

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 19th July 2016

Date: Tuesday 21st June 2016

Present: Mr A Burbridge (AB), Mr K Charman (KC) (Chairman), Mr P Drummond (PD),
Mrs S Overington (SO),

Apologies: Mr A Jackson (AJ), Ms A Stone (AS), Mr H True (HT)

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

Members of Public: 6

Mr Charman opened the meeting at 7.45 pm and welcomed all in attendance.

1. Apologies for Absence: Apologies received and accepted from Mr Jackson, Ms Stone and Mr True.
2. Declaration of Members' Interests: No 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 17th May 2016 were approved as a correct record and signed by the Chairman.
4. Council Membership: Chichester District Council (CDC) had now confirmed that no election had been called and both vacancies could be filled by co-option. An advertisement had appeared in the Parish Council newsletter, but not response received. Members were encouraged to make personal approaches.
5. District/County Councillor Update:

Action By

ALL

County Councillor:

- Mrs Duncton reminded that the Operation Watershed scheme had opened and bids were now being received.
- The Three Southern Counties (3SC), (East Sussex, Surrey and West Sussex) bid for Devolution was still being progressed and negotiated. West Sussex would only pursue if there was a financial advantage.
- Trading Standards had been working hard to target unscrupulous builders as well as shops selling illicit cigarettes, resulting in court appearances and fines.
- Mrs Duncton highlighted that people, particularly the over 74s, were still being defrauded by lottery scams. It was a difficult issue to address, but West Sussex County Council (WSSCC) would continue to advertise.
- Mrs Duncton was now a new member on the South Downs National Park Authority. Although this was an additional workload, it was of relevance to her area. She had already undertaken some interesting visits which included the urban fringes around Worthing. The Annual General Meeting was on 23rd June 2016.
- As previously mentioned, Mrs Duncton was now the deputy to the Cabinet Member for Highways & Transport, and was therefore involved with Gatwick Airport Consultative Committee (GATCOM); she would report back as required.

In the absence of Mr Ransley, Mrs Duncton reported on the following district matters:

- The Chichester Local Plan was being reviewed to ensure that a 5 year strategic housing supply was in place. Although sufficient sites had been identified, unfortunately legal disagreements were delaying some sites coming forward which could have implications for Parish numbers. In

answer to members' questions, Mrs Duncton confirmed that the strategic housing number for around Chichester was extremely tight; strategic sites were not being identified in the rural area. CDC was now starting the review process as it had been the examiner's requirement that a 5 year supply should always be in place. In terms of Parishes, she highlighted that the number allocated to Parishes had been a minimum number, but would seek clarification on Neighbourhood Plan reviews and advise.

JD

- A number of Parishes had Neighbourhood Plans at an advanced stage and nearing referendum.
- Leisure Centres were now being managed outside of the Council.

District Councillor: Mr Ransley sent his apologies but provided the following update:

- Parish Council's wishing to deliver new Housing could have access to a £2.5m housing fund which CDC had available for delivering new and much needed affordable housing in the district. Members were unsure in what context this funding was available and requested that further information be obtained.
- New school provision in the ward – Mr Ransley had on going correspondence with CDC/WSCC and would keep Parish Council's advised but suggested that the Council be mindful of CIL allocation relative to the Horsham/CDC border crossover issues (Horsham District children placed in Chichester District schools and vice versa).
- CDC Local Plan – the budget costs for a 5 year review of the Local Plan (due in 4 years' time) were approved by CDC Council as required by Planning Inspectorate. Parish Council's should note that if CDC Housing numbers were increased in such a review it may require their own Neighbourhood Plan's to be reviewed.
- We await a decision on Crouchlands Certificate of Lawfulness appeal but it would appear that the efforts of local people and the Parish Council's in presenting evidence and making representations in all the various hearings had highlighted how Crouchlands might have been misleading the various authorities.

Clerk

7.49 pm – Mrs Duncton left the meeting room.

6. Public Questions:

- Dr Jill Sutcliffe, Keep Kirdford and Wisborough Green (KKWG), highlighted that the threat from oil and gas exploration had potentially returned. An application by Celtique Energie was made to drill Broadford Bridge near Billingshurst and approved with conditions by WSCC Planning Committee in February 2013. The Petroleum Exploration and Development License (PEDL) stipulated that the company had to drill by 30th June 2016 or the license would be lost. It sold its interest to UKOG on 11th June 2016 which had indicated that an application would be made to extend the license and a well would be drilled. New information about the geology of the Weald area had been published which identified fault lines and Professor Michael Stephenson of the British Geological Society had stated that you should never frack near or close to a fault line. This site therefore posed a threat in terms of the geology, transport and water, and although in a different parish, it was only 2.5 km away, so could impact upon Wisborough Green. KKWG would shortly be issuing a press release and would forward to the Parish Council.
- Meadowbank residents – three residents from Petworth Road attended the meeting to raise concerns about the development on the field opposite. It was known that the field had been held by Rydon Homes, but a sign erected this week indicated that ownership had been transferred to Jones Homes. They asked if this had been known to the Parish Council and whether the Council was aware of future plans for the site, particularly in terms of the layout and the constraints imposed by CDC; the residents were most anxious to ensure that these conditions were met. Although the position of the advertising board was not a distraction, they enquired if it was on Parish Council land.
The Chairman advised that the Parish Council had only become aware of this situation today. It was known that Rydon Homes had a history of selling sites on, so it was not a surprise to some members. It was hoped that the title 'Bluebell Meadow' was a working title. A further planning application would need to be submitted before the site could be developed. He also confirmed that the sign was not on Parish Council land.

The situation was discussed again later in the meeting under 'Correspondence' and members agreed that the Parish Council should establish contact and request to be involved in the next stage of the planning process.

Clerk

- One of the residents also highlighted that the burst water main outside Pimpernel House had been repaired by Southern Water, but asked if service providers had a duty of care to repair the road damaged by the fault. The Clerk to forward details to WSCC Highways.
- Mr Michael Brookes, a representative from the Campaign Against Gatwick Noise Emissions (CAGNE) and co-opted member of Warnham Parish Council, and a further CAGNE member, attended the meeting to raise concerns about information published on the Parish Council website which they felt should be removed. It was claimed that there were factual inaccuracies which they believed questioned the integrity of Wisborough Green Parish Council, and suggested that the formation of the Association of Parish Councils Aviation Group (APCAG) had clouded the issues. Mr Brookes stated that CAGNE did not oppose the widening of the swathe, explaining that the 8 mile limit was the minimum, giving pilots two minutes to prepare for touchdown being the least safe for pilots; this was supported by pilot feedback to CAGNE. The majority of landings were to the west, with 30% of aircraft landing towards the east. Explanation was given to the stacking system, continuous decent and the unsatisfactory situation that aircraft were often leaving the stacking system at a lower level, resulting in aircraft flying over Wisborough Green at 4000 feet. It was unfortunate that both Wisborough Green and Billingshurst lay in a difficult place in terms of continuous decent. CAGNE was keen to move the swathe to the west towards Haslemere and move the stacking system to reduce its impact. In terms of the Noise Management Board (NMB), Mr Brookes asked that reference to the NMB be removed from the website. CAGNE had raised concerns at how the selection process had been undertaken, stating that groups to the east had voted for a west side representative. CAGNE believed that nominations should be made by community groups from within the area. CAGNE also questioned the membership and remit of APCAG.

Clerk

The Chairman thanked Mr Brookes for his comments which the Parish Council would consider at a later date.

7. Matters Arising from the Parish Council Meeting on 17th May 2016 and ongoing matters:

- a. Neighbourhood Plan: The Chairman advised that the Neighbourhood Plan had been 'made' (adopted) by the South Downs National Park Authority on 9th June 2016. It was hoped that the Plan would be adopted by CDC on 19th July 2016.
- b. Gatwick Airport: PD gave the following updates:
 - Civil Aviation Authority Consultation: As requested, PD had completed the online consultation for the Parish Council, advocating community involvement at an early stage. He had been able to download the response and would forward to the Clerk for circulation.
 - Noise Management Board Membership (NMB): The Arrivals Review team created an election/selection process for the Community Representatives on the NMB that was poorly thought through. The original proposal was for two Community Representatives (individuals), one from the east and one from the west of the airport, plus named alternates, to be voted for by invited community organisations and Parish Councils. Along with many other groups, PD had considered two representatives to be too few, having an inadequate voice and an unacceptable workload for volunteers. It was resolved to demand an additional two Community Representatives and vote accordingly. The votes would be cast for the choices for the first two representatives and their alternates. If the proposal for additional Community Representative seats was accepted, then these were the nominees for the additional two seats. The Arrivals Review team accepted four Community Representatives on the NMB and stated that, if there was no negotiated change to the Community Representatives, then the four names that topped the ballot would serve; PD came third. It was on this basis that PD reported that he had been elected to the NMB. Concerns about the process were raised, culminating in a meeting of most Gatwick Community Groups to discuss. It was therefore agreed to create four 'pairings' of groups (not individuals) and that they would rotate the seat/alternate positions. APCAG was paired with HWCAAG, the High Weald grouping of Parish Councils, which APCAG was emulating at its inception. Clearly APCAG could not represent Parish Councils that were not members and vice versa. PD had agreed that, for the time being, APCAG would

PD/Clerk

serve as the Alternate without rotation until HWCAAG and APCAG could jointly find a resolution to this issue.

- APCAG: Establishing the governance of this grouping was more complicated than originally envisaged. PD was now receiving assistance from HWCAAG, which had dealt with these issues in the past, and consulting the Sussex Association of Local Councils.
- First NMB Meeting: PD attended the meeting earlier in the day, preceded by a meeting of Community Representatives. There was general agreement not to circulate details until the minutes were available but PD could report that the widening of the swathe was anticipated and progress was being made on many fronts. He was particularly pleased to note that the night flights charging regimen will penalise noisy planes at night.

AB was concerned to hear of the differences of opinion between the community groups. Whilst he appreciated that all groups had individual interests, he believed that until all groups acted with one voice, the position against Gatwick was weakened, concurred by the Chairman. PD very much agreed with these observations and the need to speak with a united voice was agreed by the Community Representatives. The aircraft movements would not return to pre 2013, but it was hoped that widening the swathe would provide for a fair and equitable distribution of departing and arriving aircraft.

8.15 pm – the CAGNE representatives left the meeting room.

- c. Traffic Management Plan: A meeting was held with Joel Sykes, WS Highways Manager, on 11th June; minutes of the meeting had been circulated. The Chairman gave brief explanation to the discussion items, highlighting that the main item potentially related to safety at the Cricketers junction in the centre of the village which would have ramifications for the other issues, such as addressing the school traffic concerns. PD was surprised to see that the suggested buffer zone on the west side had not been supported by WSCC. The Chairman explained that Mr Sykes did not believe that a buffer from the Wisborough Green village sign to the start of the 30 mph would be of much benefit and in fact, if assessed, changing the speed limit might not adhere to policy. In terms of next steps, it was agreed that:
 - WS Highways to be asked to undertake safety audits for Village Gateways. Clerk
 - The Traffic Consultant engaged by the Parish Council to provide a costing to draw up a detailed scheme for the crossroads, being mindful of the rural location and lighting. For approval at the next meeting. Clerk
 - Costings to also be provided to draw up a detailed scheme for the build-out in Durbans Road, again being mindful of the rural location. Current location not possible due to garage access. Clerk
 - As the suggested roundabout scheme on the B2133 at the Newpound Lane junction would not be permitted by WSCC, to make an approach to the landowners for the hedge on the left to be moved back to improve visibility, at Parish Council expense. Clerk
 - Public consultation to be considered at the next meeting. Clerk

Discussed later in the meeting under Correspondence, the letter from a Newpound Lane resident regarding the pavement parking was highlighted. In the short term, members agreed that the issue should again be raised with the police, but a longer term solution was required to alleviate the parking; after the Cricketers crossroads, school traffic and parking was the next major concern. Members were pleased that the new Headteacher recognised the problem and was encouraging the Walking to School Bus, had changed school hours to ease pressure and was still promoting the one-way system in School Road. It was noted that once the village housing was developed, potentially village families would take spaces currently filled by out of catchment children, which could ease the traffic problem. As the Parish Council was now progressing with its own Traffic Management Plan, members agreed that improved use at the front of the school, potentially moving the front hedge out to create more space within, should be considered. The school also had its own Traffic Group and members suggested that perhaps the Group could explore this option further; the Parish Council's traffic consultant could be engaged to help in this regard. It was agreed that the latest minutes of the meeting with WSCC should be sent to the Headteacher and the above suggestion made. Clerk

- d. Workhouse Refurbishment: The Clerk advised that the project was nearing completion – there were just a few snagging items to resolve as well as the service alteration for the electricity meter.

The total cost to date was £58,967 which included the roof, however, the final bill from the builder had now been received which included the additional items that needed to be addressed. This totalled £29,750. A further payment of £6,000, making the total payment to date of £24,000, had been authorised by members, with the final payment held until all finishing work was completed and the extras bill discussed.

- e. Village Maintenance: A list of possible maintenance items in the village centre was displayed. Members agreed that the Clerk should obtain some costs for the major items and a plan agreed at the next meeting.

Clerk

- f. Village Website: PD, AS and the Clerk had met last year to discuss the current website and prepare a specification to update. The details had been circulated in advance of the meeting and were displayed. Members agreed to the proposed changes. PD also highlighted the importance to potentially have an interactive site to collect email addresses and pass on information. As AS had indicated her intention to tender for the work, members resolved that PD, AJ and the Clerk should discuss and obtain quotations from local providers for consideration at a future meeting.

Clerk

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

- Village Pond: The pond contractor visited again on 14th June to clear remaining weed and clean out the duck house. A duck house and amphibian/hedgehog ramp had now been provided. All agreed that there had been a huge improvement in the appearance.

- Village Hall car park drainage gully: The gully had been jetted and although silt was removed, it was blocked with tree roots. The jetting company suggested an exploratory hole be dug. PD offered to help establish the location of the blockage.

PD

- Village Hall emergency access repair and manhole: The work had now been completed.

- Bus Stop Waiting Area extension: The waiting area had been extended and an invoice sent to WSCC for the £330 funding.

- Parking by Playground: The Clerk had met a Police Officer at the School Fayre who explained that the owner of the van was not committing an offence, although he could understand concerns relating to the location. He suggested that the Parish Council write to the owner to highlight. Agreed.

Clerk

- New Homes Bonus: The Clerk advised that quotations had now been requested for the playground fence repairs, and replacing the mesh fence would be just under £1000. Members agreed that the Clerk should submit the New Homes Bonus application for the netting and that Parish would fund the balance for the required fence repairs. Members reviewed sample netting after the meeting and agreed that the current chain link should be replaced with green plastic coated weld mesh.

Clerk

- Clerk's Training Course: The Clerk advised that she would be attending a VAT training course on Wednesday 29th June in Guildford.

8. New Items for Discussion

- a. Winterfold Development: In the absence of other members, the Chairman felt that full discussion would need to be deferred to the next meeting, but requested initial thoughts on potential use of the community space. The Section 106 Agreement had been circulated, which confirmed that the land would be transferred to Parish Council ownership with £55,000 to cover maintenance. The Chairman highlighted that the landowner had offered the land with a request that it was not used for a football pitch. The Chairman suggested that a footpath around the edge would link with existing rights of way to create a circulate walk around the village. After some discussion, this

was extended to possibly a jogging track incorporating a natural trim trail around the edge, with a wild flower meadow in the centre. The school could also benefit from the facilities, but whatever was agreed, it needed to be sympathetic to the environment. To be considered and agreed at the next meeting.

Clerk

8.45 pm – 4 members of public left the meeting room.

b. Village Design Guide: Explanation was given to the development of the document as evidence in support of the Neighbourhood Plan. AB expressed some concern that documents should not be over prescriptive. As such, it was agreed that all should review and a decision taken at the next meeting.

ALL/Clerk

c. Village Hall Car Park: The Village Hall Trustees had recently been reviewing the current structure and updating committee constitutions. As a result, it highlighted that the car park was stipulated in the original Trust Deed as being the Hall's responsibility. Over the years, the Parish Council had assumed responsibility for use and maintenance as it was used by the community rather than specifically for the Hall users. Members discussed and formally approved that the Parish Council would continue to assume responsibility for use and maintenance; Village Hall Management Committee Chairman to be informed.

Clerk

d. School Sports Day: A request had been received from the School to hold their sports day on the Village Green on Friday 24th June. No gazebos would be erected or lines painted, it would just be for longer running races with children and parents. Members were delighted to support the event; Clerk to issue agreement form.

Clerk

e. Annual Fair: The official date for the Fair was Tuesday 20th September. Mr Mark Trickett had requested two days, the Tuesday and Wednesday, arriving on the Green during the weekend. AB was concerned about the impact the Fair was having on the surface. It was a particularly wet area and with the damage caused over the years, the surface was now becoming very uneven. He therefore suggested that perhaps the area behind the Pavilion could be used instead. After some discussion, it was agreed that in order to protect the surface and to improve child safety being away from the A272, the alternative site to be suggested to Mr Trickett. Vehicles would be permitted to arrive from the Saturday morning particularly as the waiting area in Durbans Road was no longer accessible, and every effort should be used to limit surface damage. The charge would remain unchanged.

Clerk

f. Charity Music Event in the Marquee: Mr Vit, Publican of The Cricketers Arms, had written to the Parish Council to request permission to hold a charity event in the marquee on the Friday evening, 26th August. It would be a music event with Willie Austen, raising money for Chestnut Tree House. Security would be provided by Pro-tec, the company providing the marquee security for the Horticultural Society, and tickets would be available in advance. Members were delighted to support the event and gave permission for the use of the Green. Clerk to issue Agreement Form.

Clerk

g. Antiques Fayre in the Marquee: A request had been received from the organiser of The Vintage on the Green event to hold a sale in the marquee on Saturday 27th August. Arrangements would be similar to last year, with exhibitors arriving from 7 am and the event open at around 10 am. The event would close at 4 pm with all being off site by 7 pm. The unloading would be staggered to ensure traffic was kept to a minimum on the morning and an area would be roped off to contain exhibitors. A selection of garden exhibitors would be outside along the front of the marquee. A signed car park would be available in a nearby field, a team available to help unload and direct to parking. All rubbish to be cleared away. Members agreed to support the event on the same basis as last year, with a donation towards the public toilets and hire of the no parking cones. In order to prevent damage to the Green and to stop traders driving unnecessarily on the grass, AB and KC would be in attendance. Clerk to issue Agreement Form.

Clerk/AB/KC

9. Correspondence: Details of correspondence received since 18th May 2016 was distributed prior and at the meeting. The Clerk highlighted details as necessary:

- UK Cycling Events – advance notification of event through Wisborough Green on 2nd October.
- SSALC – The Government had set up the Councillors' Commission which was reviewing the

role of town and parish councillors and councillors invited to give feedback - Billingshurst Centre on the morning of Friday 8th July . Trying to get representation across the whole spectrum of council types and sizes and would hope to have 25 councillors present. Information circulated – no councillors available.

- Newpound Lane resident – wanting to be brought up to speed on the Garmans pavement parking. Informed the PC a long time ago about safety concerns and that it was illegal to be parking on there .Along with involvement with the school, he had been talking to a variety of departments to take to the next level, and for this to happen needed to know what PC was doing – if anything. In discussion with the Chairman, the clerk responded:
 - o Number of issues in the village and the Parish Council was mindful that solving one problem could have implications elsewhere.
 - o Formation of Traffic Management Plan Working Group.
 - o Consultant engaged to look at options such as creating lay-bys to increase parking.
 - o Liaising with School, which has implemented changes to ease congestion.
 - o Mindful of Winterfold application and written to the landowner to confirm wish and expectation to be involved in the next stage for the Full application.
 - o Looking at what Community Infrastructure Levy could fund and future community consultation.
 - o Meeting with WSCC to discuss some initial ideas.
- Newpound Lane resident – highlighted concerns regarding the stile into the school field as well as the unevenness of the field. The Clerk had an interest in this matter as her husband rented the field from the Church. The stile had been highlighted to the WSCC Ranger and would be inspected in September.
- Rural Services Network – weekly email digest – circulated.
- Warden, Wyatt House - Home Group considering a request from the tenants at Wyatt House to purchase a defibrillator which would also be for general public use. Although one was based at village hall, it was felt that one based at Wyatt House would be good for this side of the village. Clerk provided further details in relation to the Village Hall and articles in Clerk's magazine and grant funding opportunities. Asked to be kept informed.
- Josef Ransley – update received from CDC in relation to school places and S106 / CIL funding. If understood correctly, WSCC saying the outcome would be 12 extra children from the combined parishes based on current proposed 57 extra houses. Although this did not seem to account for the ones recently permitted in WG? Circulated.
- CDC – presentation slides from All Parishes Meeting held on 19th May – circulated.
- CDC Press Release - A new Chairman had been chosen to represent Chichester District. Cllr Elizabeth Hamilton was only the second female to be chosen to take the role since the council began in 1974. Circulated.
- Groundwork Green Space – new community funding by Tesco, supported by Groundwork (environmental charity). The 'Bags of Help' scheme - funded by the new 5p bag charge - allows communities, schools, nurseries, local authorities and hospitals to improve their green and open spaces. Deadline for applications 3rd June. Circulated in community.
- WSCC - reviewing its Walking and Cycling Strategy. Stakeholders were invited to draw route ideas onto a web-based mapping system. Now written a draft Walking and Cycling Strategy 2016 – 2026 for West Sussex that also lists all of the scheme ideas which was on consultation until 22nd June 2016. <https://haveyoursay.westsussex.gov.uk/highways-and-transport/west-sussex-walking-and-cycling-strategy-2016-2026>
Details circulated.
- WSCC – notification of County Local Committee meeting on Monday 4th July at 7 pm at Lurgashall Village Hall. Poster printed for noticeboard.
- Gatwick Area Conservation Campaign – runway update and Noise Management Board – circulated.
- CAGNE Bulletin 51 – Details of meeting on 1st July and Civil Aviation Consultations – circulated.
- Rural Services Network – weekly email digest – circulated.
- SSALC - Briefing and awareness training for the parishes in the north of the Chichester District at Lodsworth Village Hall at 6.30 on Tuesday 26th July. Booking by Monday 20th June – circulated – Clerk to attend
- Winterfold Landowner – confirmation that he had received the Parish Council's letter to be involved in the next planning stage and confirmed that he would be in touch when matters progressed.
- Gatwick Airport – link to arrivals review. Circulated.

- WSCC – Winter Management Plan update. Grit supply and arrangements review.
- SSALC – details of Chairs Networking Day on 27th September – sent to KC and PD.
- WSCC - County News: Chichester district May 2016 – circulated.
- Rural Services Network – weekly email digest – circulated.
- Wey & Arun Canal – newsletter – circulated.
- Peter Drummond, APCAG Chairman - Meeting Minutes – circulated.
- Resident at Roundstreet Common – reporting a large dying Ash tree – referred to WS Highways.
- The South Downs National Park Authority - recently held their annual parish workshops which focused on planning matters including items on Minerals and Waste (West Sussex Only), the South Downs Local Plan timetable update (Park wide) and Planning Enforcement (Park wide). Link to presentations provided – circulated.
- Rural Services Network – weekly email digest – circulated.
- Open Spaces Society – Summer Newsletter – forwarded to Jill Sutcliffe and Mike King (interested residents).
- Jill Sutcliffe, KKWG – notification that Oil/Gas fracking drillers were potentially back. Part of the PEDL agreement was that a company had to Drill within a certain time or relinquish the license. Celtique gained an extension to the original license but that only lasts until 30th June 2016 and have now sold their interest to UKOG which is currently drilling at Horse Hill, Surrey. Details circulated.
- CDC – minutes from joint Community Forum meeting held in 5th April – circulated. Suggested that next meeting was held in September and invitation to suggest discussion items. Circulated.
- J Ransley – copy of email sent to parents complaining about Weald School bus service. Parents advised to keep record of details so that Transport Department could take up with bus provider.
- SDNPA – May 2016 highlights – circulated.
- One's Enough – update on Gatwick second runway proposal – circulated.
- CDC – following request, copy of S106 agreement relating to Winterfold – circulated.
- Rural Services Network – weekly email digest – circulated.
- Petworth Road resident – telephone call to advise board now up on Land South of Meadowbank – Jones Homes – new development coming soon. On website called Bluebell Meadow - <http://www.jones-homes.co.uk/Developments.aspx?location=r3>

10. Planning:

- a. Planning Applications: There were no planning applications to review.
- b. Chichester District Council Planning Decisions: The following was noted:

Application No:	Application and Reason	Decision
SDNP/16/00697/CND	Mr Leslie Allen-Vercoe Burdocks, Fittleworth Road, Variation of condition 2 of permission 10/03746/DOM. Alterations to internal layout, changes to position and size of windows and doors. Grid Ref: 503304 123163	Withdrawn
SDNP/16/01076/HOUS	Westland Cottage Fittleworth Road Extension to existing dwelling.	Approved
WR/16/01080/FUL	Mr Greg Pritchard Lowfold Farm Fittleworth Road New multipurpose agricultural store with farm office over.	Permit
WR/16/01141/DOM	Mrs Howe 3 Laurel Cottages Petworth Road Creation of car parking area to the front of the property.	Permit

WR/16/01291/TCA	Mr Jonathan Stern Albion House Petworth Road Notification of intention to fell 2 no. Leyland Cypress trees and mixed shrubbery/hedge (all in frontage).	No TPO
WR/16/01193/DOM	Mrt Micheal Gibbons Farlea Billingshurst Road Wisborough Green Proposed replacement garage.	Permit

- c. Enforcement Matters:
- The Wisborough, Newpound – Nothing further to update.
 - Café Flags – CDC had now advised that one non advertising flag was permissible; clarification had been sent to the café owners.
- d. Planning Appeals: Notification had been received that the appeal against CDC's decision to refuse a new dwelling on land at Wilton Cottage was dismissed and included references to Neighbourhood Plan policies.

11. Finance:

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

Payment Method	Date	Total Paid	Payee	Details
CH 3037	09.06.16	201.60	Wellers Law Group LLP	Legal advice
CH 3038	09.06.16	1206.00	Active Grounds Maintenance	Fertilizer application & verti-draining of Green
CH 3039	Error			
CH 3040	09.06.16	6000.00	G S Builders	Fourth instalment for Workhouse refurbishment
DDebit	12.06.16	34.20	Plusnet	Village Hall broadband
CH 3041	21.06.16	390.00	Heliview	Queen's Birthday aerial photograph
CH 3042	21.06.16	70.00	Chichester District Council	Premises licence for Village Green
CH 3043	21.06.16	66.00	SSALC Limited	Chairmanship course – P Drummond
CH 3044	21.06.16	794.40	Sussex Land Services	Grass cutting contract, spraying & Workhouse grass cutting
CH 3045	21.06.16	189.60	1 st Clearflow Ltd	Jetting of car park gully
CH 3046	21.06.16	907.20	E P Clark & Co Ltd	Car park repairs and bus stop waiting area extension
CH 3047	21.06.16	150.00	SLCC Enterprises Ltd	Clerk's training – VAT course
CH 3048	21.06.16	1323.00	West Sussex County Council	Clerk's salary for May
CH 3049	21.06.16	105.00	Arun District Council	Printing of June newsletter
CH 3050	21.06.16	493.80	Pyzer Cleaning Services	Cleaning and supplies for public toilets to 24.05.26
CH 3051	21.06.16	312.00	Royal Mail Group Ltd	PO Box Delivery Annual Fee
CH 3052	21.06.16	20.98	Southern Water	Allotment water supply
CH 3053	21.06.16	892.79	Mrs L N Davies	SSE Service alteration fee, aerial installation and Council Tax for Old Workhouse and postage
CH 3054	21.06.16	300.00	Ashwood Building & Landscaping	Clearance of border in Old Workhouse
CH 3055	21.06.16	524.95	Pyzer Cleaning Services	Cleaning and supplies for public toilets to 21.06.16
Total		£13981.52		

- b. Bank Reconciliation: In the absence of HT, the Chairman confirmed that HT had checked and agreed the Bank Reconciliation for the period ending May 2016 for the Parish Council's business account.

- c. Statement of Accounts: The Clerk presented details of the actual year to date figures against budget, highlighting that the cheque payment for Pyzer Cleaning of £524.95 was received late in the afternoon and therefore not included in the report. There were no further questions.

12. Other Reports:

- a. Village Hall: The minutes of the last Village Hall Management Committee meeting on 9th May 2016 had been circulated to all for information. SO noted that in the most recent Rural Services Network weekly digest there had been mention of a new networking organisation, National Village and Community Halls Network, which she would forward to the Village Hall Chairman. There was no further update on the Hall modernisation project at this stage.
- b. Allotments: The clerk advised that a letter had been sent giving notice that the tenancy of allotment number 14B would not be renewed next April if the plot was not properly cultivated this year; it would be monitored over the coming months.
- c. Pavilion: Following on from previous discussions, the Chairman had received an email from the Sports Association Chairman, Mr Elliott, regarding the position of the Pavilion Trustees. In addition to the new Pavilion proposal, the Club was currently seeking advice for restructuring. As one of the Trustees wished to stand down, Mr Elliott was concerned that with all the current discussion, representation at the Committee meetings was required, particularly by someone with history and knowledge of the Club. As an interim measure, it was proposed that, if AB was in agreement, he would be welcomed at the meetings as a Parish Council representative. AB confirmed that he was willing and gave assurance, that despite being a keen sportsman, he understood that that he represented the community and would hope to offer a balanced view. Members resolved to support this proposal.
- d. The Green:
 - Work to The Green: A meeting had been held with AB and members of the Sports Association on 29th April 2016 to assess the condition of the Green. AB advised that the fair had contributed to the unevenness of the outfield but maintenance practices by the Club had also been a factor. Early in the season the surface had not been safe, but top dressing, improved weather conditions and raised grass had now helped. AB believed that the sub-soil levels also contributed to the unevenness and only dramatic work would resolve. As an indication, he suggested that £50,000 could be spent on drainage and £10-20,000 to create a good surface. The Chairman concurred that there was no advantage to spend more money if undone by the fair, but more major work could be done, such as filling dips and over-seeding, if the timing was planned. AB agreed, stating that the south end could be ploughed up in Autumn 2017, some sand applied and re-seeded with an all sport seed. The yearly application of sand on the football pitch had unfortunately created a layer which was affecting root growth. The Chairman suggested that if the Sports Association wished to see incremental improvements, a plan should be prepared for further consideration. AB would monitor the condition and advise if any autumn work was required this year. AB
 - Playground Maintenance: The new rope needed to be fitted to the climbing net and some soil removed from the matting around the see-saw. Members agreed to a working party one evening, at 6.30 pm. Clerk to circulate suggested dates. Clerk
- e. All Parishes Meeting on 19th May 2016: KC attended the meeting which included a professional and thought provoking presentation on refuse and recycling. Full details of the presentations had been circulated.
- f. SSALC Chairmanship Training Course on 7th June 2016: PD attended the course which was very informative and well delivered.

13. Any Matters to Report

- a. Having been involved in putting out the 'no parking' cones for the School Festival, AB highlighted that in many places they had been ignored by drivers. The Clerk advised that for the August Fete, a police officer was employed to monitor for the afternoon. Members suggested that

this should be considered by the school next year, particularly as the event was becoming well supported and traffic was more of an concern.

Clerk

- b. The Queen's Birthday photograph had been a success and would appear in the Parish Magazine. It would be available on the village website this week.
- c. The Clerk confirmed that the Parish Council's response to the Joint Minerals Plan Consultation, which had been emailed to members, had been submitted.
- d. It had been hoped to delay the cutting of the bank below the Church until July, but unfortunately, the height of the grass had made it hazardous for drivers leaving Glebe Way, and had therefore been cut. The Clerk suggested that if the grass cutting was to be delayed next year, sight lines would need to be kept cut.
- e. The Clerk highlighted that the Fete Society organising the August Bank Holiday Fete would appreciate any offers of help; AB, PD and KC would be available.

14. Date of Next Meeting:

Planning Committee Meeting on Tuesday 7th July 2016 at 8.00 pm – the Clerk advised that this meeting would be required.

Parish Council Meeting on Tuesday 19th July 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 were advised that instructions had now been given to Henry Adams in Storrington to market the property for £1500 per month. The courtyard only would be included with the property, but the garden was available as a tenancy addendum. This separate agreement would ensure that access rights to the garden were maintained, there was some community use by prior arrangement and that the maintenance of the garden would not be allowed to deteriorate. By arranging in this way, the garden could be taken back if the conditions were not met. It would also include certain restrictions relating to structures/play equipment in the sensitive area.

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

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Chairman

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Date