

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 10th November 2015

Date: Tuesday 20th October 2015

Present: Mr K Charman (KC) (Chairman), Mr P Drummond (PD), Mr A Jackson (AJ), Mr M King (MK), Mrs S Overington (SO), Mr H True (HT), Ms A Stone (AS)

Apologies: Mr A Burbridge (AB)

Non-attendance: Mr C Vit (CV)

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

Members of Public: None

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

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Burbridge.

2. Declaration of Members' Interests:

AJ declared an interest in 6d relating to any donation to Plaistow & Ifold Parish Council being a friend of the Chairman. He also declared his interest in 10a relating to the Winterfold site, and the correspondence relating to Garmans, being a neighbour to both sites.

KC declared an interest in 6d as he had a working relationship with farmers who supplied maize to the plant.

HT declared an interest in Gatwick Airport as his pension scheme had recently invested in the airport.

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 15th September 2015 were approved as a correct record and signed by the Chairman.

4. District/County Councillor Update:

District Councillor: Mr Ransley had sent his apologies.

County Councillor:

- Ofsted would shortly undertake an inspection of West Sussex County Council (WSSCC) Children's Services. A considerable amount of work had been undertaken since the last inspection which would hopefully be recognised by the inspectors. WSSCC was endeavouring to ensure that children in care received the same opportunities up to the age of 24, if still in Higher Education.
- October was 'Care Month'. It was important to recognise that many carers went unnoticed in communities and very often carers were children; there was help available.
- The Government had opened a consultation on closer working between the emergency services. Mrs Duncton had attended a meeting at which all were in the same mind that the proposals being suggested would be detrimental.
- WSSCC had an excellent Fire and Rescue Service which focused a great deal on community education. Fewer fires were now being attended and road traffic accidents had levelled. Two retained fire officer training courses had now been held with one more course organised for later this year. Work experience placement weeks were also being offered which had proved extremely successful.

- The Tangmere Solar Plant had now opened and would hopefully generate some income for the authority.
- An extra Full Council meeting had been called for 30th October to review the Council's investments for the next 6-10 years. Various capital projects were being explored which included affordable housing provision on land owned by WSCC.
- WSCC was considering how businesses could be attracted to the County which would increase business rates collected by the Borough/District Councils, 10% of which went to WSCC. Although many areas had full employment, it was not always highly paid which caused difficulties with high property prices.
- The outcome of the Boxal Bridge debate was now known; WSCC officers would work closely with both Parish Councils for a satisfactory outcome for all. The Chairman thanked Mrs Duncton for presenting the Parish Councils' views.
- Foxbridge Lane would be closed for resurfacing from 2nd November. During this time, Crouchland tankers might travel through Wisborough Green.
- A Task and Finish Group would be reviewing the Traffic Regulation Order process to see if it could be improved with quicker resolutions.

8.00 pm – Mrs Duncton left the meeting room.

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

6. Matters Arising from the Parish Council Meeting on 15th September and ongoing matters:

- a. Neighbourhood Plan: The Plan was still under examination. When the Examiner's report was received, it would be factually checked by both Chichester District Council (CDC) and the Parish Council before being published by CDC. The Parish Council would then discuss and agree with CDC any amendment required by the Examiner, before a recommendation for a Parish referendum was made to the CDC Cabinet. In order to allow sufficient time and to meet the CDC Cabinet meeting dates, it was now anticipated that the Referendum would be held in Spring 2016. In light of the Winterfold planning application which had just been received, it was agreed that the Clerk should establish if the Examiner's comments would be received before Parish Council opinion on the application was required.

Clerk

- b. Gatwick Airport: PD was pleased to report that some progress had been made:
- **Airbus A320 Series:** In July, EasyJet's CEO agreed that it would bring forward the timetable to retrofit its fleet with vortex generators to reduce the whine: by June 2016 around 100 planes would be adapted. In addition BA had said it would modify its 130 older Airbus A320 planes from October 2015. This would make a small but significant improvement to Wisborough Green.
 - **The Independent Airspace Review of Arrivals:** A full Review of Arrivals was under way. The Terms of Reference have been agreed with the Chairman of Gatwick after some weeks of negotiation. This was instigated by protest groups to the east of the airport, led by Gatwick Obviously Not (GON), who endured more arrivals and greater disruption. Once the offer of a Review was received, GON contacted campaign groups, including CAGNE. PD would be working with other members of CAGNE on a presentation to the Review that focused on the blight on this area to ensure that this was addressed by the Review and included within its recommendations. All parties were keen on speed and the Review would report in January 2016.
 - **The Department for Transport:** A meeting in November had been secured with the Minister for Aviation.
 - **National Air Traffic Service and Gatwick:** The campaign groups had now met twice with the recently appointed NATS CEO, Martin Rolfe, and his team. A change in attitude towards those on the ground was sensed, particularly from NATS and Gatwick's CEO. At the second meeting, the tone from Martin Rolfe was again very definitely one of wanting to make constructive and positive changes to the airspace that the communities could agree on. It was a positive step forward to raise a response from NATS.
 - **Dispersal:** CAGNE had presented a scheme for dispersal of departures to the west (not a major problem for Wisborough Green but one looming in the future) that demonstrated how

modern navigation methods could be used to minimize noise pollution for rural communities. NATS did not dismiss it and the proposals are being worked up with a view to getting endorsement from the affected rural communities before they began the time consuming passage through NATS, the CAA and the DfT.

- **2nd Runway:** Despite Howard Davies's Airport Commission unequivocally recommending a third runway at Heathrow, the matter was far from settled. The Government had said it would announce how it would approach the decision by November and take a decision by Christmas; the decision might be taken by the Prime Minister and a Cabinet Committee or there were rumours it would be put to a free vote in the Commons.

The Chairman thanked PD for all his work to date.

- c. **Boxal Bridge:** WSCC debated the Keep Kirdford and Wisborough Green (KKWG) petition to save the bridge at its meeting on Friday 16th October 2015. A local resident presented the case, which was supported by both Kirdford and Wisborough Green Parish Councils; the Parish Councils had been unable to speak at the meeting but the Councils' views had been represented by Mrs Duncton. The WS Councillors who spoke agreed with the petition, supported the case made by KKWG and did not want it demolished. A resolution, calling on the Highways Department and Cabinet Member for Highways and Transport, Mr John O'Brien, to work with both Parishes to ensure that a satisfactory solution could be reached, was unanimously adopted with one abstention. This would now be followed up with the Cabinet Member. Clerk
- d. **Crouchlands Biogas Plant:** WSCC Councillors refused the retrospective planning application in March. At the beginning of October, they refused the 'Certificate of Lawful Use' applied for by Crouchland Biogas for unrestricted throughput of any waste material and export of digestate and gas; this was against the Officer's recommendation. However, Crouchland Biogas had appealed both the refusal of the retrospective planning application, and the two enforcement notices subsequently issued by CDC. These appeals would now be heard by the Independent Planning Inspectorate. It was felt by both Plaistow & Ifold and Kirdford Parish Councils that it was necessary to be involved in the Appeal and as such, Plaistow & Ifold Parish Council was seeking financial support. Members agreed that it was important for the Cluster villages to show support for local concerns when in need and as such, representation should be sent to the Inspectorate. After reviewing the budget position for this financial year, it was agreed that an initial donation of £1000 should be sent, advising that a further £500 may be available when the end of year position was known. Clerk
- e. **Parking Issues on the Green:** Over the Summer there had been a number of parking difficulties associated with sport and particularly affecting the access to Ivy Cottage. 'No parking' signs had been installed and the Parish Council agreed at the September meeting to fund the installation of hatched 'no parking' lines. The Chairman was pleased that the Sports Association had helped in highlighting the concerns to members and had acknowledged that traffic management was now a requirement with the success and popularity of the Clubs. Unfortunately two of the new signs had been damaged and would need to be replaced; the incident had been reported to the police. The Chairman had endeavoured to make enquiries to identify the vandals but without success. A notice had been included in the next Parish Council newsletter to highlight the parking issues to the community as a whole. Mr Ian Elliott, Sports Association Chairman, had agreed to sweep the area and be on hand for the line marking. The Clerk had accepted the quotation but was still waiting for confirmation of the date. To follow up and to organise the replacement signs. Clerk
- f. **Village Traffic Management Plan:** SO advised that an initial meeting of the Working Group was held on Thursday 20th October 2015. It was primarily a meeting to discuss the current speeding and parking issues and the implications of future development. The issues and the merits of different schemes in other villages were discussed, particularly in relation to retaining Wisborough Green's character and rural nature in future design and style. An outline of possible measures had been drawn up, the feasibility of which would now be explored further with the relevant authorities before consultation with the community. The Group would continue to update as plans progressed.

- g. New Homes Bonus: The Clerk was pleased to report that CDC had approved the application for New Homes Bonus funding and awarded £800 towards the new community noticeboard. The Clerk read out the terms of the Agreement, which members accepted; the Clerk to sign and return the Agreement. The Clerk confirmed that 3 quotations had been obtained for the noticeboard; the lowest was obtained from Harry Stebbing Workshop, which had made the original board on the A272. Members agreed that the order should now be placed and approved the additional expenditure of £268.00 for the board, noting that an additional cost for ground sockets and installation would apply. It was confirmed that the board would replace the use of the shop railings which had caused management difficulties for the shop. The new board would be managed by the Parish Council and available for non-business use; village organisations would be notified of the arrangements. It was agreed that the Chairman would notify the shop owners. Clerk/KC
- h. Public Toilets: The Clerk reported that obscene graffiti recently appeared in the male facilities; CDC arranged for the removal. The cleaner was now monitoring and would report back as necessary. The toilet rolls were also being removed from the facilities which was causing an inconvenience for café users as well as having cost implications for the Parish. Members therefore agreed that 3 locked toilet roll dispensers should be installed at an approximate cost of £20 each plus vat; the Clerk would arrange installation. This would also prevent the cardboard rolls being put down the toilets and causing blockages. The condition of the floors was also a concern, especially as the access was now becoming wet. Members agreed that outside coir mats should be purchased at an approximate cost of £20 each. Clerk
- The Council had previously agreed that deliveries to The Three Crowns through the side gate, using the grass verge as well as the Forge Cottage access, should be raised with Mr Skinner, Publican. It was noted that any proposed improvements might also provide an opportunity to address access to the toilet block. The Clerk believed that the Forge Cottage owners had discussed possible access improvements with a local contractor but was unaware of the details. It was therefore agreed that AJ/AB and the Clerk would follow up with both parties. AJ/AB/Clerk
- i. Village Pond: The condition of the pond had deteriorated over the summer. Despite the excess weed being removed last Autumn, it had now returned with a vengeance. The Clerk had therefore contacted Storrington & Sullington Parish Council, which provided details of the company who helped to resolve the issues in Storrington's pond. The company was visiting Storrington in a few weeks and had agreed to visit Wisborough Green to offer advice. As it now appeared to be a recurring problem, it was suggested that water quality testing be undertaken to test 12 elements; the current problem suggested increased phosphates. Members agreed with this action at a cost of £60.00 plus vat. Clerk
- j. Tree Inspection Report: A tree inspection was undertaken at the beginning of October. General maintenance work would be required over the Winter; the Clerk would submit the necessary application to CDC and obtain quotations for consideration. Unfortunately, one tree outside Upfield Stores was a cause for concern. A limb fell from the tree in July 2014 and the tree was currently showing signs of stress. A fungal growth on the trunk was potentially indicative of fungal decay at the core. The CDC Tree Officer was unable to offer advice and an on-site service was no longer provided by the Tree Health Diagnostic and Advisory Service at Alice Holt. The Clerk had contacted two local consultants listed on the Arboriculture Advisory Website, one declined and the other would charge £500 to visit and issue a report. Members agreed that although this was a mature and visually important tree, safety was the key concern and that an independent opinion was required for a decision to remove. It was therefore agreed that PD would seek advice from a Fittleworth tree surgeon/consultant and report back to the Clerk. PD/Clerk
- k. Clerk's Report on On-Going Matters:
- Highways Update:
 - o Moonsbrook: A meeting was held yesterday with Mr Dave Billingham from WSCC Highways. He would arrange for an assessment to be undertaken within a month, during which he would be in attendance to fully understand the problems and to identify a solution. The Clerk would follow up. Clerk

- Durbans Road: The resident, who originally reported the raised manhole, confirmed that it was an improvement but had been built up instead of reducing into the road. He agreed that it could still cause a hazard to some road users. Clerk to report to Southern Water. Clerk
- Petworth Road Pavement: The matter had not been progressed; the Clerk had requested a quotation to submit to WSCC but not received to date.
- Petworth Road Pavement by Greenbridge: Potentially due to over winter flooding, the pavement had been undermined. The repair had been marked by WSCC.

- Village Hall car park runoff: The owner of the Glebe Barn had advised that excessive water was now flowing under his gate and accumulating in his courtyard. Fortunately, there was a drain, but he was concerned that this was a more recent problem which posed a threat to his property. The Clerk had spoken to two contractors to obtain quotations to investigate and potentially install a new drain, and would follow up. Clerk

- Kirdford Road Bus Stop: The Clerk reminded members that the Parish Council had agreed in April 2014 that the current bus waiting area in Kirdford Road could be enlarged; WSCC had been informed. Over the Summer, a resident again raised concerns that the area was too small. The Clerk had again contacted WSCC and was asked to obtain a quotation to enlarge. Some WSCC funding might be available. Clerk

- November Newsletter: The newsletter had now been produced and would be circulated with the Ad Vincula magazine later this month.

- Planning Training: The Clerk reminded all that CDC Planning Training had been organised for Monday 23rd November at 7 pm in the Village Hall; PD advised that he was now unable to attend. Other Parishes had been invited so potentially 25 Councillors would be in attendance. An agenda would be issued shortly.

7. New Items for Discussion

- a. Cricket Club Practice Nets: The Parish Council had given approval for the net installation at the April 2015 meeting. Members had now received a copy of the final specification and confirmed approval. Members agreed that it was their assumption that the basketball post would remain at the same or similar location and that the mats were available for community use.

- b. Football Club Roping of Pitch: The Football Club had now gained promotion from second to first division (being called Championship) and as part of the Football Association (FA) rules, the pitch had to be roped off one metre from the side lines to allow the linesmen better line sight and to prevent spectators from moving onto the pitch. Posts, green and 3 foot high, had been purchased to comply with FA rules with a green and white rope. It was the intention that ropes would be put up at 9 am on the morning of a match and taken down at the end of the match. Members of the public could still walk on the pitch before the match. Members were delighted to support the Club and understood the requirement. Approval was given but members asked that some rope, possibly diagonal corners, be left down to allow easy access for general use before the match. A note to be included in the newsletter.

- c. South Downs National Park Local Plan Consultation: It was agreed that the Parish Council had no comments to submit.

- d. CDC Infrastructure Business Plan (IBP): The Parish items included in the IBP along with the Community Action Plan were reviewed. It was agreed that the following list/amendment should be submitted to CDC.
 - IBP/2 85 and IBP/3 22 linked: Sports Pavilion improvements/re-build (not specifically cricket)
 - IBP/3 23: Reserve Football pitch
 - IBP/2 30: Highways Maintenance – remove.
 - IBP/2 29: Lengthening of double yellow lines – retain until outcome of Traffic Management Plan investigations known.

- IBP/2 28: Buffer zone – related to A272 west side of village.
- IBP/2 26: Provision of laybys in Durbans Road.
- IBP/2 25: Members questioned the Public Right of Way upgrade to Bridleway request. This was not a Parish request and potentially benefited a few rather than the whole community. Members were concerned that the potential for CIL funding was limited and that there were other issues that were a priority.
- IBP/2 24: Traffic calming throughout whole village – remove reference to Garmans.
- IBP/2 27: School Safety Zone
- New Item: Improvements to Village Hall.
- New Item: Improvements to Public Toilets.
- New Item: Village Green drainage.

8. Correspondence: Details of correspondence received since 16th September 2015 was displayed at the meeting. The Clerk highlighted details as necessary:

- Task Force on Shale Gas - third interim report by the Task Force which looks at how the development of a UK shale industry would affect our overall climate impact. Circulated.
- Garmans Resident – several emails exchanges to WSCC and copied to the Parish Council regarding installation of solar panels and railings at school. Subsequent correspondence received from WSCC which confirmed permitted development and advising of complaints procedure if not satisfied. Resident advised that he would be submitting a complaint and asked if Parish Council would support. **Members agreed that the matter was discussed at the September meeting. Relevant facts were available at the time and the Parish Council choose not to take action as a significant reason to justify requesting removal of the railings was not identified. WSCC had advised that it was permitted development. In planning terms, the Parish Council was concerned at the design of buildings especially from the public view, as well as in context to surroundings such as the Conservation Area; the school was close but not part of the Conservation Area. The impact on individual views was not normally material to planning decisions. The resident had been advised that the Parish Council was unable to offer support to his personal complaint.**
- Petworth Town Council – Due to recent cuts and austerity, feel that Town and Parish Councils should try to take a more cohesive stance to tackle the inevitable issues which will arise. Therefore hope that local councils can work collaboratively together and share resources, as and when problems arise. Petworth and Midhurst have started the process in light of the recent parking proposals made by CDC. **Highlighted to members.**
- Lavant Parish Council – taking up issue of Planning response deadlines with CDC and requesting support. Clerk advised of current planning review arrangements used by WGPC which currently worked. Lavant subsequently met with Andrew Frost, CDC. Not able to change. **Highlighted to members who concurred with the Clerk's response.**
- Rural Services Network – weekly email digest – circulated.
- Josef Ransley – District Councillor's update – circulated.
- SSALC – details of planning training. Local session already organised with CDC for Monday 23rd November at 7 pm, WG Village Hall.
- CAGNE – latest update on Gatwick – circulated.
- Josef Ransley – CDC's response to the consultation on the Closure of the Chichester Magistrates Court – circulated. Raising concerns about distance and potential cost implications to attend other courts.
- Rural Services Network – weekly email digest – circulated.
- Josef Ransley – Crouchlands Farm update – circulated.
- KKWG – update on Boxal Bridge, Broadford Bridge drilling, and links to other related articles – circulated.
- SSALC – meeting arranged with Sussex Police Chief Constable for November. Any strategic issues to report to SSALC by 6th November 2015.
- KKWG – proposed statement regarding Boxal Bridge for WSCC meeting on 16th October – circulated and comments passed on.

- CAGNE – update – circulated.
- Campaign to Protect Rural England (CPRE) – invitation to attend workshop to capture perspective on priorities and ideas on how the Branch can be even more effective. Staying Ahead by Planning for Tomorrow Saturday 24th October, 10am to 2.30pm. Circulated. So attending.
- CDC – unable to hold North East Parishes Forum meetings this year due to a number of issues/events taking place. Last held November 2014. Suggested that December is not good, so proposing January 2016.
- WSCC – notification of changes within WSCC Highways – new contact details for officers.
- Carters Way resident – concerned about inconsiderable bonfires/smoke. To include in newsletter.
- Rural Services Network – weekly email digest – circulated.
- CDC – presentation details from All Parishes meeting on 30th September – circulated.
- WSCC – Consultation on enabling closer working relationship between emergency services – circulated.
- Chichester District Association of Local Councils – agenda for meeting on 12th October – apologies sent.
- South Downs National Park Authority – presentation details from workshops relating to Local Plan. Circulated.
- WSCC and the South Downs National Park Authority are working in partnership to prepare a new Joint Minerals Local Plan for West Sussex to replace the existing Minerals Local Plan (2003).

The Plan will set a strategy for mineral development up to 2033, safeguard mineral resources, and include a range of policies to manage future mineral development. Currently collating further evidence and will publish joint draft Plan in early 2016.

- Rural Services Network – weekly email digest – circulated.
- Plaistow & Ifold and Kirdford Parish Councils – update on Crouchlands Biogas and request for financial support. Circulated.
- KKWG – Boxal Bridge update and details of Cabinet meeting on Friday – circulated.
- SDNPA – Key Highlights for September 2015 – circulated.
- Café Owners – been in contact with CDC for planning advice regarding flags. CDC asked for full postal address of the café for clarification, and they have now received a reply:” The contents of the Council’s records and The Town and Country Planning (Control of Advertisements)(England) Regulations 2007 state that the displaying of any country’s national flag and saints’ flag associated with a particular country would be excluded from direct control of the planning authority providing that it does not have anything added to the design of the flag or any advertising material added to the flagstaff. The advertisement is not displayed so as to - endanger persons using the highway, obscure or hinder the ready interpretation of any traffic sign, or hinder the operation of any device used for the purpose of security or surveillance or for the measuring the speed of any vehicle.” Owners advised that flags were not adverts in anyway, so therefore cannot find anything that applies to the café or generally with flying flags.

Members agreed that the Café was a valuable asset to the village, but there were obviously differing opinions in the village over the flags. Unfortunately, there appeared to be some confusion over the planning advice given to the Parish Council and subsequently to the Café owners. Members agreed that, if it was a planning requirement as originally indicated to the Parish Council, it was important that the arrangement was formalised. Due to the current confusion, Café owners to be asked to provide a copy of the CDC advice email.

- Newpound Lane resident – advising that landscaped area at rear of Garmans had been fenced and incorporated into garden. Was this permitted?

Clerk subsequently advised by property occupier that he had been fighting Hyde (Housing Association) for years, firstly to remove excess soil that had created a bund at the rear, then for landscaping and maintenance of area. In essence, it had become wasteland. He had now been maintaining for 10-11 years, with access gate from his garden. Hyde had now granted a licence at a nominal charge to use the area which he could fence. AJ withdrew from discussion.

The Chairman advised that he also had a telephone conversation with the resident that evening, who explained the situation over the years. He managed the waste area just behind his property and had improved the appearance. Hyde had met on site and could see the benefit for management, so therefore offered the licence. He had invited members

SO

KC/Clerk

of the Parish Council to visit.

A copy of the Section 106 Agreement with Hyde and CDC had been reviewed; details were given. As the Planning Obligations contained restrictions on the use and fencing of the landscaped area, and the arrangement set precedent for the other properties, it was agreed that the matter should be referred to CDC for clarification.

Clerk

- Rural Services Network – weekly email digest – circulated.
- CAGNE update on discussions with Department for Transport and NATS re Gatwick and airspace. Offering to update Parish Council – details circulated.
- Shona Turner, CDC – received details of Winterfold planning application which, if approved, could produce a community facilities contribution of up to a maximum of £39,314 towards community facilities within the Parish of Wisborough Green.

Must submit a report of identified community need (ideally with estimated costs) to Planning by the 9th November 2015. I would therefore be grateful if you could let me have a list of community need before this date. **Members agreed that the Village Hall Improvement Project should be nominated.**

Clerk

- SALC – notice of AGM and Conference on Thursday 19th November at Chichester Park Hotel, Chichester at 14.00 hrs. **The Chairman agreed to attend.**
- Action in rural Sussex – details of Generation R Debate and AGM at Lewes Town Hall on 29 October 2015 at 5.30 pm (light refreshments).
- CDC – copy of Standards Committee meeting minutes of 10 September 2015 – review of complaints procedure.
- Gatwick Area Conservation Campaign – copy of booklet being sent to 650 Members of Parliament & House of Lords who have expressed interest. Highlighting concerns: Flawed economics, in-migration, North-south divide, Urbanisation, Noise, Road and rail, Environment. GACC AGM to be held on Friday 13 November, 7 pm for 7.30 pm at Copthorne Hotel. Details include latest update. **Highlighted.**
- WSCC NHS Local Offer Annual Report 2015 – information about available services for children and young people (0-25) who have special educational needs and/or disabilities.

KC

9. Finance:

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

Cheque Number	Total	Details
2912	22.09.15 1367.54	Came & Company – Parish Council insurance
2913	71.94	The Play Inspection Company – annual inspection of playground
2914	332.15	Chichester District Council – rental & emptying of bins at V Hall & Pavilion
2915	524.95	Pyzer Cleaning Services – cleaning of toilets & supply of paper/soap
2916	05.10.15 98.00	Southern Water – allotment water
2917	633.90	Sussex Land Services – grass cutting contract for August.
2918	20.10.15 504.30	Pyzer Cleaning Services – cleaning of toilets & supply of paper
2919	480.00	E P Clark & Co Ltd – clearance of vegetation from Durbans Road pavement
2920	1661.64	WSCC– clerk's salary for September, backdated payment for increased hours from 1 st August and payroll charge from April to September
2921	35.00	Information Commissioner – data protection annual registration fee
2922	89.41	Mrs L Davies – postage, office expenses and website quarterly fee
2923	949.43	P B Overington Electrical Contractor – test, inspect and certify Village Hall electrics
DDebit	12.10.15 21.60	Plusnet – Village Hall broadband
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	6769.86	Cheques dated 20 th October 2015 unless stated otherwise.

- b. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliations for the period ending September 2015 for the Parish Council's Business Account.

- c. 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.
- d. Budget Preparations for 2016/17: The anticipated year end and reserve balances for the current financial year were reviewed. In light of unexpected loss of income and expenditure relating to The Old Workhouse, it was agreed that the Parish Council would review provision to reserves at the year end as it might be necessary to reduce to create a more balanced budget. Some small potential savings were identified and recorded by the Clerk. It was agreed that the Chairman and Clerk would prepare a draft budget for discussion at the next meeting.

KC/Clerk

10. Planning

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

Application Number	Application
WR/15/03216/FUL - Case Officer: - Anna Miller - Minor Dev - Dwellings	Mr Glenn Stocker Land North Of The Long Croft The Long Croft Proposed new bungalow. After long discussion, it was agreed that the Parish Council could not support the application as it was contrary to policies in the emerging Neighbourhood Plan, therefore <u>Objection</u> .

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

Application No:	Application	Decision
WR/15/02295/FUL	Mrs Linda Cooper Greenways Nursery Kirdford Road Variation of Condition 2 of planning permission WR/13/00744/FUL - To substitute proposed site plan.	Permit
SDNP/15/03964/HOUS	Mr & Mrs Stilwell Westland Cottage Fittleworth Road Construction of replacement outbuilding.	Granted
WR/15/02080/FUL	Mr D Gent Goose Cottage Durbans Road Wisborough Green Change of use of existing store building to residential.	Refuse Dwelling in countryside Unsustainable Incongruous with pattern of development Enjoyment of neighbours
WR/15/02583/PA3Q	Agricultural Barn south of Loves Barn, Newpound Pt 3 Class PA3Q, Change of use of agricultural building to 1 no. dwelling.	Refuse Substantial demolition of building. Undesirable & detrimental in location

- c. Enforcement Matters:
- Northlands Farm: Nothing further to report.
 - The Wisborough: CDC was now following up.
 - Dunhurst Copse: CDC advised that following a site inspection and a review of aerial photography, although a breach of planning control in the creation of lakes was identified, the

lakes were created in excess of 4 years ago and as such, were now immune from enforcement action.

11. Other Reports:

- a. Village Hall: SO, KC, AJ and the Clerk attended a meeting with Village Hall Management Committee (VHMC) members on 5th October 2015. SO explained that the purpose of the meeting was to discuss the modernization of the Village Hall and to select the architect to help with the project. After careful review and consideration, it was proposed that Ms Valerie Hinde, who had advised on the Loxwood Village Hall project, be engaged; three architects had initially been approached and two subsequently met. Unfortunately, the Locality grant funding application to help with the initial feasibility study had been unsuccessful, but the VHMC had agreed to fund up to £5000 to explore potential options, which would include an initial structural engineer's building condition survey. Members were delighted that options were being explored and agreed to work closely with the VHMC. Members agreed to the recommendation that Ms Hinde be engaged and that SO and the Clerk would represent the Parish Council on the Working Group.
- b. Workhouse: The current tenant, Mrs Grace Stewart, had given one month's notice at the beginning of October to vacate the property. Some initial enquiries with a local estate agent had indicated that with some minor improvements, there would be an increased return for the Parish. It was agreed that SO and the Clerk would inspect the property when vacant; Mr Barry Overington, as a retired builder, had agreed to offer his opinion. SO/Clerk
- c. Allotments: Unfortunately, one of the allotments had not been worked well this year; the tenant had previously been forewarned. Although there was not currently a waiting list, excessive weed did cause problems for other allotment holders. Members instructed the Clerk to issue a warning that the tenancy would not be renewed in April 2016 unless appreciable work was undertaken. Clerk
- d. Pavilion: The Chairman advised that investigations into the recent parking concerns had highlighted some deficiencies in the current Lease. He gave explanation to the current arrangements, whereby the Land was leased to the Trustees who regulated the facility for the Sports Association. Members agreed that as far as they could see at the present time, the principle of the current arrangement, with the Trustee responsibility, was sound. At the appropriate time, when Pavilion improvement plans had been confirmed, a new Lease would be required with joint legal oversight. KC to report back to the Sports Association Chairman. KC
- e. The Green:
 - Work to the Green – surface repairs: Following the discussion at the September meeting, the work to the pitch and Green had been reviewed; the cost of the gypsum treatment had taken the work over budget. AB now proposed that this element would be removed, but the War Memorial end also verti-drained to aid drainage. Members agreed to this proposal and also that the ruts created by the Fair should be lifted; KC and the Clerk would organise rut repair. AB/KC/Clerk
 - Playground: The Clerk had now obtained a price for the replacement parts – members authorised this expenditure which was under £200. The Clerk had met with one fencing contractor and contacted two others, but had received no quotations to date. About 9 fence posts required replacement, one rail and possibly the original chain link fencing would need replacing as it was potentially beyond cost effective repair.
 - Green Coordination Group Meeting: A meeting was organised for Tuesday 27th October 2015.
- f. Neighbourhood Watch: Several advisory notices had been circulated. Nothing further to report.
- g. Footpaths/Conservation: A resident had raised a concern about an electric gate across the driveway to Paplands Farm. The WSCC Access Ranger had since advised that a gate was first installed at the location in 2011. Although the gate was never consented, it was agreed that it could remain as long as the gap alongside was retained and kept clear. The fact that an electric gate had been installed did not change the situation as long as clear and suitable access was available. WSCC would write and explain the situation to the landowner.

- h. Youth Club: As Chairman of the Youth Club Management Committee (YCMC), MK was disappointed to report that the Youth Club had been suspended. Notice to leave had been given by the Leader and Assistant Leader, but it was hoped that the Club would continue until the end of the year. Unfortunately, the Assistant Leader left earlier than anticipated and additional help to maintain the staffing ratio could not be found. The YCMC had started a recruitment campaign and was also opening up discussion with 'Horsham Matters' which provided Youth Services in the area. It was hoped that the Club might open again in the New Year.
- i. All Parishes Meeting: AJ and KC attended the meeting at CDC on the 30th September. AJ gave a brief summary of the items discussed; the presentations had been circulated.
 - Infrastructure Business Plan.
 - Update on the success of the Traveller site at Westhampnett.
 - Policing Cuts.
 - Emergency Planning.
 - Energy Sussex – a WSCC scheme on renewables.
 - Standards Committee.

12. Any Other Matters to Report

- a. Members were reminded that the Parish had new Christmas tree lights and that the Horse Chestnut on the corner would be decorated instead of purchasing a Christmas Tree. It removed the difficulties and risks associated with the temporary tree.
- b. The Clerk had noted that the Church was holding the Christmas Tree Festival again this year. Members agreed that the Parish Council not only had budget constraints but had a number of time consuming projects and was therefore unable to participate this year.
- c. Members agreed to consider the Queen's 90th Birthday celebrations during budget discussion.
- d. The Parish Council had just been made aware of the Winterfold Planning application. Members agreed that the application would be considered at an extra-ordinary Parish Council meeting to be held on Tuesday 10th November 2015, at 7.45 pm. Details to be included on the website and noticeboards

13. Date of Next Meeting:

Planning Committee Meeting on Tuesday 3rd November 2015 at 8.00 pm, if required.
Extra-ordinary Parish Council Meeting on Tuesday 10th November 2015 at 7.45 pm.
Parish Council Meeting on Tuesday 17th November 2015 at 7.45 pm.

There being no further business, the meeting was closed at 10.45 pm.

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Chairman

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Date