

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be approved on 16th June 2015

Date: Tuesday 19th May 2015

Present: Elected Members: Mr A Burbridge (AB), Mr K Charman (KC) (Chairman), Mr A Jackson (AJ), Mrs S Overington (SO), Mr H True (HT)

Co-opted Members: Mr P Drummond (PD), Ms A Stone (AS)

Apologies: Co-opted Member: Mr M King (MK)

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

Members of Public: 1

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

- | | Action By |
|---|-----------|
| 1. <u>Declaration of Acceptance of Office:</u> Members elected on 7 th May 2015 signed a "Declaration of Acceptance of Office". | |
| 2. <u>Apologies for Absence:</u> There were no apologies. | |
| 3. <u>Election of Chairman:</u> Mr Charman invited members to propose or nominate for the role of Chairman. Mr True proposed Mr Charman, seconded by Mr Burbridge. Mr Charman confirmed that he was willing to stand. As there were no further nominations, he was unanimously elected as Chairman and duly signed a "Declaration of Acceptance of Office". Thanks extended to Mr Charman for continuing in this position. | |
| 4. <u>Election of Vice-Chairman:</u> Mr Charman invited members to propose or nominate for the role of Vice-Chairman. Mr Jackson was nominated by the Mr Burbridge seconded by Mr Charman. Mr Jackson confirmed that he was willing to stand. As there were no further nominations, Mr Jackson was unanimously elected and duly signed a "Declaration of Acceptance of Office". | |
| 5. <u>Declaration of Members' Interests:</u> Being a neighbour to the Winterfold site in the Neighbourhood Plan, AJ declared his interest.
AB knew the applicants for a couple of the planning applications but did not feel that this was a personal or prejudicial interest to declare; members acknowledged that it was often difficult in a village situation.
KC declared that he had a business relationship with the ownership of Stable Field, subject of a planning application. He would not be seeking a dispensation and would therefore withdraw from any discussion relating to the application.
No requests for dispensation had been received. | |
| 6. <u>Minutes of the Last Meeting:</u> The Minutes of the last meeting held on Tuesday 21 st April 2015 were approved as a correct record and signed by the Chairman. | |
| 7. <u>Minutes of the Annual Parish Meeting:</u> The Minutes of the meeting held on Thursday 23 rd April 2015 were approved as a correct record and signed by the Chairman. | |
| 8. <u>Minutes of the Last Planning Committee Meeting:</u> The Minutes of the last meeting held on Tuesday 5 th May 2015 were approved as a correct record and signed by the Chairman. | |

9. Council Membership: There had been an uncontested election on 7th May 2015 which had left four vacancies. Mr Drummond and Mr King were both unable to deliver nomination papers to Chichester District Council (CDC) but expressed an interest in continuing, although Mr King had been unable to attend the meeting due to a family illness. Mr King was co-opted onto the Council, proposed by Mr Jackson, seconded by Mrs Overington. Mr Drummond was co-opted onto the Council, proposed by Mrs Overington, seconded by Mr True. Mr Drummond joined the meeting and duly completed a "Declaration of Acceptance of Office" and declared no interests in matters on the agenda.

An expression of interest in one of the remaining vacancies had been received from Ms Alexandra Stone. Ms Stone addressed the Council, giving a brief explanation to her personal history, experience and interests. Mr Drummond proposed that Ms Stone be co-opted onto the Council, seconded by Mr True.

Ms Stone joined the meeting and duly completed a "Declaration of Acceptance of Office"; Ms Stone declared no interests in matters on the agenda.

It was noted that one vacancy remained which should be filled at the next meeting to avoid an election; all members to make approaches.

ALL

10. District/County Councillor Update:

District Councillor:

- There was little to report at this stage. A meeting was held at the District Council earlier in the day to elect committee members and for councillors to be briefed on the challenges ahead, particularly in relation to the recent government election. Mr Ransley hoped to be in a positon to provide a fuller update at the next meeting.

County Councillor:

- Also as a District Councillor, Mrs Duncton concurred that there was nothing to report at this stage. She expressed her disappointment that Mr Ransley had not been appointed as a Cabinet Member as he had offered a valuable insight.
- An email update from Mrs Duncton had been circulated to members which provided an update on issues for the area over the past year; oil and gas application, Crouchlands Farm Biogas Plant, Gatwick Airport etc.
- Air Quality would be discussed by WSCC on Friday.
- Mrs Duncton reminded members that she was the Deputy Cabinet Member for Fire & Rescue Services. As such, she had been visiting a number of fire stations, including Haywards Heath and East Grinstead, and would shortly be visiting Shoreham and Littlehampton. The new system was settling well under a watchful eye, with a 6 month review planned. Over the past year, there had been 3 deaths from fire in the County – details of the circumstances were given. Some of the new promised vehicles were now in service, including the 6-wheeler at Midhurst.
- Mrs Duncton confirmed that the Boxal Bridge petition had been verified and in excess of 3000 signatures obtained, which would permit discussion by Council or a Select Committee.
- Foster week, to promote fostering in West Sussex, would shortly be advertised.

8.00 pm – Mrs Duncton left the meeting room.

11. Public Questions:

A property owner close to the proposed development at Stable Field attended the meeting to hear discussion relating to the planning application. He had submitted an objection to the application and questioned how the application related to the Neighbourhood Plan and what the Parish Council's response would be.

Due to the length of the agenda, the Chairman proposed that in accordance with Standing Order 6d the order of business be varied to allow for earlier discussion of this item, unanimously agreed by all. Discussion and the decision are recorded below under 16a.

12. Policy Documents and Committees:

- a. Standing Orders: The model policy provided by the National Association of Local Councils (NALC) in 2013 had been reviewed by the Clerk and Chairman; a copy of the model policy with proposed amendments/omissions had been circulated to all in advance of the meeting and was also displayed. The importance of the document in determining Council procedures was highlighted. The Chairman proposed that the document was adopted, unanimously agreed by all. The Clerk to circulate the final document to all.
- b. Press and Media Policy: A new document had been prepared and circulated to all in advance of the meeting and was also displayed. The Clerk advised that it confirmed the procedure that was currently followed. As no amendments were suggested, the Chairman proposed that the document was adopted, unanimously agreed by all.
- c. Members' Areas of Interest: The following were agreed:

Planning Committee	AB/KC/PD/AJ/HT/AS although any member could attend the meeting and might be required to do so at times to ensure the meeting was quorate.
Affordable Housing Working Group	AJ/SO/AS
Neighbourhood Plan Steering Group	MK/KC/AJ/SO/Clerk
Green Co-ordination Group	AB/KC/AS/Clerk
Tree Warden	PD
Playground Inspections	HT
Local Council Associations/Outside Bodies	KC – members formally agreed that KC would represent the Parish Council and have voting rights at the West Sussex ALC AGM.
Road Safety/Transport Issues	PD/HT/AS
Conservation/Footpaths	Updates via the Clerk
South Downs National Park	Updates via the Clerk
Youth Activities	MK/AS
Major Emergency Plan	KC/SO/HT/Clerk
Winter Management Plan	HT/SO in support
Pavilion	KC/AJ
Village Hall	SO
Workhouse	Clerk
Neighbourhood Watch	Updates from Village Co-ordinator via the Clerk
Allotments	Mr Preston-Jones to be asked if he would continue to manage the site. Updates via the Clerk

The Major Emergency Plan and cascade contact list to be reviewed and updated in September.

SO/HT

- d. Planning Committee: Membership of the Committee was agreed under item 12c. AJ was nominated as Chairman, proposed by SO, seconded by AS. All were in favour. The Terms of Reference were reviewed and adopted unchanged.
 - e. Green Co-ordination Group: Membership of the Group was confirmed as AB, AS and the Clerk; KC would also attend on occasion. As the arrangements had worked well over the past two years, it was proposed by KC that the Terms of Reference be unchanged and re-adopted, seconded by AB, and agreed by all.
- It was agreed that KC would discuss Sports Association membership with the Chairman prior to the next meeting in October and that a notice for a community member should be included in the next newsletter.

KC/Clerk

12. Matters Arising from the Parish Council Meeting on 15th April 2014 and ongoing matters:

- a. Neighbourhood Plan: In the absence of MK, the Clerk explained that the Submission Plan and supporting documents had been sent to CDC. The Submission Plan was now on Regulation 16

consultation organised by CDC, from 30th April to 5 pm on 11th June 2015. Notices had been displayed on the village notice boards and all those who responded previously would receive direct communication from CDC. The Steering Group had also met to consider the examination process and had reviewed the Curriculum Vitae of three potential examiners referred by NPIERS; the examiner had now been selected based upon his experience in both the preparation and examination of NPs. CDC would now appoint.

Due to AJ's potential conflict of interest, he left the meeting room for the following discussion item.

KC explained the NP Steering Group had met with agents acting for the Winterfold site, at their request. It was now known that a Pre-application meeting would be held with CDC, to which the Parish Council had been invited to send a representative. KC gave explanation to the discussion and the concept plan that had been presented. Members were all in agreement that this was not in line with the details previously discussed with the landowner and published in the Neighbourhood Plan. As such, members agreed that the Parish Council should write a strong response to the agents, highlighting the concerns, copied to both Cllr Ransley and CDC. The letter was displayed and approved by all. KC and HT both advised that they would be able to attend the Pre-application Enquiry meeting.

Clerk/KC/HT

AJ re-joined the meeting.

- b. Gatwick Airport: Since the last meeting, PD advised that he had attended a meeting with Mr Daniel Moyland, the Transport Advisor for Mr Boris Johnson's (Mayor of London). Mr Moyland believed that the estuary proposal was still the best option for airport expansion. PD had also met with Mr John O'Brien, the WSCC Cabinet Member for Highways and Transport and would be following this with a detailed email to identify the areas of concern that WSCC should review.

With regard to the Air Quality Consultation, there was little that the Parish Council could comment upon, especially in comparison to the air quality issues around Heathrow; there were other more knowledgeable people who would be making the appropriate representation.

The Chairman thanked PD for his continued efforts.

9.00 pm – the member of public left the meeting room.

- c. Boxal Bridge: HT advised that a meeting was held on Monday 11th May 2015 with Kirdford Parish Council and representatives from Keep Kirdford and Wisborough Green (KKWG) in order that a strategy for future action could be confirmed. It had been agreed that nothing further could be discussed with WSCC until the outcome of the under bridge survey had been completed. This would also include any further debate by the Scrutiny Committee following the successful petition.

Mr Ransley advised that Kirdford Parish Council had also discussed last evening, and it had been agreed to seek views from the CDC Conservation Officer on the characteristic of the bridge in the rural environment. It was noted that engineering improvements had been made to Isling Bridge which had not affected the appearance. HT agreed to attend a meeting with the Sussex Wildlife Trust regarding the overgrown vegetation. The Chairman advised that assurances had been received from WSCC that no decision would be made without consultation with both Parish Councils.

9.10 pm – Mr Ransley left the meeting room.

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

- Highways Update:
 - o Skiff Lane: Watershed funding had now been received to resolve the flooding issue at the bottom of Skiff Lane; further discussion was required to confirm the action. KC offered his assistance.
 - o Moonsbrook: Despite emails and telephone calls to the WSCC Highways Officer, no further update had been received. The Clerk would pursue.

KC/Clerk

Clerk

- **Butts Meadow Parking Concerns:** Confirmation had been received from PCSO Boston that he and PC Cobby visited the Butts Meadow resident to discuss his parking concerns. The resident was pleased that his concerns had been raised with the police and advised that since the publication of the article in the newsletter, the issues had improved. A vehicle causing an obstruction and blocking a dropped kerb also received a ticket. They would continue to monitor the estate when able.
- **Next Parish Council Newsletter:** The following updates to be included in the next newsletter to be circulated with the July Ad Vincula:
 - Dark Skies/Light pollution and 10 top tips to reduce.
 - Community member for the Green Co-ordination Group
 - Website re-vamp and collection of email addresses for Parish Council news.

13. New Items for Discussion

- a. **South Downs National Park Dark Skies Initiative:** Members agreed that the presentation given at the Annual Parish Meeting was extremely informative and that the Parish Council would support the Dark Skies initiative being promoted by the South Downs National Park Authority. Clerk to send a letter of support and to publicise in the next newsletter. Following this, it was agreed that AS would approach the school with a view to promoting the scheme with children and parents, which would hopefully link with the school's environmental studies.
Clerk/AS
- b. **South Down National Park Authority Nominations:** Notification had been received from the SDNPA that nominations were now being accepted for the two Parish Council positions on the Authority Board. PD expressed some interest. Members agreed that if PD wished to proceed, the Parish Council would support his application. PD to advise the Clerk accordingly.
PD/Clerk
- c. **Pavement Accident:** It had been reported to the Clerk that a school parent had fallen on the York stone path in School Road, sustaining an ankle injury which required hospital attention. The husband had contacted the Clerk and agreed to send photographs and details, but these had not been received to date. The Chairman, Vice-Chairman and Clerk had inspected the path, and whilst there were some loose stones, there were no obvious trip hazards. Members agreed that the very nature of the path was uneven and in keeping with the character of the village, however, the minor repairs should be undertaken; Clerk to arrange. AJ explained that in the past, paths had been reviewed and potentially upgraded, and this could be a future consideration.
Clerk
- d. **Donation Request from St Peter's PCC:** A letter of request for a donation towards the upkeep of the Church clock and Churchyard had been received, in addition to a copy of the accounts as at 31st December 2014, which had been circulated in advance of the meeting. The Chairman advised members that the PCC had confirmed a £2000 contribution towards the work undertaken on the Mortuary Wall. Members agreed to make a donation of £1000.
Clerk

14. Correspondence: Details of correspondence received since 22nd April 2015 was distributed prior and at the meeting. The Clerk highlighted details as necessary:

- SDNPA – March highlights newsletter – circulated.
- WSCC – Surface water management plan newsletter – circulated.
- Action in Rural Sussex – details of Village Hall workshop – forwarded to Village Hall Management Committee.
- Josef Ransley – copy of letter sent to WSCC councillors regarding the Crouchlands Biogas plant and enforcement action. Circulated.
- Rural Services Network – weekly email digest – circulated.
- Table Tennis Club & Village Market - Would the Parish Council please consider improving the access into the hall at the top end of the car park. It needs some tarmac/concrete for smoother running of table tennis tables which is slowly damaging wheels of tables (don't forget you helped with purchase!) and for the market traders with their trolleys. **Members agreed that the Clerk to take up with E P Clark to ascertain if there was a reasonable and cost effective solution.**

- SSALC Newsletter – circulated.
- Rural Services Network – weekly email digest – circulated.
- CDC – revised protocols for unauthorised encampments. Filed.
- NALC Chairman – letter of welcome for all councillors – circulated.
- WSCC - the Local Government Boundary Commission for England will be reviewing WSCC electoral divisions this year. The current initial phase of the review will be to determine how many members of the County Council are needed to enable the County Council to operate effectively.

A later phase, commencing in June, will consider the individual division boundaries of each member. Link to the report being submitted to the County Council, including the recommendation that the current Council size be slightly reduced to 69 members to improve overall electoral equality across the County. Comments by 22nd May.

<http://www2.westsussex.gov.uk/ds/ctee/cc/cc220515i8.pdf> Noted. No comments to make.

- WSCC - Recently received a concern from a member of public regarding the current location of a bus stop in Kirdford Rd. The resident had raised safety concerns regarding the use of the stop for disabled passengers and had asked for a safer location to be considered. Copy of email which was sent to WSCC on 29th April 2014 which outlined PC decision regarding both stops in Kirdford Road sent. WSCC Officer to undertake a site visit and respond. **Highlighted to members.**

- Janet Duneton – update on CDC and WSCC matters – circulated.

Clerk

- Josef Ransley – Hyde Martlet to come before Overview & Scrutiny Committee and explain how they justify the recent increased charges. Asking if PC could ask affected tenants to complete questionnaire. **Members agreed that the Parish Council did not hold information pertaining to tenancies and was not in a position to circulate the questionnaire. The Clerk was asked to obtain the charges for information.**

- Rural Services Network – weekly email digest – circulated.

- Josef Ransley – copy of email sent to agent acting for Stable Field development. Disappointed not engaged in Pre-application process, supportive of WGNP, which scheme was in variance to, but happy to meet if required. Would share notes with case officer -- circulated.

It was agreed that AJ would attend the meeting on behalf of the Parish Council.

- WG Cricket Club – additional information regarding the proposed cricket nets which Parish Council had previously approved. Circulated. The proposal was displayed at the meeting. **AB gave further explanation to install artificial grass for the cricket nets to avoid wear by the bowler. Grass cutting and occasional scalping was discussed. Members discussed the appearance and agreed to the installation on the condition that if the appearance deteriorated and was not to the Parish Council's satisfaction, it would be removed and the area reinstated at the Sports Association's expense.**

Clerk

- SSALC – details of Councillor introduction to WSCC, AiRS, SALC etc at Boxgrove on 8th July 2015 pm.

Clerk

In discussion with the Kirdford Clerk, the Clerk suggested that new councillor training could be organised locally, potentially at the beginning of September, for the cluster of villages; Kirdford, Loxwood, Plaistow & Ifold and Wisborough Green. The first part of the session would involve information common to all and then councillors would be divided into Parish groups to discuss Parish issues with their respective Clerks. It was also hoped that a separate training session could be organised for all councillors with a Planning officer from CDC. Members supported this suggestion.

- Southern Water – Spring newsletter update. Circulated.

- Kirdford Road Resident – had hoped to attend meeting, but now unable to do so. Expressing objection to proposed development at Stable Field. Circulated.

Clerk

- Helen Vause, PCC – request to put up a small gazebo near to the toilets for the Open Gardens on Saturday 6th and 7th June and signage for the event. **Members were delighted to support the event and hoped that the PCC would be able to make a small donation in support of the village toilet facilities. Agreement Form to be issued.**

- Arun & Chichester CAB – letter of thanks for donation.

- St Catherine's Hospice – letter of thanks for donation.

15. Finance:

- a. Society of Local Council Clerks: Members agreed to the expenditure of £149.00 for the Clerk's membership.

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

Cheque Number	Total	Details
2871	21.04.15	633.90 Sussex Land Services – monthly grass cutting contract
2872		144.32 British Telecommunication plc – broadband and telephone charges
2873		959.68 WSCC – Clerk's salary for April
2874		636.00 Active Grounds Maintenance – end of season maintenance to football pitch
2875		75.00 P N Evans – internal audit fee
2876		18.00 Shredder Waste Paper – confidential shredding service
2877		43.31 K Charman – refreshments for Annual Parish Meeting
2878		129.17 L N Davies – computer ink, grass seed and minute file
2879		50.00 Action in Rural Sussex – annual membership subscription
2880		493.80 Pyzer Cleaning Services – monthly charge for cleaning public toilets
2881		149.00 Society of Local Council Clerks – annual subscription fee
01.05.15 DDebit	550.53	Public Works Loan Board – playground loan repayment
12.05.15 DDebit	21.60	Plusnet – Village Hall broadband
		<hr/>
		3904.31

- c. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. Receipt of the Precept was highlighted. There were no further questions.

- d. Internal Auditor's Report and Annual Return: The Clerk confirmed that Mr Peter Evans had undertaken the annual internal audit and his full report had been circulated in advance of the meeting; there were no items to highlight to the Council. Members congratulated the Clerk on the auditor's comments – presentation of exemplary accounts.

The Clerk displayed the Annual Return to be submitted to the external auditors which had been circulated to members in advance of the meeting. The Chairman proposed that the Annual Return and Statement of Assurance be approved and submitted. All were in favour. Clerk to send details to the External Auditor and display the statutory notices.

Clerk

16. Planning

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

Application No:	Application and Reason
WR/15/00032/OUT - Case Officer: - Naomi Langford - Lge Scale Maj Dev - Dwellings	Mr Michael Gadd Stable Field Kirdford Road Development of a 26 residential unit sheltered housing scheme for over 55s to include on-site communal facilities, with new vehicle and pedestrian access, associated parking and attenuation ponds and associated infrastructure (all matters reserved). <u>Having declared his interest, KC withdrew from discussion.</u> Members discussed the NP process, the conflict with the NP, the implications of the proposal on the NP, the local housing need, the strategic green gap, previous history of retirement developments, sustainability, access to services and the concept.

	<p>After long discussion, it was unanimously agreed to <u>object</u> to the application for the following reasons. The Clerk and AJ to prepare the response to be circulated for approval prior to submission to CDC.</p> <ul style="list-style-type: none"> • The site is not included in the Submission Neighbourhood Plan. • The scheme is a large development in the rural area which intrudes into an important gap identified in the NP. • The provision of 26 units specifically for the over 55s would be nearly half of the CDC allocation for the village and would not address the identified local need. • The development of a segregated retirement complex does not provide for social integration into the village; the village has a strong history of social integration, which the Parish Council is keen to support. • No specific need for retirement housing identified through NP process. Identified that village was heavy with larger 4-bed properties. No dedicated retirement housing was suggested in the NP purely to ensure that opportunities were available for all; elderly to downsize or young people/families starting on the property ladder. • History of developments which are segregated complexes, where assimilation into the community has taken many years longer than expectations. • Wyatt House and Thornton Meadow currently provide over 55 provision in the centre of the village. Previous history of difficulty in selling Thornton Meadow properties and covenant subsequently lifted on 50%. • Aware Billingshurst and Petworth have retirement properties for sale and remaining vacant. • Development on the site is considered unsustainable. The access is considered unsafe for pedestrians and is beyond a reasonable walking distance to village facilities. • There is a very limited bus service, so residents would be reliant upon the car. Impact on crossroads. • Contrary to policies in the Submission NP but also policies within the CDC Local Plan. • Should the District Council be minded to permit, Parish Council strongly believes that this decision would totally undermine the Neighbourhood Planning process.
SDNP/15/02235/HO US – Case Officer - Rafa Grosso Macpherson	<p>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. <u>Knowing the applicant, PD declared his interest.</u> <u>No Objection.</u></p>

WR/15/01326/DOM and WR/15/01327/LBC - Case Officer: - Anna Miller - Other Dev - Householder Developments	<p>Mr Jon Finn Park Cottage Kirdford Road Rear two storey extension and replacement dormers, single storey extension to annexe with connecting walkway. <u>AS expressed a possible interest knowing the family.</u></p> <p>Members reviewed the photographs of the existing buildings, the massing diagrams and considered the proposal in detail. It was agreed that it was an extremely important development being in a very sensitive area and potentially visible from some aspects of the village centre.</p> <p>After long discussion, members agreed that the Council had no objection in principle to the concept of extension to both the house and bothy, but objected strongly to the proposal presented for the following reasons:</p> <ul style="list-style-type: none"> • The Parish Council was happy with the bulk and size of the extension to the house but <u>objected</u> to the proposed materials, style and finish of the house extension. The Parish Council would prefer a finish to be in keeping and sympathetic to the old Grade II Listed cottage, and in line with vernacular policies contained in the Submission Neighbourhood Plan. • The fenestration was not sympathetic to the building. • The fenestration, number of roof lights and glazed link posed a threat to dark skies and could potentially create light pollution visible from the village green. • Condition to be included that the bothy to be retained as ancillary accommodation to the main house.
WR/15/01391/DOM - Case Officer: - Anna Miller - Other Dev - Householder Developments	<p>Mr And Mrs C Voller Arunvale 9 Carters Way First floor and single storey extension. <u>No Objection</u></p>

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

Application No:	Application and Reason	Decision
SDNP/14/05790/FUL Mr Martin Mew	Mr Robert Edwards Horsebridge House , Fittleworth Road, Construction of a four bay oak garage with log store and storage space above.	Permit
WR/14/04306/DOM - Case Officer: - Caitlin Boddy - Other Dev - Householder Developments	Mr John Cockram Naldretts Farm Durbans Road Single storey entrance and porch extension to existing farmhouse and partial conversion of link building.	Permit
WR/14/04307/LBC - Case Officer: - Caitlin Boddy - Other Dev - LBC's Alter/Extend	Mr John Cockram Naldretts Farm Durbans Road Single storey entrance and porch extension to existing farmhouse and partial conversion of link building.	Permit

c. Enforcement Matters:

- Northlands Farm - nothing further to report.
- The Wisborough, Newpound – it was noted that high level car park lighting had been installed which did not appear to be on the previous car park planning application. Members recognised the possible need/desire, but felt that lower level lighting would be more suitable and would remove the glare and current risk to car drivers. Clarification to be sought from CDC.

Clerk

d. Appeals: Westholme Farm, Newpound: Notification had been received that the Appeal against CDC's refusal to allow condition 7 to be removed (before development is occupied, existing bungalow to be demolished) had been dismissed by the Inspector. The full decision notice had been circulated for information.

17. Other Reports:

a. Village Hall: SO advised that she had now received details of preliminary ideas from the sub-committee of the Village Hall Management Committee (VHMC) regarding possible improvements to the hall. She had incorporated a few additional ideas identified through the Neighbourhood Plan process, which would now be considered by a professional to ascertain what might be achievable. SO had agreed to attend future sub-committee meetings.

The minutes of the last VHMC meeting held on 27th April 2015 had been circulated to all. Details of a local company specialising in acoustics had been forwarded to the VHMC Chairman for his information.

Clerk

b. Workhouse: The Clerk was meeting a further contractor later this week regarding the exterior decoration and would present quotations for consideration at the next meeting.

c. Allotments: The majority of allotment rents had now been received; the Clerk would chase the remaining two tenants.

Clerk

d. Pavilion:- Nothing to report.

e. The Green: The basketball sprocket behind the Pavilion had now been found and the Cricket Club had agreed to move the post and net.

f. Neighbourhood Watch: Several advisory notices had been circulated. Sheds in the locality had been targeted. A theft in Wisborough Green had been reported; jewellery and a camera were stolen.

g. Footpaths/Conservation: Notification had been received that the Public Rights of Way inspection would be undertaken next month. Any issues should be reported via the Clerk to the Ranger, Nick Scott.

h. Youth Club: In the absence of MK, nothing to report.

SO/Clerk

18. Any Other Business

a. SO advised that there she had identified a number of hedges which were protruding into the road, causing a potential hazard to cyclists and motorists. The Clerk had made enquiries from WSCC Highways, and either the Parish Council or Highways could write if ownership was known. SO to provide details to the Clerk to action accordingly.

b. PD questioned whether a meeting could be held to prepare a specification for the new website. This could be linked to the collection of email addresses and the circulation of Parish news. The Clerk advised that Kirdford Parish Council had recently commissioned a new website and she was waiting to assess further. The Chairman suggested that the Clerk should be given the opportunity to catch up on work put on hold due to the Neighbourhood Plan before this was taken further.

Clerk

- c. The Clerk highlighted that she had circulated meeting dates for the remainder of the year.
- d. AB asked if a date had been confirmed by Pegley Contracting Ltd for the Pavilion drain; the Clerk anticipated that the work would be undertaken late June, but would enquire and advise accordingly. Clerk
- e. AB had noted that the grass cutting appeared not to be undertaken as regularly or with completeness as in previous years. The Clerk confirmed that the specification for the main Green was a different frequency to the peripheral areas, but concurred with his observations and advised that two residents had recently contacted the Council about missed areas. The Clerk had contacted Sussex Land Services, who responded promptly. Members agreed that the cutting should be monitored; KC would speak to them if necessary. KC
- f. AB advised that he had now undertaken his Risk Assessment tasks; moss killer on the sundial and gripper on the shed ramp.
- g. KC highlighted to members that at the June meeting, the Clerk's hours and salary review would be included on the agenda. In the meantime, he would undertake an appraisal with the Clerk and report back to the Council; all were in agreement. KC
- h. Following the last meeting, the Clerk had contacted the CDC Parking Enforcement Department who appeared willing to visit Wisborough Green. Members asked that the Officers be requested to visit early on a Friday evening, or Saturday and Sunday lunchtimes. It was noted that Parish Councillors had previously been given 'parking' notices to put on offending cars; clerk to distribute. Clerk
- i. The Clerk had received a telephone call from a Petworth Road resident who had experienced an alarming situation on Friday morning when walking to the shop; the speed and size of traffic had forced her into the hedge. She had been shaken by the experience and was concerned for pedestrian safety, particularly for children, when walking along this pavement. Members confirmed that the Parish Council was aware of this situation and had previously highlighted concerns, particularly in relation to the Meadowbank planning application. There was very little that could be done although agreed that a request to Sussex Police for speed enforcement officers to attend between 8 and 9 am should be made. Clerk to organise. Clerk
- j. The Clerk circulated a form to be completed and signed by all members in relation to the use of email.
- k. The Clerk reminded all members to complete and return their Register of Interests as soon as possible, and within 28 days; elected members by 4th June and Co-opted members by 16th June 2015.
- l. The Clerk advised that the All Parishes Meeting in Chichester would be held on Wednesday 30th September 2015 from 6.00 pm. KC agreed to attend. KC

19. Date of Next Meeting:

Planning Committee Meeting on Tuesday 2nd June 2015 at 8.00 pm, if required.
Parish Council Meeting on Tuesday 16th June 2015 at 7.45 pm.

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

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Chairman

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Date