. The Clerk had been contacted by committee members regarding the storage of some of the display boards. Members had no objection to additional shelving being created to accommodate the boards.
- Workhouse: The Clerk was experiencing difficulties in obtaining quotations for the work and was concerned that the work should ideally be undertaken before another winter. As the Parish Council did not meet in August, members agreed that the Clerk should circulate information when available which a view to getting a contractor booked as soon as possible.
- Allotments: Nothing to report.

Clerk

Clerk

d. Pavilion: Nothing to report.

e. The Green:

- The Clerk would chase the playground fencing quotes.
- There had been an issue with the swing chains being twisted around. A note had been included in the next Parish magazine and both the primary school and The Weald informed. HT would monitor the situation; it was suggested that one set of chains could be shortened if this was what the twisting was trying to achieve.
- A message had been left with the resident who kindly offered his help to undertake some playground repairs; nothing heard to date.
- West Sussex Timber had now agreed to help with the playground sign. It was agreed that the sign should be installed on the exterior of the fence between the two gates.
- The Clerk had received a telephone call on Saturday morning to say that there was smashed glass on the basketball net area; fortunately a local resident had kindly cleared away.
- Pegley Contracting had advised that due to the overrun of other projects, the start date for the Pavilion drain had been delayed. The company now had various school projects that needed to be completed in the school holiday and would therefore like to put the work back until September. Members agreed that it might be advantageous so as not to affect the August Bank Holiday weekend should the ground conditions be soft, but agreed that to avoid impacting upon other planned work on the Green, work should start on Monday 7th September. Clerk to advise Mr Pegley and obtain this assurance.

Clerk

Clerk

f. Neighbourhood Watch: Several advisory notices had been circulated.

g. Footpaths/Conservation: Nothing to report.

h. Youth Club: MK advised that the Annual General Meeting was held on Wednesday 24th June 2015 at which he was elected Chair; the Club was also looking for a secretary. The Club continued to go well although had now closed for the summer break.

12. Any Other Business

- a. AS had overheard a conversation by a resident at Newpound who was unable to get free transport for her child to The Weald as her property was 2.8 miles from the school; a free bus service was offered to those 3 miles or over. Unfortunately this was beyond the Parish Council's remit, but she was advised to take the matter up with County Councillor, Janet Duncton.
- b. The Clerk reminded AJ that, as Chairman of the Scout Group, she had emailed about a possible turning area for the Scout Hut to avoid cars turning on the Harsfold Lane verge.
- c. The Clerk reminded AB and AJ that they had agreed to review the access to Forge Cottage and The Three Crowns with a view to resolving the delivery issues at the side entrance.
- d. The Clerk advised that she had received some comments about the cleanliness of the public toilets in recent months and had therefore been monitoring. She had now received an email from the cleaner to say that he was having major surgery and the facilities would now be cleaned by others. His declining health might have been a contributing factor; Billingshurst Parish Council also reported similar concerns. Members agreed that the facilities should be monitored.
- e. The Clerk advised members that arrangements for the August Bank Holiday Fete were now well underway; any offers of help would be much appreciated.

AJ

AB/AJ

15. Date of Next Meeting:

Planning Committee Meeting on Tuesday 4th August at 8.00 pm, if required.
Parish Council Meeting on Tuesday 15th September 2015 at 7.45 pm.

Part 1 of the meeting closed at 9.40 pm.

16. Exclusion of Press and Public: Pursuant to Standing Orders Section 3d, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public were excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.

a. Clerk's Performance and Salary Review:

The Chairman had undertaken a performance appraisal and AJ shared this with members. Members agreed that the Clerk has been doing an excellent job for the village and was thanked for her work.

Members agreed that the current 18 hours allocation was insufficient, and was the most significant issue to address now. Proposed by MK and seconded by HT that the hours be increased to 24 per week from 1st August 2015, unanimously agreed. The Clerk to be requested to monitor hours worked during the Autumn to get an updated understanding of workload. Members agreed to defer consideration of scale/rate until late Autumn when knowledge of workload and budget plans were better known.

b. Pension Fund: Due to time pressure, the Clerk had been unable to prepare a briefing note. It was therefore resolved that consideration would be given to the Clerk's admittance to a pension fund at the next meeting.

There being no further business, the meeting was closed at 10.10 pm.

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Chairman

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Date