

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed 16th January 2018

Date: Tuesday 21st November 2017

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

Apologies: Mr N Beresford (NB)

In Attendance: Mrs L Davies, Clerk
Mr J Ransley, District Councillor
Mrs J Duncton, County Councillor
Ms Holly Nichol, Housing Delivery Manager, Chichester District Council

Members of Public: 1

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.
2. Declaration of Members' Interests: AJ, SO and the Clerk, being Village Hall Trustees, declared their interest in item 16, Village Hall Lease. Knowing the applicant, AB declared his interest in the Stable Field Public Inquiry. HT advised that his pension had investment in Gatwick Airport. KC also advised that he had a professional relationship (Agronomist) with the landowners of Stable Field. No further interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 17th October 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 7th November 2017 were approved as a correct record and signed by the Chairman.
5. Minutes of the last Finance Committee Meeting: The Minutes of the last meeting held on Monday 13th November 2017 were approved as a correct record and signed by the Chairman.
6. Community Land Trusts – presentation by Ms Holly Nichol, Housing Delivery Manager, Chichester District Council (CDC): The Chairman introduced Ms Nichol and invited her to address the Council. A short video by the National CLT Network was shown, which gave brief explanation to the roles of a CLT. Ms Nichols presented details on CLTs, giving explanation of the community benefit, initial considerations and options available, the process for setting up and the available support and funding. The presentation was followed by questions.
Ms Nicol confirmed that there were examples of CLTs across the district but all were at very early stages in the process. Although a CLT could be used for a broad remit, they were primarily being housing led which generated income to invest into other assets. However, Westbourne was potentially setting up a CLT for an alternative use.
The affordability of a housing scheme in areas where land prices were so high was questioned and whether the return would attract investment. Ms Nichol agreed that land prices did have an impact and anticipated that exception sites, which were generally just above agricultural land values, would allow sites to be more deliverable. S106, which provided housing at 55% of market value, was also an option; there were options to attract ethical lenders.
Ms Nichol confirmed that schemes varied depending on land values and community need, but were generally not less than 6 units. Smaller schemes were usually more appropriate for rural environments, and housing associations, such as Hastoe and Greenoak, were happy to manage for a CLT and work with a CLT's allocation policy.

Ms Nichol gave further explanation to the funding being provided by central government to help with start-up and initial planning; the funding was aimed at the affordable housing provision.

The Chairman thanked Ms Nichols for a helpful presentation. The Parish Council would discuss further later in the meeting.

7. Public Questions: Dr Sutcliffe, Chair of Keep Kirdford and Wisborough Green (KKWG), thanked the Parish Council for its continued support over Boxal Bridge. West Sussex County Council (WSSC) was proceeding with its decision to replace the bridge although KKWG would continue to lobby. She also highlighted the KKWG Annual General Meeting on Friday 24th November, in the Village Hall from 6.30 pm, which would include a presentation by Dr Short, University of London, who had looked into the impact on communities of onshore oil and gas exploration.

8.17 pm – Ms Nichol and Dr Sutcliffe left the meeting room.

8. District/County Councillor Update:

County Councillor (In attendance from 8.20 to 8.55 pm)

- The Traffic Regulation Order request for Durbans Road had been noted at the County Local Committee meeting last week and was being progressed.
- Many requests for pavement repairs had been made and funding was still available.
- There were still approximately 700 children across the County that required foster care or adoption.
- WSSC continued to work and support families through the Family Centres and the 'Think Family' scheme in the hope that support would have a positive influence to help change situations and therefore reduce future support costs.
- The new highways contract would be in place from next July. Tenders had now been reduced down to 4 and the confirmed provider would be announced in due course.
- Watershed Funding was still available.
- The Community Green Offer was being promoted in the Chichester district.
- Libraries would remain open although WSSC was looking at other services that could be incorporated to fully utilise the buildings.
- WSSC was starting the budgeting process; the first workshop was tomorrow (22nd November).

District Councillor (In attendance from 8.24 to 9.33 pm)

- Cllr Ransley advised that CDC undertook a number of different roles, such as housing, planning policy and management, but it did bin collection well!
- Cllr Ransley drew councillors' attention to the outcome of two recent appeals in the district and gave explanation to the inspector's comments and possible implications for local developments.
- CDC was undertaking a review of the housing plan which might require Neighbourhood Plans to be reviewed, unless additional numbers could be accommodated elsewhere. Cllr Ransley highlighted his concern in relation to urban sprawl and the lack of infrastructure funding and that perhaps both could be better addressed by creating new villages rather than continually extending existing ones.

9. Report on on-going matters:

a. Gatwick Airport: The latest Association of Parish Councils Aviation Group (APCAG) update had been circulated, which provided key points of discussion at the November Noise Management Board Meeting. PD advised that he would not reiterate details and in future, would just highlight key elements at meetings. He confirmed that steady progress was being made on some issues. It was agreed that he would submit the Parish Council's response to the latest Department for Transport consultation on the government's revised draft Airports National Policy Statement.

PD

b. Boxal Bridge: KC gave explanation to the WSSC decision process, confirming that despite requests from Kirdford, Wisborough Green, Plaistow and Ifold Parish Councils and KKWG, the proposal was not called in and as such, was proceeding to detailed design stage with a view to replacement when assessment indicated. Kirdford Parish Council (KPC) had considered further at its meeting last evening, and KC provided details of the action it was now taking. AB advised that he had been making his own enquiries and believed that it should be replaced on safety grounds as there had been a fatality at the bridge 15 years ago, not least that further closure, due to an accident or deterioration, would have a huge impact on the locality. Members expressed mixed feelings as to whether the bridge should be replaced when the need arose, particularly as the Parish Councils were being given the opportunity to have an effect on the design. Cllr Duncton advised that the preliminary drawings she

had seen indicated a bridge in keeping with the environment and not as indicated on the KKWG flyer. KC reminded members that at the September meeting, the Parish Council had agreed to support KPC as many more Kirdford parishioners used the bridge, there was a history relating to the 4 bridges leading into the village and it was listed as a heritage asset in their Neighbourhood Plan. This resolution had been past and could not be re-addressed this evening.

Cllr Ransley addressed the Council, reminding that the collaboration of cluster villages had agreed to support community issues. KPC represented the residents, and within the Neighbourhood Plan, it had been a community aspiration to preserve the bridges. KPC was concerned that if committed to replace, WSCC would not undertake interim maintenance. KPC was also frustrated with the disappointing response from CDC, possibly due to staffing issues in the Conservation & Design, and Historic Building departments and was therefore pursuing with Historic England. Cllr Ransley reminded that in relation to the Oil and Gas application, the Parishes had combined to engage a transport consultant. This report did not indicate a high accident level, so possibly other information being provided was anecdotal; AB believed many accidents occurred but were just not reported.

As the Parish Council had previously objected to the replacement, it was agreed that the Parish Council would retain a watching brief and re-consider its position at a future meeting when Standing Orders permitted.

Clerk

- c. Traffic Management Plan (TMP): The minutes of the last TMP group meeting held on 13th November 2017 had been circulated in advance of the meeting. KC gave brief explanation to the actions proposed by the group, which members resolved to approve.

- Newpound Lane Junction with B2133: Follow up with landowners to reduce hedge line and improve visibility on the left side.
- Hughes Hill: Make request to WSCC for an 'Adverse Camber' warning sign to be positioned at the top of the hill.
- West road parking: Explanation to the parking problem was given and an idea to install an open 'gateway' was displayed. AB expressed concern that a school bus parked in the shop layby in the morning and any restriction could cause parking difficulties. It was noted that 4 parking spaces would be provided before the delineation gate and that parked cars helped with traffic calming. It was agreed that the open 'gateway' be trialled for 6 months over next spring/summer. MN to canvas residents' opinion on idea and potential financial contribution. TMP group to give design further consideration for approval at a future meeting.
- Remembrance Day road closure: Supported. Clerk to enquire into possibility/procedure.

MN/TMP
Clerk

- d. Community Speed Watch (CSW): Due to personal reasons, HT had been unable to progress further. However, he hoped that assessments would be undertaken in the second week of December.

- f. BT Telephone Kiosk: Further to last month's discussion, the Clerk had provided an update on the options discussed. The Chairman gave a brief outline and proposed that the Council proceed with Option 2, to retain the kiosk in the existing position and refurbish using specialist help. Having reviewed the current location, PD also proposed that thought be given to improve the area around the box, perhaps by increasing the paving and making a feature, in line with the village sign. AB advised that a French drain might also help to reduce waterlogging. Members therefore resolved to accept Option 2 and make an application to CDC for 50% grant funding. Clerk to work with Mr Stride, who had offered his help, to work up the proposal and costings for approval at the next meeting. The grant application would need to be submitted by 9th February for consideration by the Grants Panel on 21st March 2018.

Clerk

- g. Community Land Trusts: Having received details at the start of the meeting, the Chairman invited comments on the establishment of a CLT. He suggested that it would be a huge undertaking and a view would need to be taken as to how involved the community would wish to be in shaping the village in the future. He believed that affordable housing was a priority for the village as attracting and retaining young people in the village kept it vibrant. Establishing a CLT took time and this route had not been followed for the affordable housing on the current development sites as the sites had progressed too quickly. As such, an agreement had been reached with Greenoak Housing, but if a CLT had been in place, the village might have had more control. It was difficult to predict future events but establishing could help with future management of housing and village assets. AJ highlighted that there were no immediate projects that would benefit from a CLT; the two sites being developed would involve a housing association management and plans for Clark's Yard had yet to

emerge. Ms Nichols had alluded to the different options available in terms of affordable housing provision but perhaps a CLT with broader interests was more appropriate in terms of the shop, public houses and other community assets. If pursued, it was agreed that other members of the community should be involved, ideally with skills that would support.

Cllr Ransley advised that the Kirdford CLT had been established reasonably quickly with a board scope of operation which allowed for interface with developers. A CLT gave communities local control and the ability to self-deliver. Kirdford had received information and advice from the Wessex Community Land Trust Project, which now offered support as a small consultancy. They had helped to set up the Articles of Association and comply with financial regulations. Cllr Ransley would provide contact details and advised that he was happy to provide further assistance, as required.

Members resolved that the following action be taken:

- Attendance at CDC CLT meeting on Thursday 23rd November to gain more information.
- Article to be written in the January newsletter – asking for views.
- To be given further consideration early next year.

PD/Clerk

- h. Replacement Trees: The owners of Upfield Stores overlooking the Little Green had made a suggestion for the replacement tree; a Maple 'October Glory' which grew to 10-12 m at a cost of approximately £160 plus planting and stakes. This would replace the dead Oak, the replacement for which would be replanted where the Horse Chestnut was to be removed. Members also agreed that the Cherry outside Forrest Place should be replaced, the cost being approximately £180 plus planting. It was suggested that a root watering pipe be installed when planting and that nearby residents be asked to look after the trees. Members agreed to the expenditure and resolved that the decision to place the order for the most competitive quote be made by the Clerk.

Clerk

- i. Clerk's Report - Update on on-going matters:

- WSCC Community Green Offer: Further information had now been received which would be circulated for members to review. Possible projects to be considered at the next meeting.
- An application for the tree work around the Green had been submitted to CDC and two quotations now obtained from village tree surgeons. Some additional work had been suggested, which potentially accounted for the large price difference. Members agreed that the additional work should be discussed with the cheaper contractor and delegated the decision to the Clerk as the work needed to be undertaken this winter.
- Parish Council Newsletter: To be prepared for distribution with the January parish magazine; content required for early December. To include: Gatwick Update (PD), CLT (PD), Development Updates (Clerk), Social Prescribing (SO). Other ideas to be forwarded to the Clerk.

ALL

Clerk

9.38 pm – HT gave his apologies and left the meeting due to ill health.

10. Correspondence: Details of correspondence received since 20th September 2017 was distributed and displayed at the meeting, and noted by members.

- Plaistow & Ifold Parish Council – copy of email sent to Cllr Janet Duncton questioning the decisions re Boxal Bridge, to which Cllr responded.
- Horsham District Council – notification of Brownfield Land Register consultation.
- Came & Company – Autumn insurance newsletter – circulated.
- Rural Services Network – weekly newsletter digest – circulated.
- CDC – minutes of last community forum meeting and notification of next meeting on 7th December from 6.30 pm at Lodsworth. Circulated. **Meeting highlighted.**
- Department for Transport - On 24 October 2017 the Government published the revised draft Airports NPS and announced a period of further consultation. Consultation document summarising the key updates made had been published. The period of further consultation lasts for eight weeks ending on 19 December 2017. Details circulated. **PD to complete Parish Council's response.**
- Open Spaces Society – autumn newsletter – forwarded to Parishes Wildlife Group.
- Rural Services Network – weekly newsletter digest – circulated.
- KKWG Update – Boxal Bridge – circulated.
- Plaistow & Ifold Parish Council – letter of thanks for donation towards Crouchlands Appeal costs.
- CDC - in partnership with local GPs and other health professionals, working to develop a Social Prescribing project which aims to support individuals to tackle issues in their lives that impact on their health and wellbeing. Social Prescribing is defined as the skill of connecting people to services and support in local places. Explanation to scheme available if requested. **SO to write article for next newsletter.**

- Rural Services Network – weekly newsletter digest – circulated.
- Plaistow & Ifold Parish Council – copy of letter sent to Cllr Duncton re Boxal Bridge.
- Sussex Police – update on local policing model – circulated.
- KKWG – details of AGM n Friday 24th November in the Village Hall from 6.30 pm, followed by a speaker on local communities and onshore Oil and Gas developments – circulated. **Highlighted.**
- Rural Services Network – weekly newsletter digest – circulated.
- Gatwick Airport Ltd (GAL) and the Noise Management Board (NMB) invitation to annual Airspace and NMB public meeting to be held on the morning of Thursday 7th December. Details circulated.
- SSALC - Falmouth Town Council, supported by NALC, would like to submit a proposal under the Sustainable Communities Act for legislative change to grant parish and town councils mandatory 100% business rates relief on public toilets that they own or manage. This follows the passing of a motion from the Norfolk Association of Local Councils at the NALC Annual Conference on 30 October 2017 formally endorsing this position and supporting the Falmouth proposal. It is the belief of NALC that such a removal of business rates would improve economic, social and environmental wellbeing as they are an unwanted price tag around many assets and liabilities transferred to parishes by principal local authorities unable to run them any longer. Short Survey to complete. **It was agreed that the Clerk should complete the survey.**
- APCAG – email update of Noise Management Board meeting held on 15 November 2017 – circulated.
- Rural Services Network – weekly newsletter digest – circulated.
- WSCC – notification of rights of way inspections next month. Need to know any issues by the end of this month. Have advised Parishes Wildlife group and will put notices up. **Highlighted.**
- Cllr Lanzer, WSCC – copy of letter forwarded to Plaistow and Ifold Parish Council re Boxal Bridge. Sent to KC for information.
- AiRS – Invitation to attend evening in Steyning on 5th December, 2-5 pm, about new service to empower communities to develop and manage their own housing projects and increase the quality and supply of community led affordable housing. **Provided to PD.**

Clerk

10. Planning:

- a. Planning Applications: Applications to be considered at the Planning Committee meeting on Wednesday 22nd November 2017 at 8.00 pm.
- b. Chichester District Council Planning Decisions: The following was noted:

Application No:	Applicant and Reason	Decision
WR/16/02096/REM	Land South Of Meadowbank Petworth Road Wisborough Green West Sussex Approval of the details of the layout of the site, the scale and the appearance of the buildings and the landscaping of the site.	PERMIT
WR/17/01977/DOM	Mr & Mrs Jon Finn Park Cottage Kirdford Road, WG Variation of condition 2 from permission WR/16/01274/DOM- Amendments to plans.	PERMIT
WR/17/02234/LBC	Mr & Mrs Jon Finn Park Cottage Kirdford Road, WG Minor amendments to approved scheme 16/01275/LBC (Demolition of a large rear dormer and the erection of a two storey rear extension, both extension and link).	PERMIT
WR/17/01716/FUL - Case Officer: - Paul Hunt - Minor Dev - Dwellings	Mr Fraser Hardie The Old Wharf Newpound WG Proposed change of use and alterations to existing barn to create a self-contained residential annexe.	WITHDRAWN

WR/17/02594/TCA	Mr Hugh Pye Stone Wall Cottage Butts Meadow Wisborough Green RH14 0BN Notification of intention to fell 2 no. Chestnut tree (T1 and T3), 1 no. Oak tree (T2), 1 no. Yew tree (T4), and prune 50% on 1 no. Cherry tree (T5).	No TPO
WR/17/02635/TPA	Keith Charman Far Meadow Newpound Lane Wisborough Green RH14 0EG Removal of 2 no. lateral branches from right side and crown reduce by up to 4.5 metres of the sub-lateral branch at growth point on the left side of 1 no. Oak tree subject to WR/98/01122/TPO.	PERMIT

c. Planning Appeals:

- Old Helyers Farm, Kirdford Road: A proposed letter had been circulated in advance of the meeting. Members reviewed and suggested slight change which was made and requested that further information to reinforce the access concerns was included. Clerk to amend and submit.

Clerk

- Stable Field Public Inquiry: A meeting had been organised with CDC for Tuesday 5th December 2017 at 10 am; it was agreed that PD and AJ would attend.

d. Neighbourhood Plan Monitoring Report: The proposed report had been circulated in advance of the meeting. Members approved the report for submission to CDC.

Clerk

12. Finance:

a. Bank Reconciliation: In the absence of HT, PD confirmed that he had checked and agreed the Bank Reconciliation for the period ending 31st October 2017 for the Parish Council's Current Account.

b. Accounts for Payment: The Clerk displayed the Payment List for November, which was approved. The income received was noted.

Payment Method	Date	Total Paid	Payee	Details
3189	13.11.17	1846.80	Harry Stebbing Workshop	New bus shelter noticeboard
3190	21.11.17	493.80	Pyzer Cleaning Services	Public toilet cleaning for one month plus supplies
3191	21.11.17	72.00	SSALC Limited	Budget planning training course for Clerk
3192	21.11.17	1722.23	West Sussex County Council	Clerk's salary for October & payroll charges Apr-Sept
3193	21.11.17	652.50	Sussex Land Services Ltd	Grass cutting contract for October
3194	21.11.17	623.96	Mrs L Davies	Office supplies, loopy ladder for playground, parking stoppers for outside Three Crowns
3195	21.11.17	100.00	RBL Billingshurst Poppy Appeal	Donation for wreaths for Dieppe & Remembrance Day (S137)
3196	21.11.17	28.00	Wyatt House	Annual rent for storage shed
DDebit	01.11.17	3908.86	Public Works Loan Board	Playground and Workhouse loan repayments
DDebit	16.11.17	34.20	Plusnet	Village Hall broadband
DDebit	16.11.17	258.01	Business Stream	Allotment water
DDebit	20.11.17	172.04	British Telecommunications plc	Quarterly telephone and broadband charge
		£9912.40		

Payments Received

100378	24.10.17	500.00	WG Fete Society	Donation towards public toilets
100378	24.10.17	120.00	Old Mill Café	Donation towards public toilets
BACS	04.11.17	930.00	Chichester District Council	New Homes Bonus payment
100379	21.11.17	50.00	WG School PTA	Donation toward public toilets
100379	21.11.17	30.00	S Redpath	Allotment deposit

- c. Financial Statement: The Clerk presented details of the actual year to date figures against budget. The allotment water cost was highlighted and options discussed. The New Homes Bonus and donations for the public toilets were acknowledged with thanks.
- d. Budget Preparations for 2018/2019: The 5-year Objectives Plan, the current budget compared against predicted expenditure and next year's budget had been considered by the Finance Committee at the meeting on 13th November 2017. The Finance Committee meeting minutes and draft budget had been circulated in advance of the meeting; the draft budget was displayed and reviewed. Members were asked to give consideration to any further projects for next year, to be agreed at the next meeting when the budget and Precept would be confirmed. The Clerk highlighted that a deficit budget would need to be balanced by increasing the Precept or using funds from the General Reserve.

ALL

12. Other Reports:

- a. Village Hall: SO advised that CDC's planning decision was still due. The comments from the Parish Council's Planning Committee had been forwarded to the architect who advised the Village Hall Committee to proceed with the lowered roof on the east end at this stage and possibly amend at a later date; as such, the revised plans had been submitted. This would allow the specification, tendering process and grant funding applications to be pursued without a further planning delay.
- b. Allotments:
- Tenancy Update: One half plot remained available from next year; to be advertised in the next newsletter. The first £30 deposit had now been received under the new allotment tenancy agreement.
 - Water Bill: The total for this year to date was just under £750, compared to last year's annual charge of about £320. The meter had been monitored and there appeared to be no leak; a meter change had been requested. Arrangements had now been put in place to read the meter on a monthly basis. The Clerk was meeting with the Allotment Supervisor and one tenant next week to undertake an inspection, consider future water use and rents.
- c. The Green: The minutes of the last Green Coordination Group meeting on 18th October 2017 had been circulated. AB highlighted the following discussion:
- The Fair damage had been very evident but with the verti-draining and weather had already improved; AB believed that it would resolve itself (weather and ground saturation/movement) over the winter.
 - With the loss of the cricket practice area, alternative arrangements for the children were being considered. The Winterfold community area might possibly provide this opportunity with a children's cricket pitch surrounded by the wildflower meadow and trim trail. KC confirmed that the landowner had only specified no football and suggested that a small informal cricket area might be possible, although highlighted that this area was intended for general community use.
 - The Sports Association had been reminded about Risk Assessment requirements.
- d. Health & Safety: There were no matters to report.

14. Any Other Matters to Report:

- a. The Clerk had been reminded that the playground sign had still to be installed. It was currently with West Sussex Timber which had previously agreed to frame. An alternative idea to locate on a picnic table was suggested, but members agreed that mounted in the playground on a post was more desirable. Clerk to follow up.
- b. The Clerk advised that she had just re-ordered bags for the dog bag dispenser which confirmed that 800, at a cost of just under £30, had been used in about a year.
- c. The Sports Association had advised that it would like to present the new Pavilion Plans, an update on charitable status and a proposal for the replacement bollards at the January meeting.
- d. SO highlighted the new Christmas advertising signs placed on the verges by the Bat & Ball and on the junction with the A272. Members were concerned about road safety and visibility, noting that event

Clerk

signage was occasionally displayed at this location, but very much on a temporary basis. The current Bat & Ball signs appeared to be of a more permanent nature. Clerk to write to advise that the sign by the A272 to be removed and to reinforce that signs, not restricting the sightline, would be permitted on a temporary basis only.

Clerk

15. Date of Next Meeting:

Planning Committee Meeting on Wednesday 22nd November, Tuesday 5th December, Tuesday 19th December 2017 and Tuesday 2nd January 2018 at 8.00 pm, only if required to meet CDC deadlines.

Parish Council Meeting on Tuesday 16th January 2018 at 7.45 pm.

Part 1 of the meeting closed at 10.25 pm.

16. Exclusion of Press and Public: Pursuant to Standing Orders Section 3d, and in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that the press and public be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.

PD, KC and the Clerk had met with the Village Hall Management Committee Chairman to discuss the latest draft lease and to review comments made by the solicitor acting on behalf of the Committee. These comments had subsequently been forwarded to the Parish Council's solicitor who was generally in support of the proposed changes and would now review and prepare the final draft. To simplify the review process, a fixed percentage of the Workhouse rent was being proposed, along with an initial payment on signing to reflect the income since August 2016. The Lease would be circulated to all in due course, for formal approval at the next appropriate meeting.

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

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Chairman

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Date