

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 19th September 2017

Date: Tuesday 18th July 2017

Present: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ), Mr M Newell (MN), Mrs S Overington (SO), Mr H True (HT)

Apologies: Mr N Beresford (NB), Mr K Charman (KC), Mr M Watson (MW)

In Attendance: Mrs L Davies, Clerk

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 Beresford, Mr Charman and Mr Watson.
2. Declaration of Members' Interests: No interests were declared and no requests for dispensation received.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 20th June 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 meeting held on Tuesday 4th July 2017 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Update:

District Councillor:

- Mr Ransley advised that a Task & Finish Group was being established to assess quality standards of affordable housing in the district as some housing was in poor condition. The aim was to harmonise standards to feed into the Housing Strategy, the Local Plan Review and Housing and Economic Development Needs Assessment (HEDNA). Progress updates would be provided.
- In terms of the Wisborough Green housing stock, Mr Ransley wished to be informed if the Parish Council became aware of any concerns.

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

7. Report on on-going matters:

- a. Gatwick Airport:

- PD advised that the report on the Night Flight Consultation had just been released; this had been circulated to members along with the Gatwick Area Conservation Campaign (GACC) response. Although GACC had expressed disappointment that reductions in flight quotas had not been made, PD believed that the reduced noise quota would bring about an improvement in night noise, in effect. Although Gatwick might have aspirations to increase night freight flights, transport restrictions to and from the airport would limit.
- PD advised that he was stepping down as Chair of the Association of Parish Councils Aviation Group (APCAG). Mr Ian Hare, from Pulborough, would be taking on the role and PD would continue as an active member of APCAG.

- b. Boxal Bridge: No further contact from West Sussex County Council (WSCC) Highways following the meeting on 1st June 2017.

- c. Traffic Management Plan: The following updates were provided:
- Durbans Road: Explanation and a simple questionnaire had been sent to Durbans Road residents relating to the possible speed limit reduction from 40 mph to 30 mph. The majority of residents supported the proposal so the information would now be collated in support of the application. Members agreed that the application should be submitted and delegated to the Traffic Management Plan Group and Clerk. TMP/Clerk
 - Newpound Lane Junction: A letter had been sent to both landowners about leasing land to improve the road junction. One response had been received to date. Members agreed that the Traffic Management Group should consider further. TMP
 - School Road Traffic: Correspondence had been received from two residents in School Road relating to traffic congestion and parking in the road; the email correspondence had been circulated and photographs displayed. Although the school had made some improvements to mitigate morning traffic, members did acknowledge that the school had increased in size over the years, with more out of village children attending and no further parking provision. This observation had been made to WSCC in relation to the recent planning application to increase a classroom size, with comments that additional parking should be provided at the front of the school. It was agreed that the Traffic Management Group should consider further and look to see what steps could be taken to improve. Clerk to schedule meeting.
The comments relating to parking in Carters Way and Butts Meadow were also noted and would again be considered by the Group. TMP
- d. Village/Parish Council Logo: No progress to report, but PD was delighted that the new website was now live.
- e. Community Speed Watch (CSW): HT advised that all volunteers had now passed the initial online test. He would shortly set up a meeting in the Village Hall to go through the procedure and provide other information. He had tried to use the CSW website to communicate to volunteers but this was proving hard to use and unfriendly. As such, he would use individual email addresses. HT/Clerk
- f. Assets of Community Value: PD and KC had initially visited Mr & Mrs Self to discuss the nomination of the Village Shop. Following this meeting, PD and the Clerk had visited to designate the property on a plan to provide an independent lock up shop; the application had now been submitted to Chichester District Council (CDC).
- g. Dandelion Farewells Access: Following the last meeting, SO and KC had inspected the access. A request was immediately made to the adjoining landowners to cut back vegetation which was done promptly; a small improvement had been achieved. The density and depth of the vegetation did pose a problem although it was appreciated why the property owners would wish to retain the screening. SO advised that relocation of the access point into the car park, to move further away from the corner, might also help and be a possibility. It was believed that the layby and screening belonged to the properties, but for clarification, further enquiries to be made. Clerk
- h. Clerk's Report:
- Update on on-going matters:
 - Community Payback Scheme: Nothing further heard; clerk to follow up. Clerk
 - Village Design Guide: CDC was now reviewing the document; clerk to follow up. Clerk
 - New Homes Bonus: Submitted for the new bus shelter noticeboard.
 - Adoption of BT Telephone Kiosk: The agreement and £1 payment had been sent to BT and acknowledgement now received; the telephone equipment would be removed shortly. Mr C Stride (ex Parish Councillor) had offered to coordinate the conversion into an Information Point and provided some initial thoughts – details given. A full costed proposal would be prepared for the September meeting.
 - Bat & Ball Signs: An email had been sent to the proprietors to remind that signs should be away from the B2133 road edge to keep clear visibility from the Newpound junction.
 - Community Noticeboard outside the shop: The board had now been installed but unfortunately the sockets had been installed flush with the ground. Members agreed that it should be reinstalled with sockets above the ground to protect from strimmer damage and make the board slightly higher. Quotation to be obtained from E P Clark & Co Ltd and decision delegated to the Chairman and Clerk. As this board was now being managed by the Parish Council, members were asked to remove any out of date or unsuitable notices. Clerk/ALL

8.20 pm – Mr Ransley left the meeting room.

8. New Items for Discussion

- a. Winter Management Plan: Details had now been received from WSCC. Members agreed that the same arrangements to previous years to be in place although additional existing grit bin at Bedham to be included; application form to be completed and the Clerk and HT.
- b. Tree Inspection: An inspection had recently been undertaken by Mr M King (Tree Warden) and Mr G Nichols (Tree Surgeon). A multi-stem Cherry had died outside Forrest Place and additional tree maintenance work was required. Some trees did show signs of Canker and were being monitored. Members agreed that the Clerk should submit a tree works application to CDC and obtain quotations for the work.

Clerk/HT

Clerk

9. Policy Documents:

- a. Filming on the Green Policy: HT had requested guidance on expected charges from the film industry and would provide for the next meeting.
- b. Bench Donation Policy: SO had drafted a new policy for approval at the next meeting but asked if a maintenance consideration should be included. Members discussed in detail and agreed that an additional one-off payment of 50% of the bench cost would be an appropriate contribution to ongoing insurance and maintenance for the bench life. Policy to be agreed at the next meeting.

Clerk

10. Correspondence: Details of correspondence received since 21st June 2017 was distributed and displayed at the meeting. The Clerk highlighted details:

- Gatwick Airport – community newsletter – circulated.
- KKWG – details of public meeting West Chiltington Parish Hall starting at 7 pm on Sunday 25th June 25th with speakers and question session about drilling taking place at Broadford Bridge, Adversane, Nr Billingshurst. It will focus on the Weald, Water and Wildlife and future UKOG plans. Circulated to all.
- Rural Services Network – weekly email digest – circulated.
- Newpound Resident – concern about impact of barn conversion on barn owl fledglings and what planning conditions in place to protect. Barn is being demolished. Forwarded email to CDC – still awaiting response. **Highlighted. The Clerk advised that CDC had been requested to respond.**
- CDC - Chichester District Council is currently undertaking public consultation on two separate documents:
 - i. Chichester Local Plan Review – Issues and Options Consultation
 - ii. Statement of Community Involvement
- CDC - working with Ethos Environmental Planning to undertake an open space, sport and recreation facilities study - to collect information about how much and what type of open space, sport and recreation facilities are required to meet the needs of local people. Questionnaire to complete; respond by 4th August. **Responses discussed. Clerk to submit.**
- Rural Services Network – weekly email digest – circulated.
- Henry Adams, Billingshurst – enquiring into a restrictive covenant on Clovers, School Road. Advised to contact CDC Planning. Made aware that property was in the Conservation Area. **Highlighted.**
- CDC - prepared a Draft Southern Gateway Masterplan Supplementary Planning Document (SPD) for consultation. The draft masterplan sets out a range of different land uses for a number of key development sites within the Southern Gateway area. The consultation period runs from **9.00am Thursday 29 June 2017** until **Thursday 10 August 2017**. Details circulated.
- CDC - Impacts on a few parishes, notification of hearing for the Site Allocation DPD Examination. The Hearings will take place between Tuesday 12 September and Thursday 21 September. Wisborough Green not involved. **Noted.**
- School Road resident – expressing concerns about parking – email circulated.

Clerk

Clerk
ALL

Clerk

- SSALC – Opportunities for Parish & Town Councils to support health & Wellbeing – leaflet.
- Rural Services Network – weekly email digest – circulated.
- South Downs National Park July update – circulated.
- Rural Services Network – online questionnaire – circulated.
- NPMS - Details of National Plant Monitoring Scheme – sent to Parishes Wildlife Group for info.
- Paul Sampson – Runs an events company and looking for locations to hold sales in 2018 over a weekend, arriving on the Friday and departing Sunday. **A similar event already held in the village – declined.**
- Rural Services Network – weekly email digest – circulated.
- WSCC – Consultation on adult social care services – circulated.
- School Road resident – expressing concerns at the increase problems with parking in School Road, and as a minibus driver, around Carters Way and Butts Meadow. Emails circulated.
- Harting Parish Council – responding to recent communication from CDC enforcement department. **The Clerk gave explanation to the process and Wisborough Green's experience.**
- Valerie Dobson, CDC – highlighting that WGPC included Bedham Chapel in NP but actually in Fittleworth Parish. Fittleworth currently developing NP so suggested that when consulted, mention that WG identified as important asset, although in an aspirational way. **Noted.**
- SSALC – July newsletter – circulated.
- SDNPA - Following the implementation of the SDNPA's Community Infrastructure Levy Charging Schedule on 01 April 2017, now starting work on the production of an Infrastructure Business Plan (IBP), which will determine how money collected through CIL will be spent on a rolling 5-year basis. Respond by 29 September. **Clerk to enquire if WG would be eligible as no development was proposed with the SDNP area of the Parish.** Clerk
- Chairman, Plaistow & Ifold Parish Council – Biogas Appeal - The whole proceedings have cost Plaistow and Ifold Parish Council and our local community dearly as we have been fighting this since 2014. Wisborough Green Parish Council has generously given donation in the past. The current Planning Inquiry has cost far more than originally budgeted due to the extension of time and the complexity of the case. Estimated £50000 short fall. Now on a fundraising drive to try and meet this cost. Therefore writing to ask if the Parish Council would be prepared to donate further funds to help meet these costs? **Clerk to advise that the Parish Council was supportive and would consider a possible donation at the September meeting.** Clerk
- West Sussex Local Access Forum (WSLAF) Annual Report. The Forum works to improve countryside access in West Sussex (outside the South Downs National Park, which has its own Local Access Forum), whilst respecting the people who live and work there. Currently recruiting -for panel. Forwarded to local wildlife group for information.
- WG Village Hall – committee meeting minutes – circulated.
- Janet Duncton – update on Fire & Rescue Service – to remain with WSCC and not under Police & Crime Commissioner - circulated.
- SSALC – legal briefing L04-17 on the Reform of Data Protection Regulation, General Data Protection Regulation (GDPR) and Data Protection Bill. **Highlighted. The Clerk would review to ensure that the Council was compliant.**
- School Road resident – expressing concerns over traffic/parking in the road. **Refer to Traffic Management Group.**
- Rural Services Weekly Digest – circulated.
- Build a Better A27 – update meeting following recent workshops on Monday 24th July from 6pm – 7.30pm, venue and agenda to follow.
- GACC Update – night flight decision – circulated.
- Litter warden – expressing concern at the amount of litter left over the Green following Friday evening cricket; beer bottles, plastic cups, crisp and sweet wrappers. Often just around benches, but last week over Green. She spoke to one of the coaches and he said it happened after the practice finished. Also, brambles growing out of hedge along Collards Field. **It was agreed that AB would follow up with the Cricket Club Chairman. Clerk to make a request to the Publican of the Cricketer's Arms that the Green be monitored for bottles and glasses, especially after evening cricket events.** AB
Clerk
- WSCC & SDNPA – Draft Minerals Plan – details of examination programme starting on 19 September and how representations are made. **Noted.**
- University of Sussex - I have been asked by Winchester Poetry Festival in association with South Downs National Park Authority to write an initial feasibility study about installing a Clerk

poetry trail on the South Downs.

Potential ideas for the nature of the trail are listed in the survey questionnaire linked below. The first stage of the study is to gauge the opinions of those interested in the South Downs and gather suggestions. We are particularly interested in the reaction of parish and town councils in or near the South Downs area. **Support offered. Clerk to complete questionnaire.**

- School Road residents x 2 – expressing concern at the noise associated with a film night at The Three Crowns, part of Petfringe. Although the noise did finish at 11 pm, it was loud and disturbing throughout the evening to nearby residents, concerned that the noise and activities are increasing and another film night is planned for August. **Discussed in detail. Although members were supportive of the local business, the life and wellbeing of residents in a rural village was also a consideration. Letter to be written to The Three Crowns to advised that complaints received about noise level and concern about upcoming film.**

Clerk

11. Planning:

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

Application No:	Applicant and Reason	Decision
WR/17/01029/FUL	Mr And Mrs Clive Richardson 37 Carters Way Wisborough Green Demolition of side extension and garage and construction of 1 no. 2 storey dwelling.	REFUSE visually incongruous and intrusive form of cramped overdevelopment

- c. District Council Planning Committee – Land South of Meadowbank: The application was considered by the CDC Planning Committee on 21st June 2017. AJ and PD both attended. AJ gave explanation to the officer comments and committee discussion. Some councillors did highlight the lack of control with a 4+ description; hence the application was permitted with 5 bed properties. AJ expressed thanks to Mrs Duncton for supporting the Parish Council's concerns. Subsequently, the application was withdrawn by the applicant and the scheme now proposed to revert back to the original mix with 5 x 4 bed dwellings, instead of the proposed 1 x 4 bed and 4 x 5 bed dwellings. CDC advised that a full set of amended plans and elevations for the reserve matters application WR/16/02096/REM seeking approval for layout, scale, appearance and landscaping would be on consultation shortly. It was agreed that the next Planning Committee meeting would be re-scheduled to Tuesday 1st August 2017 (and not 8th August) to allow time to complete the response.
- d. Appeals: Notification had just been received from the planning agent that an appeal had been lodged with the Planning Inspectorate with respect to the planning application seeking outline permission for the Stable Field development. No notification had been received from CDC as yet.

12. Finance:

- a. Action in Rural Sussex: Members approved the annual subscription payment of £50, noting the benefits previously received.
- b. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending 30th June 2017 for the Parish Council's business and reserve accounts.
- c. Accounts for Payment: The Clerk displayed the Payment List for July 2017, which was approved. The income received was noted.

Payment Method	Date	Total Paid	Payee	Details
DDebit	July	34.20	Plusnet	Village Hall Broadband
3158	27.06.17	1.00	British Telecommunication plc	For adoption of telephone kiosk
3159	18.07.17	1678.02	West Sussex County Council	Clerk's salary for June

3160	18.07.17	1276.18	Pyzer Cleaning Services	Public toilet cleaning and supplies – 2 months
3161	18.07.17	1374.00	EcomSolutions	Final payment for new village website build
3162	18.07.17	564.00	E P Clark & Co Ltd	Drain repair in verge & noticeboard installation
3163	18.07.17	652.50	Sussex Land Services Ltd	Grass cutting contract for May
3164	18.07.17	50.00	Action in rural Sussex	Annual subscription
		£5629.90		

Payments Received

Auto Credit	01.06.17	1.00	D Foxon	Peppercorn rent for access for 1 year
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- d. Statement of Accounts: The Clerk presented details of the actual year to date figures against budget. The payment for the website was noted. Members agreed that the decision relating to on-going support to be delegated to AJ, PD and the Clerk. There were no further questions.

Clerk

13. Other Reports:

a. Village Hall:

- Village Hall Modernisation: A meeting had been held with the architect who was progressing work on the Design & Access Statement with input from the working group. A further meeting was scheduled shortly to finalise planning application details.
- The Village Hall Chairman had a succinct 15 minute presentation to give explanation to the project and changes if this was felt beneficial; members declined as they had reviewed plans and were happy with briefing already given by SO.

b. Allotments: One half-plot allotment was being relinquished. As there was currently no one on the waiting list, the Clerk would offer this to the adjoining plot holder who was very active, and if declined, would advertise.

The water tap recently broke but was repaired quickly by a local plumber; his invoice would be forthcoming.

Clerk

c. Health & Safety:

- AB noted that the items highlighted in his risk assessment of the village hall car park had not been addressed. Details had previously been provided to the Village Hall Committee Chairman; the Clerk would follow up.
- PD reported that the goal posts had now been secured to the back of the Pavilion.
- The Clerk advised that the condition of the stiles raised at the last meeting was being addressed. One had been repaired but a new footplate for the stile by the church could not be installed at present due to tree roots and the ground being too hard; it was in hand.

Clerk

14. Any Other Matters to Report:

- a. The Clerk issued a reminder about the Fete on August Bank Holiday Monday, 28th August, and that offers of help would be appreciated.

15. Date of Next Meeting:

Planning Committee Meeting re-scheduled to Tuesday 1st August 2017 at 8.00 pm
Parish Council Meeting on Tuesday 19th September 2017 at 7.45 pm

There being no further business, the meeting closed at 9.25 pm.

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Chairman

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Date