

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 19th May 2015

Date: Tuesday 21st April 2015

Present: Mr A Burbridge (AB), Mr P Drummond (PD),
Mrs S Overington (SO), Mr H True (HT)

Apologies: Mr K Charman (KC) (Chairman), Mr A Jackson (AJ) (Vice-Chairman), Mr M King (MK)

In Attendance: Mrs L Davies, Clerk
District Councillor, Josef Ransley
County Councillor, Janet Dunton

Members of Public: None

As both the Chairman and Vice-Chairman had sent their apologies, it was agreed that Mrs Overington would chair the meeting on this occasion. Proposed by PD, seconded by HT. Mrs Overington opened the meeting at 7.46 pm and welcomed all.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Charman, Mr Jackson and Mr King.

2. Declaration of Members' Interests: Being a neighbour, PD declared an interest in the planning application for Bedham House, Wakestone Lane.
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 17th March 2015 were approved as a correct record and signed by the Chair.

4. Council Membership: The Clerk advised that the election was uncontested and KC, AJ, SO, HT and AB had been elected. PD had been away and therefore unable to complete the nomination forms, but had indicated that he wished to be co-opted. One expression of interest had been received although the resident who attended the last meeting with a view to co-option had now reconsidered. Legislation required that the Parish Council co-opt to fill the remaining seats within 7 weeks of the 11th May 2015, therefore at either the May or June meetings. If the vacancies were not filled during this period, it would be necessary for a further election, the full cost of which would be borne by the Parish Council. Members acknowledged the importance of filling the vacancies and agreed to make personal approaches.

ALL

5. District/County Councillor Update:

District Councillor:

- The election would be held shortly; Mr Ransley would be standing for election.
- The Cabinet had confirmed that the 'Think Family Neighbourhoods' grants were not restricted to capital funding only; if appropriate, revenue funding would be considered.
- Although a West Sussex County Council (WSCC) matter, Mr Ransley advised that a Planning Enforcement Report had just been released in relation to the Crouchlands Farm Biogas Plant. The report, prepared by senior management staff and not Planning Development Management or Enforcement Officers, even though it was a planning matter, recommended that the Crouchlands matter be referred to Chichester District Council (CDC) as the relevant planning authority. This recommendation set aside the activity being an unauthorised commercial waste processing plant, which raised the question as to why WSCC invited Crouchlands to submit a retrospective

application in the first place. The report argued that based on the answers provided to WSCC by Crouchlands after the application was refused, the operators were no longer processing any significant waste. No effort had been made to check the answers provided by consulting with the local Parish Councils or residents, or even meaningful consultation with CDC or other agencies. CDC had now advised in a press release that it did not agree with the report. The Environment Agency had now qualified that some of the waste figures were ambiguous; figures appeared to ignore waste water and slurry movements.

Mrs Duncton fully concurred with Mr Ransley's comments, agreeing that it was an unsatisfactory situation and that it was still CDC's view that WSCC remained the planning authority. Mrs Duncton advised that she would be attending the Planning Committee meeting on Friday but was unsure as to whether she could speak; Mr Ransley had been declined the opportunity to make representation. The report stated that unauthorised waste activity commenced in 2012. It was therefore concerning that time was passing and that in 2016, permission might be granted under the 4 year rule; further clarification on this ruling would be required.

Mr Ransley advised that he was seeking further advice about the process to take to a higher authority; the Parish Councils could potentially write to the Secretary of State as harm was still continuing.

Members advised that no reports of additional lorry movements had been reported in the Parish.

- Mr Ransley had received a pre-application enquiry relating to the Winterfold site. He was aware that Parish Council members would be meeting the agent at the beginning of May, but advised that having a designated Parish Council contact would be useful in this situation; to be agreed at the May meeting.

Clerk

County Councillor:

- Mrs Duncton advised that she was now the Cabinet Member for Residents' Services with responsibility for Fire & Rescue, and Communities which included libraries etc.
- As Cabinet Member, she had now visited 6 of the 25 fire stations in the County and received an appreciative welcome. She attended monthly joint liaison meetings with the Surrey, East Sussex and West Sussex services in Reigate.

6. Public Questions: There were no members of the public present.

7. Matters Arising from the Parish Council Meeting on 17th March 2015 and on-going matters:

- a. Neighbourhood Plan: In the absence of MK, the Clerk advised that all the documents agreed at the March meeting were now ready for submission to CDC pending the determination of the further Strategic Environmental Assessment Screening Opinion.
- b. Gatwick Airport: PD attended a meeting at the Department for Transport along with the Chair of Campaign Against Gatwick Noise Emissions (CAGNE) and a representative from a protest group east of Gatwick. It was an effective meeting which allowed substantive points to be discussed, but highlighted that it would be a long process as Government policy would need to be changed. Further meetings were being arranged to continue the pressure.
Mr Ransley had received confirmation that diverse routes were achievable, but it was necessary to gain support to change policy. He believed that it was important for the Parish Councils in the area to prepare a strategy to collect data and provide the necessary evidence to make a challenge
PD concurred and advised that as the increased capacity at Gatwick would affect infrastructure, it was therefore essential to involve WSCC. If a second runway was permitted, it would be a larger airport than Heathrow with major implications for the whole area in terms of infrastructure and housing. It would cost West Sussex for infrastructure improvements and would not be good for the local economy as promoted. Although WSCC had voted against the second runway, the Council Leader, Louise Goldsmith, and Cabinet Member for Highways and Transport, John O'Brien, both appeared to be in favour. PD agreed with Mr Ransley's comment regarding the need to prepare a local strategy and would arrange to discuss further with him after the election.
- c. Boxal Bridge: Minutes of the meeting held with representatives from WSCC Highways on 4th March 2015 had been circulated to members. Further questions had been posed to WSCC by Keep Kirdford and Wisborough Green (KKWG) which was promoting a 'Save Boxal Bridge' campaign

PD

to have the proposal debated by full Council; the questions and responses had also been circulated. Kirdford Parish Council and KKWG would like to meet to discuss a strategy; it was agreed that for continuity, HT and KC to attend. Clerk to arrange. It was noted that WSCC Cabinet Member John O'Brien would be making the decision and perhaps any further questions should be made directly to him.

Clerk

8.16 pm – Mrs Duncton and Mr Ransley left the meeting room.

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

- Highways Update:

- o Skiff Lane Junction: A Watershed application had been submitted, and any funding would be confirmed shortly.
- o Moonsbrook: The Clerk had sent a further email to follow up.
- o Granite setts: Repaired and awaiting funding.
- o Fingerpost sign, Skiff Lane: Repaired and awaiting funding.

Clerk

- Butts Meadow Parking Concerns: There had been no further contact from the resident. PCSO Boston had been contacted and advised that he would be attending, issuing tickets instead of warning notices on dangerously parked vehicles. He had also agreed to visit the resident. A notice had been included in the last newsletter.

- Annual Parish Meeting: For the benefit of new members, the Clerk advised that the meeting gave the Chairman the opportunity to report on the Council's activities over the past year, as detailed in the circulated Annual Report. In addition this year, Mr Dan Oakley of the South Downs National Park Authority would be giving a presentation on Dark Skies. The Chairman had agreed to purchase the refreshments and members were asked to arrive just after 7.30 pm to help set up. AB gave his apologies.

Clerk

8. New Items for Discussion

a. Pavilion Drain: Three quotations had been obtained for the work and funding now confirmed. Members agreed to accept the quotation from Pegley Contracting. AB gave explanation to the proposal to install a new drain behind the Pavilion, taking down to the existing under road gully due to concerns expressed by the owner of Park Cottage. An additional inspection chamber and a further drain around the front and east skirt of the Pavilion would also be included, along with the installation of a kerb at the top of the Park Cottage path. If funding permitted, the Kirdford Road pavement would also be re-surfaced to raise the area susceptible to flooding. Members were happy to support the proposal and agreed to the anticipated expenditure which was within the grant fund received from WSCC. The work would be completed in a couple of months.

Clerk

b. End of Season Pitch Repairs: AB advised that various options had been discussed at length by the Green Coordination Group. Over the last few years, the pitch had been spread with sand and seed and then verti-drained. Being in this line of work, AB believed that the application of sand was potentially making the water retention worse due to problems with the underlying drainage system. If the drainage system was effective, a sand application would be relevant. The benefits of verti-draining were also negated by rolling. He therefore proposed that this spring the pitch was over-seeded at a cost of £540 plus vat with the addition of 3 bags of top dressing (sand/soil mix) for the goal mouths. The expenditure was agreed. Clerk to confirm with Active Grounds Maintenance. He proposed that in early September, the Green should be verti-drained and sprayed with liquid gypsum. This product changed the chemical composition of clay and allowed water to flow through more quickly. He confirmed that the product was safe to use on a recreation area and had no harmful effects. This would cost in the region of £900 plus vat. He would also recommend a worm suppressant, but understood that this would be a Sports Association cost. AB to obtain quotations for the work for formal agreement at the July meeting.

Clerk

AB

AB would also be reviewing the current drainage system with a view to making a recommendation to the Council for potential grant funding.

- c. Cricket Net Provision: A proposal to install a new cricket practice area on the Green, which included a new surface and netting, had been received from the Wisborough Green Cricket Club. Details had been circulated to all in advance of the meeting and were displayed; it would replace the existing concrete pad. The Clerk advised that the proposal had been discussed at the Green Coordination Group meeting and assurances received that in relation to other activities on the Green, it could be driven over by cars, although avoided by the marquee delivery lorry. Members agreed that visually it would be an improvement, particularly as the nets were removed after each practice session. Members were therefore happy to support the proposal on the basis that the Sports Association was aware that when not in use, the surface was an open area and could be used/walked upon by the general public. It was suggested that the surface should be included on the Sports Association's insurance policy. Clerk
- d. Risk Assessments: All risk assessments had now been completed. The Clerk gave details of the maintenance required and the small expenditure to repair was authorised:
- Sundial – action required to treat moss at the appropriate time. AB agreed to purchase moss sand and apply. AB
 - Cricket square rope – on ground/broken. Highlighted at Green Coordination Group Meeting. Sports Association to replace. Clerk
 - Broken glass/litter/clothing at front of the Pavilion – to be highlighted to Sports Association. Clerk
 - Warning sign for recycling bins – Sports Association previously asked to provide. To be reminded. Clerk
 - Damage along west road – to be reviewed and repaired if necessary. Clerk
 - Playground – matting to be lifted and soil removed. Clerk
 - Roots showing – to be covered and seeded. Clerk
 - Fence posts moving – to be repaired or replaced. Clerk
 - Village Hall shed – non slip surface applied to ramp. AB
 - Benches – moss/lichen to be treated, benches secured and footrests repaired. Clerk
 - Pond – area worn by ducks to be monitored – grass was now growing.

9. 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/15/00851/DOM - Case Officer: - Caitlin Boddy - Other Dev - Householder Developments	Mr Alastair Bell Wharf Farmhouse Newpound Two storey side extension and single storey garden room. <u>No Objection</u>

<p>/15/00841/ADV - Case Officer: - Peter Kneen - Other Dev - Advertisements</p>	<p>Mr Paul Bunting Bat and Ball Newpound New signage to replace the existing Item 1 - No Objection Item 2 - No Objection Item 4 - No Objection Item 5 - No Objection Item 6 - No Objection Item 7 - No Objection Item 8 - No Objection - with regard to all lighting, consideration must be given to light pollution in accordance with the Parish's Submission Neighbourhood Plan. The Council would request that lighting is restricted to opening times only.</p> <p>Item 3 Shepherd's Hut - the Parish Council objects to the location and signage on the Shepherd's Hut. This is a busy and dangerous junction on a fast straight stretch of the B2133, which has an accident history including a fatality. The junction is the main access to Fishers Farm Park which has large visitor numbers. The Parish Council is concerned that the Hut and lighting is a distraction at this location and should not be permitted.</p>
<p>WR/15/00842/LBC - Case Officer: - Peter Kneen - Other Dev - LBC's Alter/Extend</p>	<p>Mr Paul Bunting Bat and Ball Newpound Wisborough Green <u>As Above.</u></p>
<p>WR/15/01021/DOM - Case Officer: - Anna Miller - Other Dev - Householder Developments</p>	<p>Ms G Waterman Park Hill Durbans Road Wisborough Green To replace existing extension with a white PVCu orangery to the side of the property. <u>No Objection</u></p>
<p>Wisborough Green WR/15/00864/FUL - Case Officer: - Anna Miller - Minor Dev - Dwellings</p>	<p>Mr & Mrs R Palmer Land at Wilton Cottage Kirdford Road Construction of a two storey detached dwelling, means of access and detached garage. <u>Following some discussion, it was agreed that the decision to be deferred to the Planning Committee meeting on 5th May 2015 when more members would be present.</u></p>
<p>SDNP/14/06634/CN D Removal of Condition Derek Price</p>	<p>Mrs Beata Grosskurth Bedham House, Wakestone Lane, Bedham, Removal of condition 2 of SDNP/12/01684/FUL, substitute approved plans <u>Following some discussion, it was agreed that the decision to be deferred to the Planning Committee meeting on 5th May 2015 when more members would be present.</u></p>

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

Application No:	Application and Reason	Decision
WR/15/00217/DOM	Mr And Mrs Simon And Lucy Carter And Addison Sweephurst Farm Durbans Road Conversion of cart store / outbuilding into ancillary accommodation.	Refuse Needs further Bat survey and structural survey to be submitted
WR/15/00219/LBC	Mr And Mrs Simon And Lucy Carter And Addison Sweephurst Farm Durbans Conversion of cart store / outbuilding into ancillary accommodation.	Refuse Needs further Bat survey and structural survey to be submitted
WR/15/00431/DOM	Mr Antony Flood Fishers Newpound Lane Oak framed extension for swimming pool.	Permit
WR/15/00443/DOM	Mr C Lee 24 Carters Way Wisborough Green Single storey rear extension, first floor side extension and pitch roof over porch.	Permit
WR/15/00487/PLD	Mr & Mrs G Pritchard Lowfold Fittleworth Road Use of existing residential outbuilding as accommodation incidental to the enjoyment of the dwelling house and associated external alterations.	Refuse Not satisfied development lawful
WR/15/00457/TCA	Mr Stephen Rollinson Thornton Cottage Petworth Road Notification of intention to crown reduce by 30% on 3 no. Yew trees.	No TPO
WR/15/00632/TCA	Mr Stephen Rollinson Farthinghoe Petworth Road Notification of intention to reduce western sector by 1.5 - 2m (to alleviate overhang over Thornton Cottage driveway (adjacent to eastern boundary) on 1 no. Yew tree.	No TPO
WR/15/00622/TCA	Mr John Hayes Vine Cottage Petworth Road Notification of intention to fell 1 no. Ash tree (T1).	No TPO

c. Enforcement Issues: Northlands Farm House, Newpound: Nothing further to report.

d. Appeals:

- Westholme Farm, Newpound: Nothing further to report.
- Roosters Store, Durbans Road: Nothing further to report.

10. Correspondence: Details of correspondence received since 17th March 2015 was displayed at the meeting. The Clerk highlighted details as necessary.

- Rural Services Network – weekly email digest – circulated.

- Horsham District Council - The Planning Framework Examination Hearings took place in November 2014. The Planning Inspector confirmed that the legal requirements of the Localism Act have been met. Elements of the plan that were sound including the overall strategy to concentrate growth in the main settlements in the hierarchy starting with Horsham as a first order centre, followed by Southwater and Billingshurst. On the basis that the overall strategy was sound the Inspector would allow a six month suspension of the Examination to enable the Council to identify additional housing to meet recommended target of at least 750 dwellings per year.
In response the Council had undertaken further evidence gathering and was proposing to make a number of Main Modifications to the Plan, which were agreed on 18th March 2015 for publication for a period of representation. This representation period runs from Monday 23rd March – Tuesday 5th May 2015. Comments invited. **Noted.**
- Task Force on Shale Gas Secretariat – minutes of inter-organisational meeting held in Kirdford with Lord Chris Smith. Circulated.
- KKWG - We would like to propose that the Parish Councils nominate March 11th (day Celtique withdrew appeal) as Villages Day and agree to undertaking some joint project eg circular walk linking the two villages, or other idea. **Members agreed that the Parish Council was not in the position to organise an event but would support and publicise an event organised by KKWG members.**
- Rural Services Network – weekly email digest – circulated.
- Came & Company – insurance company newsletter update – circulated for information.
- Pulborough Parish Council - Pulborough Parish Neighbourhood Plan: Sustainability Appraisal/Strategic Environmental Assessment Scoping Letter - scope of the Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) to accompany the forthcoming Pulborough Parish Neighbourhood Plan (PPNP). As a statutory consultee in the Regulations, invited to comment by 6th May 2015.
- Wearemassive Events Organiser - On Sunday 07 June 2015 small charity cycle ride for the NSPCC (<http://www.tourofengland.co.uk>) that will pass through your village between approximately 11:30 and 13:00. Around 100 riders taking part (exact numbers and specific timings TBC), and they will be split over four groups, depending on their ability. Refreshments have now been arranged at Cricketers Arms – cycle racks/gazebo to possibly be put on grass. **Members were happy for the area of grass to be used.**
- Rural Services Network – weekly email digest – circulated.
- Durbans Road resident – in response to last newsletter, expressing concern at parking around Cricketers junction (not mentioned in newsletter) and reporting dog fouling on fields at the back of houses in Durbans Road. **Members agreed that a reminder should be included in the next newsletter and that CDC Enforcement Officers should be informed.**
- Rural Services Network – weekly email digest – circulated.
- SSALC - six monthly meeting with the Chief Constable in May. Any strategic questions you wish SSALC to consider raising or you have any local difficulty that you have been unable to resolve with your District Commander please let me know no later than 15 May 2015.
No issues to raise.
- SDNPA – Revised Scheme of Delegation (Planning) - Following review, clear Committee's workload could be better arranged without a loss of control by allowing the Director of Planning to deal with householder and minor applications and uncontroversial schemes under delegated arrangements. **Noted.**
- CDC – presentation on Infrastructure Business Plan workshop attended by KC. Circulated.
- Mrs Fiona Dendy – family would like to provide village with a bench in memory of her father who died last year. Although he lived in Billingshurst, he attended WG church and watched the cricket so liked the idea of having a bench. Moved to the area 3 years ago. **Members were delighted to accept the offer. Bench to replace an undedicated bench on the A272.**

Clerk

Clerk

- WSCC - Reminder that it is only one month until the deadline for the 1st round for this fund for 2015-16. Applications for the Members' Big Society Fund have to be received in the [Community Solutions inbox](#) by 15th May 2015
 This year the fund has been increased to meet the high demand and is offering £519,500 to - aspiring community-led projects that meet the criteria to be distributed over 3 decision - points (June, September and early January). The maximum award is £25,000 and the minimum is £2,000. **Clerk to review grant requirements with a view to applying for village green drainage funding.** Clerk
- CPRE – organising public meeting in Arundel on Monday 27 April 7.15 pm for a 7.30 start at St Nicholas' Church, London Road Arundel BN18 9AT.
 Free entry – to bring the countryside back onto the political agenda. Details forwarded to MK.
- Tony Morris – further details about Fire Service cuts. Circulated.
- CDC - Free Open Weekend at Pallant House Gallery 25-26 April 2015 – details circulated.
- Josef Ransley – copy of email to WSCC regarding enforcement at the Crouchlands Biogas Plan – circulated to all.
- Rural Services Network – weekly email digest – circulated.
- CDC – confirmation of Precept payments on 17 April and 11 September 2015.
- West Sussex Mediation Service – thank you for donation.
- Wisborough Green Minibus – thank you for donation and copy of financial statement.
- Air Ambulance – thank you for donation.
- SSALC – Preparation details regarding Parish Member appointments to the National Park Authority. Nomination forms will be issued on 11 May. To be included on next agenda. Clerk
- PCC of St Peter ad Vincula – donation request towards church clock and churchyard and a copy of financial statement. To be included on the next agenda Clerk

11. Finance:

- a. Subscription to West Sussex Association of Local Councils (West Sussex ALC Ltd):
 Members agreed to the annual subscription.
- b. Accounts for Payment: The Clerk displayed the Cheque List for April which was approved:

Cheque Number	Total	Details
2856	31.03.15 1560.21	Jackson Planning – Neighbourhood Plan consultancy charge
2857	48.00	I F C Davies – Replacement of posts around the village
2858	961.47	WSCC – Clerk's salary for March
2859	558.94	L N Davies – vehicle stoppers, newsletter printing, office supplies and postage
2860		Error
2861	493.80	Pyzer Cleaning Services – Monthly cleaning and supplies for public toilets
2862	1946.94	CDC – Annual charge for emptying of litter and dog bins
2863	01.04.15 240.00	J K Engineering – Repair of Skiff Lane fingerpost (to be reimbursed by WSCC)
2864	21.04.15 786.00	Lewis Lining – Marking of village hall car park with parking bays
2865	466.80	E P Clark & Co Ltd – kerb repairs, path by pond, pot holes in Three Crowns car park (kerb repairs reimbursed by WSCC)
2866	150.00	Jackson Planning – Neighbourhood Plan consultancy charge
2867	332.15	CDC – weekly rental and emptying of bins at Pavilion and Village Hall
2868	353.66	Mrs L N Davies – Christmas tree lights, quarterly website fee, mileage to CDC
2869	17.00	SSALC Ltd – Annual charge for quarterly editions of Local Council Review
2870	407.56	West Sussex ALC – Annual subscription fee for SALC and NALC
2871	633.90	Sussex Land Services Ltd – Grass cutting contract for March.

8956.43 Cheques dated 21st April 2015 unless stated otherwise.

- c. Statement of Accounts: The Clerk had circulated details of Year End figures for March 2015 compared to the budget to be presented at the Annual Parish Meeting. Details were displayed and brief explanation of the figures given. Members acknowledged, with thanks, a donation of £500 towards the toilet cleaning received from the Old Mill Café. Members agreed that the budgeted transfers to the reserve accounts be made.
There were no further questions.

12. Other Reports

- a. Village Hall: The minutes of the last Village Hall Management Committee (VHMC) Meeting held on 11th March 2015 had been circulated. It was agreed that SO should speak further with the VHMC Chairman to develop a longer term cohesive plan to upgrade the Hall. SO
- b. Workhouse: The Clerk was obtaining quotations for the exterior re-decoration. Clerk
- c. Allotments: The allotment tenancies had been renewed and rents were being received. Clerk
- d. Pavilion: In the absence of KC and AJ, nothing further to report.
- e. The Green: The minutes of the Green Co-ordination Group meeting held on Wednesday 25th March 2015 had been circulated. The Clerk highlighted the response from the insurance company regarding liability for informal use of the Green; it was very unlikely that the Parish Council would be found liable.
- f. Neighbourhood Watch: No village specific details to report.
- g. Footpaths/Conservation: Nothing to report.
- h. Youth Club: In the absence of MK, the Clerk reported that the Management Committee had received a complaint from a parent regarding broken tiles on the Hall, internet use and car park lighting. The Youth Leader had responded to the parent to advise of the action taken; the Management Committee was fully aware.

13. Any Other Business:

- a. The Clerk noted in the advertisement for the School Fayre that the PTA was proposing to use hay bales as tables for the evening music event. She highlighted that the Parish Council had previously agreed that bales should not be used on the Green due to the potential fire risk and the mess that broken bales could create; this was included in the Agreement. The Fete Society had, however, been given permission for bales to be used on the skittles which were located on the edge of the Green. Members agreed that using bales as tables would not be permitted; Clerk to advise the PTA. Clerk
- b. SO suggested that at the next meeting, as part of the allocation of responsibilities, a working group be created to consider a Traffic Management Plan for the village; agreed. Clerk

14. Date of Next Meeting:

Annual Parish Meeting on Thursday 23rd April 2015 at 8.00 pm.
Planning Committee Meeting on Tuesday 5th May 2015 at 8.00 pm (if required)
Parish Council Meeting on Tuesday 19th May 2015 at 7.45 pm.

There being no further business, the meeting was closed at 9.38 pm.

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Chairman

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Date