

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 17th October 2017

Date: Tuesday 19th September 2017

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

Apologies: Mr M Newell (MN)

In Attendance: Mrs L Davies, Clerk

Members of Public: 3 and Midhurst & Petworth Observer Reporter

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

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Newell.
2. Declaration of Members' Interests: Being Village Hall Trustees, AJ, SO and the Clerk declared their interest in the Village Hall planning application. No other interests were declared and no requests for dispensation received.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 18th July 2017 were approved as a correct record and signed by the Chairman.
4. Minutes of the Last Planning Committee Meeting: The Minutes of the last meetings held on Tuesday 1st and Tuesday 22nd August 2017 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Update: Mrs Duncton, County Councillor, had sent her apologies.

District Councillor: Mr Ransley had sent his apologies but provided the following update which had been circulated to members and was read out by the Chairman.

- "I am keeping a wary eye on existing/new housing applications (including Plaistow Road) given the recent appeal ruling on a Chichester Oving Road application for 100 houses that was granted at appeal on basis that CDC did not have 5 year housing land supply. That is subject to a challenge at Inquiry, starting tomorrow. Having said that the appeal grant means CDC now again has an up to date 5 year housing land supply.
- I went to a presentation on the draft report of the CDC Housing Need Assessment and not unexpectedly the travel of direction for our new housing numbers that will be considered at the Inspectors 5 year review due in 2019 is upwards. How this will impact on my two parishes is a long way from being determined but I'll keep you advised as best as I can.
- I'm a member of the CDC Task & Finish Panel looking at Affordable and Social Housing Stock Quality in the District and its review and recommendations I believe will be relevant to such provision in our wards (I dealing with a local issue at present and was surprised at the poor condition of the property). The panel will also consider allocation as well as standards and generally seek to improve both maintenance and utilisation of our existing stock.
- My involvement with seeking a resolve with the Crouchlands issue continues but I believe we are some way of seeing a final resolve on the matter.
- Lastly, I continue to look into the school bus provision for senior school students in Kirdford located in Midhurst and have had some reassurance from WSCC that there is adequate capacity for places in The Weald for those that apply."

SO expressed dissatisfaction at the response received from WSCC via Mr Ransley in relation to future school places at The Weald. She questioned how the catchment area was determined and if pressure of development around the Horsham and Billingshurst areas could, in the future, change the

catchment for Wisborough Green from The Weald to Midhurst Community College. Members agreed that further clarification was required.

Mr Ransley

6. Public Questions:

Dr Jill Sutcliffe, Chair of Keep Kirdford and Wisborough Green (KKWG), raised the following points:

- WSCC had now approved an extension for 1 year for the oil drilling site a Broadford Bridge and Dr Sutcliffe wished to highlight a number of potential implications for Wisborough Green. There had been a large increase in the number of heavy vehicles evident from the soil erosion around the Adversane junction. There had initially been no intention to use chemicals but this was not now the case. Some of the chemicals used were carcinogenic or were highly toxic to aquatic invertebrates. As such, the main action group had now established water, as well as air quality, monitoring. The company had recently announced that it was looking to have another 7 drilling sites between Broadford Bridge and Horse Hill, and she therefore impressed upon the Council that further drilling in the area was still a real concern. She highlighted that there were differing opinions between geologists as to the suitability of the Broadford Bridge site and flagged that there was already evidence of spills. PD asked that a further update be sent.
- KKWG had taken the lead with the petition against the replacement of Boxal Bridge and as such, had been involved in subsequent discussions. Three independent assessments identified that replacement of the bridge was unnecessary. She was unable to attend the last meeting and was therefore interested in the latest update.
- In terms of the Stable Field application, Dr Sutcliffe offered her opinion that policies within the Neighbourhood Plan should mean that the site did not get permission.

Mr Midwinter, Chairman of the Horticultural Society, attended the meeting to given explanation to the efforts taken to protect the cricket practice facilities when the marquee was delivered. It appeared that some damage had been caused to the bowling section but Mr Midwinter did not feel that the Horticultural Society should be blamed. Explanation to his actions was given as well as the difficulties experienced with the Brocante Sale on the Saturday. He believed the Cricket Club should also bear responsibility. There had been an exchange of emails with the Cricket Club and anticipated costs for repair had been requested by the Clerk but not provided in time for the meeting.

The Chairman summarised the two issues as being the current damage caused and responsibility for repair, and how to manage for future events. The Bank Holiday weekend was a later agenda item.

7. Report on on-going matters:

- a. Gatwick Airport: The seventh Noise Management Board (NMB) meeting was held last week. PD read from the Association of Parish Councils Aviation Group (APCAG) update giving the key points:
 - Gatwick Volume: There was much discussion, and debate leading up to the NMB meeting, about the increase in Gatwick volume of air traffic movements. It was the view of community groups that there should be a trade-off in terms of measurable noise reduction as volume increases.
 - Fair and Equitable Dispersal (FED): Although NATS and Gatwick has achieved the objective of widening the joining point for aircraft landing, the view of all communities was that this had not been accompanied by a widening of the swathe of aircraft as they approached the joining point, and that there was still much work to do on fair and equitable dispersal of aircraft as they approached the airport.

To do this, measurement metrics needed to be put in place, and the points at which those measurements were made, referred to as Gates, also needed to be agreed. Previously, these targets had been agreed for communities and parishes east of the airport. Great progress was made at this week's NMB with agreement being reached between community groups west of the airport. Instead of agreeing targets at the outset, it has been agreed that data will start to be collected for review in six months' time, at which point, specific targets can be agreed based on the empirical evidence of data collected.
 - Continuous Descent Approach (CDA): This key objective – to keep aircraft at a higher altitude for as long as possible before descent – was now part of a national improvement programme aimed at improving pilot performance and the performance of all stakeholders. There would be an airline

workshop on best practice, a nationally agreed definition and buy in sought from all stakeholders through launching the programme.

- Other Encouraging Points: There were some other generally encouraging points to come out of the meeting: NATS agreed to investigate use of the 'holds' to better distribute aircraft as they came out of the holding stack. They also agreed to investigate why aircraft flew at low altitude at night because there is no apparent reason for doing so. Starting measurement of the arrivals swathe, and the fact that proper measurement and use of metrics was now being considered for all key objectives.

The next NMB was on 15th November, and there was a public meeting and airspace seminar on 7th December 2017.

- b. Boxal Bridge: On 14th September KC and the Clerk attended, along with members of Kirdford Parish Council and KKWG, a meeting with WSCC Highways. The meeting was called by WSCC to advise that it was the authority's intention to prepare for end-of-life replacement for Boxal Bridge rather than to continue with maintenance. KC explained that the bridge currently scored 58 (poor) on a national scale, one of the lowest in the county, but was stable and would continue to be monitored every 2 years; no estimate could be given on the bridge's life. The bridge would not be replaced until assessment indicated that it was failing or had failed but in the interim, the authority would prepare a detailed design, in consultation with the Parishes. The proposal would be entered onto the Forward Plan published in October and could be called into a Select Committee for review. WSCC did confirm that a signage survey was undertaken which indicated it met County policy; a further review was requested. In terms of replacement, it would be a 2 carriageway bridge with a footway, the overall width being about 9.3 metres. There was considerable discussion and minutes of the meeting would be circulated shortly. The main points were a signage review, full engagement of the Parishes in design (some initial designs had already been prepared and seen by the Parish Council) and whether further representation should be made to WSCC. Members agreed that as it was a Kirdford bridge, Wisborough Green should take its lead from Kirdford Parish Council. Clerk to liaise with Kirdford. AB highlighted that the poor condition of the road surface presented a potential danger to cyclists; WSCC to be advised.

Clerk

- c. Traffic Management Plan: The following update was provided by the Clerk:
- Durbans Road – the application for a speed reduction was being processed by WSCC. As there was no speed data, traffic counters will be installed comprising of two rubber strips across the road which would be in place for a minimum period of one week. It was not known when this would occur.
 - Newpound Junction – a telephone message had been left for the landowner but as no response received, a further letter of enquiry had been sent.
 - School Road Traffic – Following correspondence sent to the Parish Council and discussion at the July meeting, a meeting with residents and the Parish Council was held on 11th August – PD and KC attended, along with Mrs Duncton. The issues were discussed and explanation given to the Parish Council's reluctance to pursue a permanent one-way. The following action was agreed and implemented; temporary signs for start of term (removed after one week of the intended two weeks at WSCC's request), flyer to all parents at the school and Climbing Bears, notice in Parish magazine and also Parish Council newsletter. A meeting with Head Teacher has been arranged in October. The Traffic Management Plan Group would meet again after this meeting.

TMP/Clerk

- d. Community Speed Watch (CSW): HT advised that he was now pursuing arrangements with Sussex Police. New equipment had recently been introduced which required the 3 previously used sites to be reassessed and approved. HT would continue to chase and keep volunteers updated on progress.

HT

- e. Dandelion Farewells Access: SO and KC had met the proprietor to review the difficulties and discuss information received from West Sussex Highways. KC confirmed that the exit was extremely dangerous with poor visibility. Sight lines to the west had been improved recently with the hedge being cut back hard, but despite some hedge cutting to the east, visibility was still poor in part due to location on the corner. There was a limit to what improvement could be achieved but some further hedge cutting was necessary. WSCC had advised that:

- The area of vegetation, layby and footway were all shown as public highway that was the maintenance responsibility of WSCC. WSCC owned very little of the highway network in the

county, but once an area had established highway rights these superseded any title deeds and ownership.

- WSCC would not support the installation of mirrors on highways land as, ironically, a mirror could cause more of a safety issue. If the occupier wanted a mirror on private land and outside the highway, then that was their prerogative and liability.
- Concealed entrance signs would not be appropriate in this instance and would not conform to national standards and regulations.

Members agreed that safety was the major concern and that WSCC Highways to be contacted to request further assistance and write to the property owners.

Clerk

- f. BT Telephone Kiosk: Ex-Parish Councillor, Mr Chris Stride, had kindly offered to lead the project to convert the kiosk into an information point. The Chairman invited Mr Stride to address the Council. Mr Stride gave explanation to the history of the kiosk, current condition, 3 different options for restoration, internal details, possible costs and his vision for an internal map and the use of QR Codes. Mr Stride was delighted and excited to be involved with the project. Members thanked Mr Stride for his valuable presentation and interest. The Clerk to circulate information to members for further discussion and ratification at the next meeting.

Clerk

9.00 pm – 2 members of public left the meeting room.

- g. Clerk's Report:

Update on on-going matters:

- Community Payback Scheme: The Clerk had sent a reminder but the local probation service had yet to respond.
- Village Design Guide: The Clerk had spoken directly to Mr Allgrove, CDC Planning Policy Conservation and Design Service Manager and reminded him that the review was still outstanding.
- Community Litter Picking: Due to other village events, this had now been changed to Saturday 14th October; all were asked to support.
- Local Bus Service: Over the summer the Clerk had received a telephone call to advise on the unreliability of the Compass Bus Service to Horsham. On several recent occasions the bus had failed to turn up due to mechanical failure with no replacement bus available. The Clerk had made Mrs Duncton aware, who would pass the information to the appropriate officer at WSCC.
- Village Maintenance Items: The Clerk highlighted that a number of maintenance items were required; posts around the village, treatment of noticeboards, ditch clearing and bench cleaning. Members authorised the use of Mr Ian Davies at £15.00 per hour to undertake the work over the winter months. E P Clark & Co Ltd to be asked to repair pot holes in the west road and undertake minor path repairs as highlighted in the Risk Assessment. The Clerk also highlighted comments received from CDC in relation to litter bin provision and advised that a review was undertaken a few years ago and resulted in bins being removed to reduce costs. Although 4 or 5 bins over the summer were more heavily used, there was still capacity and members agreed that further provision was unjustified, particularly as winter use was limited. However, the comments about the deterioration of liners and difficulty in emptying (due to incorrect installation) were acknowledged. As such, it was delegated to the Clerk to review the current bins and purchase new bases and liners as required at a cost of £51.58 per base and £23.50 per liner plus installation.

Clerk/ALL

8. New Items for Discussion

- a. Winter Management Plan: The Plan, as circulated to members and available on the website, had been submitted to WSCC. In terms of local work undertaken by E P Clark & Co and financed by the Parish Council, members noted and approved the new 2017 charges.

Clerk

- b. Summer Events on The Green:

Friday evening - Wisborough's Got Talent: This was seen as a success with no issues reported.

Saturday - Brocante Sale: A busy day with some parking on The Green and along Durbans Road noted. Due to the popularity, further traffic management would be required as parking between the 'no parking' cones was evident.

In terms of the cricket practice nets, after some discussion, it was agreed that the Cricket Club needed to be aware of its responsibilities and put in place arrangements to protect the area to avoid the same

situation next year. AB was attending a Sports Association Committee meeting the following day and would discuss. Clerk to email all correspondence to AB.

AB

Monday - Fete & Horticultural Show: It had been a tremendous day which had been well attended. The Clerk confirmed that the Fete Society had hired a parking marshal to monitor Kirdford Road. The Clerk expressed thanks to all Parish Councillors who had helped; financial details would be available shortly.

9.12 pm – A member of public left the meeting room.

c. Community Land Trust: The meeting was reminded that the Parish Council had previously considered the formation of a Community Land Trust but had not pursued due to timescale, the agreement established with Greenoak Housing for affordable housing provision and the potential shortage of volunteers to take on the responsibility. The Chairman highlighted that since this agreement, the village shop had been listed as an Asset of Community Value and the long-term plan was obviously unknown. This, coupled with the possibility of more affordable housing, perhaps suggested that having a CLT in place might be of future benefit to the village. Members agreed that PD should make further enquiries into the formation and requirements.

PD

d. Posts by Pavilion: The professional organisers of the Run Wisborough event in May raised safety concerns about the posts that runners had to pass between. The Sports Association had therefore asked if removable posts (secured in place but removable for the day) could be installed at their expense. Members agreed to this request provided that details were submitted to the Clerk for approval prior to installation.

Clerk

e. Donation Request from St Peter's Parochial Church Council: A request towards the upkeep of the Church clock and Churchyard had been received in addition to a copy of the accounts as at 31st December 2016. The Chairman highlighted the increasing maintenance costs. Members agreed to make a donation of the budgeted figure of £1250. The relevant powers were noted – Parish Councils Act 1957 and Local Government Act 1972 S125 (6).

f. Donation Request from Plaistow Parish Council: A request for further financial support had been received in relation to further legal costs relating to the Crouchlands Bio-Gas Planning Appeal. Members agreed to make a donation of £1000, acknowledging the importance for the area and potential implications for Wisborough Green. This payment was made under the Local Government Act S137.

9. Policy Documents:

a. Filming on the Green Policy: A draft policy was circulated in advance of the meeting. Members agreed the charging schedule as detailed in the policy and the policy was formally approved.

b. Bench Donation Policy: Following discussion at the last meeting, a draft policy had been circulated. Members formally approved and adopted the policy.

c. Data Protection: The Clerk advised that the new General Data Protection Regulations would come into effect from May 2018. As such, she had attended a training course and was reviewing compliance by the Parish Council. Members agreed that compliance should be considered further by the Finance Committee; Clerk to arrange meeting.

Clerk

10. Correspondence: Details of correspondence received since 19th July 2017 was distributed and displayed at the meeting, and noted by members.

- CDC Rural Housing Enabler – details of households on the housing register with a local connection as at 19th July 2017. . Hyde Housing subsequently advised that only one empty property which was being advertised.
- CAGNE Bulletin 72 – circulated to all.
 1. The Government announces the night flight regime
 2. Gatwick Growth Board report of 10th July
 3. CAA Noise survey – you may wish to take part
 4. What about you on the ground?

- Rural Services Network – weekly email news digest – circulated.
- Rural Services Network – weekly email news digest – circulated.
- Petworth Road resident – thanking Parish Council for hard work in relation to Land South of Meadowbank.
- Chichester Association of Local Councils – minutes of last meeting and notification of next meeting on Monday 23rd October – venue to be confirmed.
- South Downs National Park Authority – monthly news update – circulated.
- Email from prospective purchaser land currently being advertised for sale on Petworth Road enquiring into the possibility to develop a house. AJ replied “For the avoidance of doubt, you are correct in that I am unable to make any assurances on planning outcomes, nor is it appropriate for me to provide you with any advice relating to your interest in purchasing any land in the village. However, you may want to consider information that is already in the public domain.” AJ referred to NP, CDC Local Plan, settlement boundary and history relating to the site.
- KKWG update on Broadford Bridge Drilling Operation – circulated.
- School Road resident – expressing opposition to any permanent one-way in School Road.
- The Three Crowns – responding to PC’s letter expressing residents’ concerns about noise level at film night. Comprehensive response provided giving explanation to set up etc. Gave assurances that noise would be monitored. Response circulated.
- Rural Services Network – weekly email news digest – circulated.
- District Councillor update – circulated to all.
- Runnymede Homes – update on Winterfold Site – circulated: “Preparation of the reserved matters planning application is progressing, albeit slower than anticipated, however we do remain very keen to commence on site at the soonest opportunity, once full planning permission is in place. The detailed design has taken a lot longer due to the many constraints of this site. In addition, there are a number of complex and onerous conditions attached to the outline planning consent which we are in the process of discharging, not least the Ecological obligations and the drainage design where some actions can only be carried out at certain times of the year. These are all being addressed and I do hope it will not be much longer before the reserved matters application is submitted to CDC.”
- WSCC - As West Sussex starts to invest in a programme of improved cycle networks join us to find out how your area can benefit. The Cycle Summit will be a unique opportunity to learn about the new tools for delivering a network that will improve the quality of life for all your residents. You will hear from some of the country’s top experts who will share their experiences of overcoming the obstacles and achieving success. This event is being organised by the West Sussex Cycle Forum in association with West Sussex County Council. The afternoon is specifically designed for councillors, officers and decision-makers - Monday 9th October 1:00pm-4:30pm, County Hall North, Horsham,
- Wealden Building Study Group - Formed over 50 years ago to interpretively record as many as possible of the historic timber framed buildings still remaining in Sussex and the surrounding counties of the South East. Offering initial visits to review buildings. Details forwarded to History Society and also to Parish magazine.
- Rural Services Network – weekly email news digest – circulated.
- CAGNE Parish Council Forum update – circulated to all. NMB Quiet Night Trial, CAA CAP 1554, invitation to attend next Council Forum meeting at Warnham Village Hall on Wednesday 27th September 2017 at 7.30pm hosted by Warnham Parish Council.
- Resident highlighting overgrown hedge along Durgans Road – Collards Field. Cricket Club advised that a contractor had been appointed and they would chase.
- Resident – photograph of car bonnet over pavement outside Three Crowns (big car in first space). **Members agreed that the Clerk should obtain costs to extend the parking bumper strips across all the bays.**
- SSALC – details of AGM and Annual Conference at Lodge Hill, Watersfield, Pulborough on Wed 4 October at 10 am. Annual Report & Accounts for the year ended 31 March 2017 provided and forwarded to PD.
- Local resident – advising that she would be submitting an objection for the Stable Field Inquiry and had advised Nick Herbert, MP.
- Rural Services Network – weekly email news digest – circulated.

- CDC – agenda for All Parish Meeting on 20 September – PD to attend.
- SSALC – Details of 2018 training courses – circulated.
- Rural Services Network – weekly email news digest – circulated.
- District Councillor, Josef Ransley – clarification about senior school places provision for WG- circulated.
- SDNPA Monthly newsletter – circulated.
- GACC Update – AGM, retirement of Chairman, Beyond the Horizon document – circulated.
- Bench donator – offered to pay for restoration of old family bench - £100. Accepted with grateful thanks and will arrange for it to be sanded and re-oiled. **Noted with thanks.**
- APCAG update – Gatwick Noise Management Board update 7 – circulated.
- WG family making enquiries about donating a bench. Bench policy and application form sent.
- Rural Services Network – weekly email news digest – circulated.
- CDC – invitation to residents to attend Digital Tea Party which is being hosted by the Council on 6 October 2017 2 – 4 pm. Info sent to Parish Magazine for inclusion, noticeboard posters and on website.
- Newpound Resident - electrician who undertakes much work in the renewables sector, mainly the installation of solar panels and ground, air and water source heat pumps. Willing to advise in relation to planning applications and renewable technologies. **Acknowledged with thanks. Further information would be useful.**
- Dandelion Farewells – planning an event in support of National Baby Loss Awareness Week in October. We would like to raise awareness of the charities supporting this special week, coupled with fundraising for this special cause. Clerk

We have been donated the use of the Cookie Bar Bus (see attached photo and also their Facebook: <https://www.facebook.com/CookieBarUK/>) which will provide hot drinks and fresh cookies, with seating area upstairs in the specially adapted London bus. We would like permission to park this alongside the sports pavilion on the village green, to serve people who would like to support this worthwhile event. We would ask for donations for the refreshments. In addition, we would like to hire the sports pavilion to have a seated area for people to be able to browse resources and have an opportunity to commemorate their own babies at a focal point of remembrance which we will create (a tree for messages, or similar). We would like to hold this event 11am-3pm, perhaps on Tuesday 10th October (due to availability of the venue and bus).

Members were delighted to support the event but agreed that the use of the Pavilion car park by the bus and potential parking difficulties for visitors would make the site unsuitable, particularly as the number of attendees was unknown. Members suggested that it could be located at the side of Kirdford Road outside the playground, or perhaps within the Village Hall car park. Clerk to advise.
- Newpound resident – Expressing concerns of traffic using B2133 to avoid Billingshurst sewage works, accidents on Hughes Hill and event signage. Circulated.

The Clerk advised that she had contacted Mrs Duncton regarding traffic concerns associated with the sewage works and was waiting a response. Members were unable to offer comment on increased traffic as a result.

Members agreed that WSCC Highways should be asked to comment on the concerns relating to accidents on Hughes Hill.

Event signage was the responsibility of the organisers and a request to remove had been sent to the Brocante Sale organiser; the Clerk would monitor.
- Rural Services Network – weekly email news digest – circulated.
- WSCC – opportunity for public to put questions to the forthcoming Police and Crime Panel Meeting on the 6th October 2017 at 11.00 am in Lewes.
- Butts Meadow resident – Concerned re appearance of war memorial. Prominent position but does not seem to be being maintained. Willing to make contribution of £75 for bulbs to flower all year. **Members were very grateful for the kind offer. It was agreed that advice should be sought from the Horticultural Society to ascertain if a suitable bulb for summer flowering was available which would not impact on maintenance or appearance particularly with positioning of the wreaths.**

11. Planning:

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

Application No.	Applicant and Details
WR/17/01716/FUL - Case Officer: - Paul Hunt - Minor Dev - Dwellings	Mr Fraser Hardie The Old Wharf Newpound Wisborough Green RH14 0JG Proposed change of use and alterations to existing barn to create a self-contained residential annexe. <u>No Objection</u> on the condition that the new accommodation must remain ancillary to the main dwelling by way of a S106 agreement.
WR/17/02445/LBC - Case Officer: - Paul Hunt - Other Dev - LBC's Alter/Extend	Mr Keith Carter Wisborough Green Village Hall School Road Wisborough Green RH14 0DU Single storey extension, new pitched roof extension over existing flat roof, raise pitched roof of existing single storey extension to allow level floors and to provide access to existing second floor accommodation. Internal alterations to provide level access throughout the ground floor, form new pedestrian access ramp and replace entrance porch over. <u>No Objection</u>
WR/17/02444/FUL - Case Officer: - Paul Hunt - Minor Dev - Dwellings	Mr Keith Carter Wisborough Green Village Hall School Road Wisborough Green RH14 0DU Single storey extension, new pitched roof extension over existing flat roof, raise pitched roof of existing single storey extension to allow level floors and to provide access to existing second floor accommodation. Internal alterations to provide level access throughout the ground floor, form new pedestrian access ramp and replace entrance porch over. <u>No Objection</u>

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

Application No:	Applicant and Reason	Decision
WR/16/03540/DOM	Miss Kelly Brunger 3 Butts Meadow Wisborough Green Two storey side extension.	PERMIT
SDNP/16/05963/HOUS	Mr Jeremy Gould Pear Trees, Fittleworth Road, WG Alterations to house, extension to bothy and erection of 2 bay garage with store.	APPROVED
WR/17/01172/DOM	Mr Mark Wilton Woodstock Durbans Road WG RH14 0DQ Construction of balcony with double doors over garage.	REFUSE Not in keeping with existing building & location
WR/17/01544/DOM	Mr Fraser Hardie The Old Wharf Newpound WG RH14 0JG Proposed construction of a single storey extension.	PERMIT

SDNP/17/02896/TPO	<p>Mr Hall Brick Kiln, Brick Kiln Common, WG RH14 0HZ</p> <p>Remove lowest branch to west and south-west sector, shorten remaining lowest branch to south-west by up to 3m, reduce lower crown to south-west by up to 2m, reduce by up to 3m 2 no. limbs to north over drive and reduce by up to 2m branch in mid/upper crown to west on 1 no. Oak tree (T1). Reduce by up to 3m lowest limb west and reduce by up to 2m retained upright branch to west. Reduce up to 3m over extending crown to south and west on 1 no. Oak tree (T2) subject to 16/00272/TPO.</p>	APPROVED
WR/17/01705/DOM	<p>Mr And Mrs Allen Todd Brookbridge Farm Durbans Road Wisborough Green RH14 0DL</p> <p>Proposed front hall and porch extension to enable internal alterations including dormer.</p>	PERMIT
WSCC/027/17/WR	<p>Wisborough Green County Primary School, Newpound Lane, Wisborough Green,</p> <p>Demolition of existing classroom extension & erection of a new larger classroom extension and the provision of 4 additional car park spaces</p>	PERMIT

c. Planning Appeals:

- Stable Field, Kirdford Road WR/16/02717/OUT

Outline with some matters reserved - access. 1 no. village doctors surgery (use class D1); village community uses (use class D2) to include outdoor activity area, activity room, gym, community building, 30 extra-care units (use class C2) to include affordable accommodation, community allotments and landscaped recreational areas. With associated new vehicle, pedestrian access, ancillary uses and infrastructure.

The previous objection letter was reviewed and briefly discussed. Members agreed that the Parish Council would wish to submit further comments. In view of the lateness of the evening, it was agreed that a Planning Committee meeting would be called for next Wednesday 27th September at 8.00 pm to ensure as many members as possible could attend. Clerk to circulate previous objection letter and AJ to circulate details of key documents to be reviewed.

- Mockbeggars, Horsebridge Hill, Bedham SDNP/16/01317/LDE

Application for a certificate of lawfulness for an existing use relating to use of land as residential curtilage

As the Parish Council had raised no objection to the application, it was agreed no further comments would be submitted.

d. Land South of Meadowbank: Jones Homes had now contacted the Council with details of amendments to the Reserve Matters application to hopefully address the Parish Council's concerns. The Land and Planning Manager had offered to attend a meeting to present the changes and revisions to the elevational appearance of the development. Members agreed to convene a Planning Committee meeting on Wednesday 4th October at 8.00 pm (instead of Tuesday 3rd October which Jones Homes was unable to attend).

10.10 pm – SO gave her apologies and left the meeting room, as did the Press.

12. Finance:

- a. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliations for the period ending 31st July and 31st August 2017 for the Parish Council's Current Account.
- b. Accounts for Payment: The Clerk displayed the Payment List for August and September 2017, which was approved. The income received was noted.

Payment Method	Date	Total Paid	Payee	Details
3165	31.07.17	652.50	Sussex Land Services Ltd	Grass cutting contract for June
DDebit	31.07.17	318.00	Royal Mail	Annual fee for PO Box & redirection
DDebit	18.08.17	34.20	Plusnet	Village Hall Broadband
DDebit	19.08.17	144.84	British Telecommunication plc	Quarterly Telephone and Broadband service
3166	22.08.17	445.07	Business Stream	Allotment Water
3167	22.08.17	1678.02	West Sussex County Council	Clerk's salary for July
3168	22.08.17	652.50	Sussex Land Services Ltd	Grass cutting contract for July
DDebit	15.09.17	34.20	Plusnet	Village Hall Broadband
3169	06.09.17	86.40	Scruple Signs & Designs	School Road one-way signs
3170	06.09.17	637.80	Pyzer Cleaning Services	Public toilet cleaning contract
3171	06.09.17	78.00	The Play Inspection Company	Annual playground inspection
3172	06.09.17	40.98	Business Stream	Allotment Water
3173	06.09.17	57.46	Mr A Jackson	1 & 1 Website hosting fee
3174	19.09.17	743.30	Pyzer Cleaning Services	Public toilet cleaning contract & supplies
3175	19.09.17	652.50	Sussex Land Services Ltd	Grass cutting contract for August
3176	19.09.17	394.48	RBS Invoice Finance	Donated bench
3177	19.09.17	95.00	George Nicholls	Work to Horse Chestnut following storm
3178	19.09.17	90.00	Arun District Council	Printing of September newsletter
3179	19.09.17	1678.02	West Sussex County Council	Clerk's salary for August
3180	19.09.17	57.60	SSALC Limited	Data Protection training course
3181	19.09.17	79.79	Mrs L Davies	Printer ink, Land Registry enquiries, postage, travel expenses to training courses
3182	19.09.17	1511.43	Came & Company	Annual insurance renewal
		£10162.09		

Payments Received

100376	04.08.17	120.00	WG Market	Donation towards village toilets
BACS	08.09.17	28,000.00	Chichester District Council	2 nd Precept payment

- c. Statement of Accounts: The Clerk presented details of the actual year to date figures against budget. The Precept receipt was noted. There were no further questions.
- d. Business Stream: Members approved the Direct Debit mandate for the Allotment water supply payments.
- e. Insurance Policy: A 3-year long term agreement with the current provider had been established in 2015. Members agreed to renew the policy at a cost of £1511.43.

Clerk

13. Other Reports:

- a. Village Hall:
- Land Registration: Notification had been received from the Parish Council's solicitor that the Land Registry had only granted a possessory title. The solicitor believed that this conclusion was

wrong as this was essentially a lost deeds case, the deeds having been lost or not produced in 1896. Nevertheless, he did not consider that it was worth arguing with the Land Registry as the Council was unlikely to be prejudiced by having a possessory title only. A file note had been made to review in 12 years.

- New Lease: The Village Hall Management Committee's solicitor had now reviewed the Lease and was suggesting some slight changes. It was agreed that PD, KC and the Clerk to meet with the Village Hall Chairman to discuss further prior to referring back to the Parish Council's solicitor.

PD/KC/Clerk

b. The Green:

- Playground Inspection Report: Circulated to all for information; only low or very low risk items had been identified. Members agreed the expenditure for a new loopy ladder at an approximate cost of £160. Action delegated to NB and the Clerk to review report and arrange any required repairs.
- Green Coordination Group Meeting: The Clerk would arrange the next meeting in October.
- Fair Damage: Due to the soft ground conditions, the Fair had caused damage. The Fair owners had indicated that they could bring in a roller. AB advised against this action and suggested that the area be verti-drained later in the week. Members authorised this expenditure at an approximate cost of £400, noting that the Fair paid £250 to attend, and delegated the arrangements to AB. Although the Fair had agreed to re-site to the north end last year (although not required to do so), there was insufficient space without the use of the football pitch and was also a wetter area. If damage were to occur in this location, it would have major implications for the football season. Located on the south end allowed repairs to be undertaken.
- Football Season: The Clerk had reminded the Football Club Chairman to notify players and teams that there was no access to the Pavilion or parking along the west road.

NB/Clerk
Clerk

AB

c. Allotments:

- Tenancy Update: One allotment had just been relinquished which would be cleared and taken on by the neighbouring allotment holder. A further vacancy was being advertised.
- Water Bill: Due to the lateness of the evening, discussion to be deferred to the next meeting.

Clerk

- d. Health & Safety: AB was concerned that the fairground ride parked in the layby was a possible hazard and could have major implications if hit by a passing vehicle. The Chairman and Clerk would speak to the Fair operators in the morning.

PD/Clerk

14. Any Other Matters to Report:

- a. The Clerk had received confirmation from the South Downs National Park Authority that an application for Community Infrastructure Funding could be made but it was necessary to demonstrate why the project was required to support the growth identified in the emerging SDNP Local Plan. It was agreed that SO and the Clerk would review possible projects and submit an application where justification could be made.
- b. Village Public Announcement System: The Clerk advised that at present all village events used the same PA system that was borrowed from a local resident. It had therefore been suggested that it might be possible for the various organising groups to purchase a village system perhaps facilitated by the Parish Council. In principle, members offered support and suggested that further enquiries should be made; to be included on a future agenda.
- c. AB had received a comment about the reptile survey/fencing on the Winterfold Fields development site and that holes in hedging had been created. He was advised to refer concerns to CDC.
- d. As the cricket practice ground would no longer be available, members agreed that the Clerk should make a further approach to the landowner at the top of Harsfold Lane.

SO/Clerk

Clerk

15. Date of Next Meeting:

Planning Committee Meeting re-scheduled to Wednesday 29th September & 4th October 2017 at 8.00 pm.
Parish Council Meeting on Tuesday 17th October 2017 at 7.45 pm

There being no further business, the meeting closed at 10.40 pm.

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Chairman

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Date