

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 6<sup>th</sup> February 2018

Date: Tuesday 16<sup>th</sup> January 2018

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

Apologies: Mr K Charman (KC), Mr M Newell (MN), Mr H True (HT)

In Attendance: Mrs L Davies, Clerk  
Mr J Ransley, District Councillor  
Mrs J Duncton, County Councillor

Members of Public: 10

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 Charman, Mr Newell and Mr True.
2. Declaration of Members' Interests: Being Village Hall Trustees, AJ, SO and the Clerk declared their interest in item 16, Village Hall Lease. Later in the meeting and prior to the item, AJ declared his interest in item 8g, being a neighbour to the Winterfold site.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 21<sup>st</sup> November 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 Wednesday 22<sup>nd</sup> November 2017 and Tuesday 2<sup>nd</sup> January 2018 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Update:

District Councillor (In attendance from 7.45 to 7.51 pm)

- Mr Ransley attended the Overview & Scrutiny Committee meeting earlier in the day which included budget review. He advised that the Government had deferred the decision to cap Parish Council Precept setting.
- Mr Ransley was disappointed to highlight that a policy within the Kirdford Neighbourhood Plan, relating to phasing of a large site to meet local need, was being challenged. Chichester District Council (CDC) had approved the application subject to a legal agreement, but the Parish Council viewed this as non-compliance. The Parish Council had therefore requested that this be called in by the Secretary of State which was declined. Mr Ransley was concerned that perhaps, as a result of recent government changes, this might indicate a change in attitude and support for Neighbourhood Plans. Mr Ransley would be following up but highlighted possible implications for all rural villages.

7.51 pm – Mr Watson entered the meeting room and declared no interests.

County Councillor (In attendance from 7.55 to 8.40 pm)

- WSCC recycling centres would have extended summer hours from 1<sup>st</sup> April. Billingshurst would open from 9 am to 6 pm (winter closing was 4 pm), being closed on a Thursday and Friday.
- Mrs Duncton wished to reassure members that plastic waste was not sent to China for sorting and recycling.
- Watershed funding was still available. There had been 25 successful applications and 8 more were currently being processed, with £172,000 remaining in the fund. This fund provided parishes with an

opportunity to progress issues more quickly and it was hoped that it would be available again for the next financial year.

- With regard to the Fire and Rescue and International Team, Mrs Dunton advised members that one officer was currently in Bangladesh helping with the diphtheria outbreak.
- The accident at Hughes Hill was a tragic incident, but Mrs Dunton was unable to offer any comment until police investigations had been undertaken; correspondence from a nearby resident expressing concerns about the road was passed to Mrs Dunton.
- Mrs Dunton gave her apologies for the next meeting.

6. Presentation by Sports Association Representatives on plans for the new Pavilion and future management arrangements: The Chairman welcomed the Sports Association representatives and invited Mr Ian Elliott, Sports Association Chairman, to address the Council. Mr Elliott explained that he was accompanied by 6 members of the Association and that Mr Steve Calder Smith, Cricket Club Chairman, would make the presentation about the new Pavilion plans and future organisation structure which were both interlinked.

A slide show presentation was made. Mr Calder Smith gave explanation to:

- Planning for Success: The history and current condition of the building, which was estimated to have a footfall of 25,000 per year, and with 600 members and families.
- The Sports Association Journey so Far: Details of advice sought from various bodies to ensure the new building met requirements, and the consultation with members and the community.
- Pre-planning to Planning: Explanation to the decisions taken over design and the plan to submit a planning application by the end of January. The project would cost in the region of £650K.
- Fundraising: Early discussions with the Football Association (FA) and England and Wales Cricket Board (ECB) to gain support, and explanation to grant funding and other fundraising opportunities that were being considered.
- Impact on Current Lease: The current lease expired in 2024 and this was too short to apply for grant funding. Preference for a new 99 year lease or a minimum of 50 years, and a requirement to clarify license to play sports on the green, maintenance activities and to allow potential to raise revenue through letting. The advice received was to change the constitution to a Charitable Incorporated Organisation.
- Charitable Incorporated Organisation - Wisborough Green Sports: Explanation given to the proposed objectives, structure, trustees and benefits.
- Summary: The Parish Council was asked:  
***Will the Parish Council fully and actively endorse and support the planning application?***  
***Will the Parish Council support the sports association in fund raising activities and in allocation of 106/CIL money?***  
***Will this be their priority development?***  
***Will the Parish Council Support the change to a CIO and the necessary changes to accomplish this?***

The Chairman thanked all for attending and making the presentation. There was obviously a lot of information for the Council to consider and as such, he did not believe that this was possible this evening, but invited questions and comments from members.

Having seen the project develop over the months and with an understanding of the enthusiasm and commitment of the working group, AB was also keen to hear thoughts from the Council.

SO believed that the information presented needed to be thoroughly discussed prior to any feedback being given.

AJ felt that this was perhaps a better solution but was concerned that the far part of the Green had been blocked off. The drawings showed a view through the building but presumably the bar/kitchen area would be obscured to improve appearance. *It was confirmed that the glass at this point would be smoked to obscure the behind bar working area and that shutters would also close down.*

*It was confirmed that the current parking shown was similar in size to the existing, although potentially a different configuration. The Parish Council had indicated during previous discussion that it would look at the provision of a car park and therefore this had been excluded from the application.*

PD asked for clarification of the size of the building; *the main building was confirmed as being the same footprint as previous plans although the ridge was slightly higher which had been requested by CDC. The glass element was slightly shorter.* He also asked why so many toilet facilities had been provided. *This was due to ECB/FA regulations and DDA compliance. Each changing room required a certain number of shower heads and toilets.*

PD agreed that it was important to establish a new relationship with longevity and enquired into the anticipated life of the building. *This was confirmed as about 100 years.*

In terms of the footpath from the Kirdford Road, PD asked if this was planned as the main point of access and whether it would encourage people to park along Kirdford Road. *This was confirmed as one of two points of access and was not necessarily the main one. If this was not liked, it could be changed. The idea was to provide connectivity to the playground which was raised during the first consultation – the playground was currently difficult to access in the winter across muddy ground.*

PD asked for clarification on the proposed commercial use of the building. *This was potentially for use by physiotherapists or sports injury clinics on a temporary basis and would be accommodated in the top room with moveable dividing walls.*

*In terms of energy efficiency, the building would be carbon neutral and energy efficient so the Sports Association would be looking to maximise utilisation of the building. Alcohol sales had reduced dramatically and social membership was low, partly due to the current facilities being poor and unattractive. The aim was to have a sustainable facility that was self-financing. It should not be considered as a competitor to the public houses.* PD advised that it was important to look at the relationship between the public houses and the Village Hall which was also an important village asset. *Mr Elliott advised that over the past year the Pavilion had hosted small events for members and members' families, which it was hoped, would continue. The Association would like to generate more income, over and above what was currently being achieved, with better utilisation of the facilities on offer.*

*The heating would be by ground source heat pump, and solar energy tiles which would pay back over 20 years.*

PD explained that it was important to plan for the future and it was likely that Wisborough Green would become a different place. It was acknowledged that the Green was currently over used and perhaps the village should be looking for a separate football ground. If this was the case, would there be a need for a second Pavilion? *Mr Elliott advised that the project team had not considered an alternative site. The current ground was fit for purpose. He accepted that the Green was over used in certain respects and if an alternative facility was available nearby, it might be possible to use other ground, however, it was hoped that people would return to the heart of the village. The Cricket Club had, until this year, been using Collards Field. This was close enough for convenient use, but it was felt that anything further away would lose the village connection.*

In terms of general maintenance, PD asked how the glass would be kept clean to stop the building looking unkept. *This was not seen as an issue. The importance of keeping the glass box clean was acknowledged and if weekly washing was required, this would be arranged.*

Having studied the plans in detail, AB advised that the design was similar to that previously seen by the Council. The footprint was slightly smaller and the bulk having less impact on the Green with the glass box in a more advantageous position. It was important the Sports Association had a steer from the Parish Council to ensure that the momentum and enthusiasm was not lost. If the Parish Council felt unable to make a decision this evening, it was important to give an idea of timeframe. The Chairman advised that it was important to review all the details, particularly the relationship between the Parish Council and Sports Association and therefore suggested that an extra-ordinary meeting be convened at the earliest opportunity to discuss further.

*The project would cost in the region of £650K which included some contingency. Enquiries into grant funding had been made, but it was not possible to submit applications until planning permission and costs were confirmed. The project team were confident that it could be built within this figure, but if it proved difficult, they would compromise on internals not externals. It was not the intention to take out a loan but top-up funding was potentially available.*

Further explanation was given to the expected relationship between the Trustees and management. *If there were issues with activities falling outside the scope of the charity objectives then there was a possibility to establish a small trading company. The importance of linking with the Parish Council was acknowledged and as such, the Sports Association would welcome a Parish Council nominee or representative as a Trustee. The number of Trustees was between 3 and a maximum of 9 to ensure an efficient decision making process; this was perceived as being workable but had safeguards to protect Parish Council interests. It was also important for each club to have a Trustee to get diversity.*

The Chairman thanked all for the information and advised that the Parish Council would give feedback as soon as possible.

8.35 pm – the Sports Association representatives and 2 members of public left the meeting room.

7. Public Questions: Dr Sutcliffe, Chair of Keep Kirdford and Wisborough Green (KKWG), advised that the Parishes Wildlife Group would shortly be receiving the results of a dragonfly survey undertaken on the River Kird and this information would be made available. She reminded that the group had been established after the oil and gas application highlighted the importance of knowledge about the area's wildlife.

Dr Sutcliffe advised that UGOC, previously Celtique Energie, had been drilling at Broadford Bridge and found the site commercially unviable. The company was now planning two additional sites and Fernhurst and Kirdford were both in the centre of the licensed area. She warned that UCOG may have given up on the Adversane site but not Sussex.

8.40 pm – Mrs Duncton and Dr Sutcliffe left the meeting room.

8. Report on on-going matters:

a. Gatwick Airport: The latest Association of Parish Councils Aviation Group (APCAG) update had been circulated, which provided the key points of discussion at the ninth Noise Management Board Meeting. PD highlighted the main discussion items and gave brief explanation on Gatwick volume expansion versus noise reduction, night trial, A320 modifications and departures.

The Parish Council had agreed to join the group in February 2016 and a request had now been received to pay an annual subscription of £100; members authorised this payment.

Clerk

b. Boxal Bridge: A meeting was held with Kirdford Parish Council (KPC) and KKWG in December; KC attended. Meeting notes had been circulated along with a briefing provided by KPC. KPC was continuing with its fight to save the bridge as it was not only considered a historic feature in its own right but was one of 4 bridges into the village. PD had voiced an idea with Mr Ransley that if the impasse with WSCC could not be resolved he suggested that providing a new bridge and retaining the old as a pedestrian footway, which required majorly reduced tolerances, might be an alternative; he would follow up with Mr Ransley.

PD

Members again highlighted that road safety, rather than structure, were a major concern at Newbridge, and this should be addressed by WSCC.

Members agreed that the Boxal Bridge situation would be re-discussed at the March meeting.

Clerk

c. Traffic Management Plan (TMP): The Clerk provided the following update:

- Speed Indicator Device: The site assessments had now been undertaken and the specifications for a number of different devices obtained. The TMP group to consider further and submit details of preferred option to WSCC for approval.
- Community Highways Scheme: The application for improvements to the junction would be progressed in the next financial year when the design process could commence. If it could be achieved, it could be delivered in the subsequent financial year.
- Speed Limit Change – Durbans Road: The data for the Traffic Regulation Order had now been collected but showed higher speeds than anticipated. This was now being discussed by WSCC in consultation with the police.
- Hughes Hill – adverse camber warning sign: A request for this sign had been submitted at the start of the year prior to the tragic accident that occurred at the bottom of the hill. This accident was currently being investigated by the police and a request had been made to WSCC for details and further discussion when possible.

TMP

- Durbans Road Build-out: WSCC had now provided details of the process to replace the pavement with the build-out in the Winterfold application. Members agreed that the Parish Council's traffic consultant should be engaged to draw up the design to be forwarded to Runnymede Homes to progress, and authorised this expenditure up to £200. TMP
  - Newpound Lane Junction with B2133: The Clerk would discuss with the Chairman and now write to the landowners regarding reduction of the hedge to improve the sight line on the left side. Clerk/PD
  - West Road Parking: Feedback from residents had been provided by MN. TMP group to discuss comments further. TMP
  - Butts Meadow Parking: The Clerk had now obtained details of the land transfer from CDC to the housing association. Further work to be undertaken to identify garage use, which would be followed up by the TMP group. TMP
  - SO advised that following the last meeting, she had assessed the Durbans Road/B2133 junction and found the sightline to be good; MW and AB advised that the vegetation had been cut back.
  - The Chairman confirmed that a letter and follow up telephone call had been made to the Bat & Ball regarding the placing of advertising signs on the grass verges; members agreed to keep a watching brief to ensure that boards did not compromise the visibility and create a cluttered scene. ALL
- d. Community Speed Watch (CSW): In HT's absence, the Clerk advised that the CSW members had now met to discuss further arrangements. The police had approved three sites, one being outside the Petworth Road development site which would have to be re-assessed once the development commenced. It was agreed that a vehicle count would be undertaken at the same time as the speed check. The first speed check would take place on Tuesday 27<sup>th</sup> February. Six members had now signed up, with a few yet to respond, but it was felt that a minimum of 10-12 was ideal; the group would try to get friends involved. The Clerk advised that an article had been included in the last Parish Council newsletter but no response to date. AB agreed to follow up with two potential volunteers. AB
- f. BT Telephone Kiosk: An update on costs as well as the grant application form had been circulated to members in advance of the meeting. The Clerk gave explanation to the potential costs and the outstanding elements still to be fully costed. She proposed that the grant application be for the kiosk restoration only, although details of the whole project had been provided. Members agreed to the refurbishment, submission of the grant application and approved expenditure for the whole project, potentially £4500, should the grant application be unsuccessful; in this instance, a phased project might be required. Clerk
- g. Community Land Trusts: The Chairman and Clerk both attended the CDC meeting last November. PD explained how a CLT could provide a flexible approach to shape future housing and manage other community assets. As discussed at the last meeting, an article had been included in the newsletter and some expressions of interest received; SO advised that she would be happy to be involved. To be considered further at the next meeting. Clerk
- AJ expressed his interest and withdrew from discussion.
- h. Winterfold Open Space: Following the meeting with Runnymede Homes last November, an informal meeting was held to consider possibilities for the open area. The provision of a walking/running path around the site, trim trail equipment, tree planting, flower meadow and junior cricket pitch had been considered and details were subsequently forwarded to Runnymede Homes. Unfortunately, Runnymede Homes had not been so enthusiastic and had implied that incorporating these ideas could cause a planning delay. Members formally approved the plan and agreed that mown paths would be unsuitable and restrict use. Members agreed that a path was fundamental although the width could be reduced to 1.5m instead of 2m; the equipment and cricket pitch could be installed at a later date. There was a danger that without careful planning and some path construction, the area would become unused. AB had now obtained further details on path construction and it was agreed that PD and AB to meet with Runnymede Homes to discuss further. PD/AB
- i. Clerk's Report - Update on on-going matters:
- The Government had confirmed that it would not be extending Council Tax referendum principles to Parish and Town Councils for 2018/19 and would defer a decision for 3 years.
  - Notification had been received that the Village Design Statement would be taken to the CDC Planning Committee in January; unfortunately, this did not occur. The Clerk had been unable to speak to the officer concerned but would follow up.

- The Clerk attended CDALC meeting on Monday which included an update on the General Data Protection Regulations. It potentially had a financial impact and some provision would need to be made in the budget. It was previously agreed that the Finance Committee would review; the Clerk would call a meeting in the next few weeks. The Clerk highlighted that training information for local community groups had been forwarded to organisations within the village. Clerk
- WSCC had contacted the Council regarding attendance by the Purple Bus – Mobile Youth Provision – for the spring. This had since been withdrawn as a greater need was identified elsewhere but members agreed that a visit was justified, particularly in the summer months when young people did tend to congregate on the Green. Clerk to apply. Clerk
- The Clerk would shortly be meeting with CDC representatives to undertake a 3-year review for the public toilets and would discuss hot water provision for the cleaners.
- Unfortunately, the Christmas lights on the Horse Chestnut tree had failed, possibly due to squirrel damage. They would be removed but plans for this year would need to be agreed.
- The Clerk was firming up details for the new trees. Members delegated the decision for siting to KC and the Clerk, in consultation with the residents who previously expressed concern. KC/Clerk
- A request had been received from the Sports Association for the road drains to be cleared in the west road; this was done before Christmas.
- Before Christmas there was a sewerage leak from the drain by the Pavilion; the Clerk had reported to Southern Water who attended.
- The Village Hall had been hired for a cycle event and permission to erect a gazebo at the entrance had been requested; members had no objection. Clerk
- Unfortunately, damage had occurred to the grass verge at the entrance to Butts Meadow, possibly by a coach; the Clerk was making further enquiries. Clerk
- The Sports Association had damaged the grass at the rear of the Pavilion installing the floodlighting; it would repair when weather and ground conditions permitted.
- Damage had also been caused by the movement of equipment out of The Three Crowns garden. Members were advised that the publican had previously been asked to put down boards and as such, members agreed that he should be reminded and requested to repair the damage. Clerk

9. New Items for Discussion:

- a. Litter Warden's Contract 2018/19: Mrs Twelvetrees had been contracted to undertake litter collection in the Conservation Area on an annual basis; a copy of the specification was displayed along with the monitoring report agreed last year. It was noted that unfortunately the monthly monitoring reports had not been forthcoming despite reminders. Members agreed that the contract should be renewed on the same terms but on the basis that a written report was emailed each month. This monitoring was a requirement of the audit process, and would help identify regular areas of concern and whether further action was required. Clerk
- b. Annual Risk Assessments: The Clerk advised that Risk Assessments now required updating and were allocated as follows:
 

Village Centre Assets - KC	Benches - PD/Clerk
Pond - MN	Allotments - Mr Mike King (Allotment Supervisor)
Village Hall Car Park - AB	Toilets - SO
The Green - SO	Parish Council Paths - AJ
Playground - NB	
Trees - Mr Mike King (Tree Warden)	
- c. Land South fo Meadowbank – Road Naming: Following contact by CDC, Jones Homes had requested the Parish Council's recommendation for the road name. A member of the History Society had provided the following information: "The development site is shown on the Tithe Map Ref. 1329 as 'Great Meadow', owned by George Tripp and occupied by George Tupper". Members therefore agreed that the site should be named 'Great Meadow' as it had a historical connection to the village and linked with an existing road name, Butts Meadow.
- d. Newpound Lane Road Gully: The Clerk had highlighted the issue to the Highways Officer and was advised to submit details and photographs through the Love West Sussex website, which had been done. The Clerk would follow up in due course. Clerk

10. Correspondence: Details of correspondence received since 22<sup>nd</sup> November 2017 was distributed and displayed at the meeting, and noted by members.

- WSCC – copy of letter sent from Cllr Lanzer to Plaistow Parish Council re Boxal Bridge – circulated.
- SSALC – November/December newsletter – circulated to all.
- CAGNE Update and invitation to attend forum meeting on 19 November – circulated to all.
- Village Hall Annual Report – circulated to all.
- WSCC – consultation on schools' admission policy for 2019/20. Forwarded to SO to review.
- Horsham District Council – Gypsy, Traveller and Travelling Showpeople Draft Site Allocations Development Plan Document (DPD) Preferred Strategy consultation which started today and will run until Friday 26<sup>th</sup> January.
- Wey & Arun Canal newsletter – circulated to all.
- Cllr Ransley – update re Cala Homes development in Kirdford – circulated to all.
- WSCC - public consultation on the draft West Sussex Rights of Way Management Plan (this is the Council's revised Rights of Way Improvement Plan). Response by 31 January. <https://haveyoursay.westsussex.gov.uk/highways-and-transport/rowmp> **Highlighted.**
- CDC - work on the Chichester Local Plan Review began in the summer with the first stage of consultation held between 22 June and 3 August 2017. All the representations received have now been summarised to show the main issues raised and are set out in a series of documents on the CDC website:<http://www.chichester.gov.uk/article/28670/Chichester-Local-Plan-Review-2034> **Highlighted.**
- Cllr Ransley – update on Cala Homes and CDC decision – circulated to all.
- Dr J Sutcliffe, KKWG – UKOG has found nothing - have got an extension to do more flow tests to end Feb - and promising to move on to two more sites in Central Weald soon ( Kirdford is centre of their PEDL)  
[http://www.lse.co.uk/share-regulatory-news.asp?shareprice=UKOG&ArticleCode=8bs5bcfg&ArticleHeadline=Operational\\_Technical\\_and\\_Corporate\\_Update](http://www.lse.co.uk/share-regulatory-news.asp?shareprice=UKOG&ArticleCode=8bs5bcfg&ArticleHeadline=Operational_Technical_and_Corporate_Update)
- Rural Services Network – weekly email digest – circulated.
- Cllr Ransley – further update on Cala Homes development – circulated.
- SSALC – West Sussex conference at Avisford Park Hotel, Arundel on Tuesday 6<sup>th</sup> March, 9.30 am – 15.30 pm. If interested, please advise and I will forward information. **Highlighted. The Chairman was unable to attend.**
- Fundraiser for British Legion Sussex - wondered if Parish would be interested in joining the Nation in it's commemoration of the end of the War? Letter and leaflet in regards to a new initiative we have recently installed; The Silent Soldier. Forwarded to PD. **PD to make further enquiries.** PD
- Rural Services Network – weekly email digest – circulated.
- SDNPA - The next meeting of Sussex Pathwatch to take place at the South Downs National Park Authority's offices (in the Butser meeting room) at the South Downs Centre, North Street, Midhurst, on Tuesday 13 February 2017, from 10.30am to 12.00pm. [Sussex Pathwatch](#) is a partnership of organisations which aims to combat motorised vehicles using public rights of way illegally and irresponsibly in the Sussex Countryside.
- Sussex Watch Out Magazine – circulated.
- Ad Vincula Editor - set up a Facebook Page called “Wisborough Green Noticeboard” based on a similar page that Kirdford has had in place for over 4 years. **Members were grateful for the page being set up and agreed that it negated the need for a Parish Council only page and reduced work for the Clerk.**
- CDC – minutes of December North East Forum meeting and notification of All Parishes Meetings on 25<sup>th</sup> April 2018; and 8<sup>th</sup> October 2018; East Pallant House, Chichester. **Noted by the Chairman.** PD
- APCAG Update – Gatwick Noise Management Board Update 9 – circulated.
- Fittleworth Parish Council - The Neighbourhood Plan for Fittleworth Parish - pre-submission consultation stage commences on Monday 15th January and ends on Monday 19th February 2018. An event in the Village Hall, School Lane, Fittleworth is being held on Friday 19th January (2.30 pm to 5.00 pm) and Saturday 20th January (10 am - 1 pm). Representations or queries on any aspect of the plan to be emailed [chriswelfare@btinternet.com](mailto:chriswelfare@btinternet.com) or writing to The Parish Clerk, Fittleworth Parish Council, Glebe Cottage, Church Lane, Bury, West Sussex RH20 1PB. **Noted. Clerk to review and advise of Bedham Chapel, identified as a Heritage Asset in the WG Neighbourhood Plan, although in Fittleworth Parish.** Clerk

- WSCC - working in partnership with SDNPA to prepare a new Joint Minerals Local Plan for West Sussex. This will replace the existing Minerals Local Plan (2003).  
Following public examination hearings in September last year on the submission draft Joint Minerals Local Plan, a number of modifications have been proposed and published to allow representations to be made on their 'soundness' and 'legal compliance', until 15 March 2018.
- Rural Services Network – weekly email digest – circulated.
- SSALC – First Aid Training available to Parish Councillors and staff - on Tuesday 13<sup>th</sup> March 2018 & Thursday 10<sup>th</sup> May 2018 starting at 1.45 pm.
- Resident near Hughes Hill providing details of accidents over years. Would like WSCC and PC to understand the seriousness of this road. Provided details of accidents he had recorded since 2006 which do not appear on WSCC accident data.

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:

<b>Application No.</b>	<b>Applicant and Details</b>
WR/17/03406/FUL - Case Officer: - Paul Hunt - <b>Other Dev - Change of Use</b>	Tracey Cawdell Land South Of 1 And 2 Newfields Newpound Wisborough Green Retrospective change use of land to storage yard (Class B8) for general equipment and vehicles including hardstanding for parking. O.S. Grid Ref. 506050/127158 Members <u>objected</u> to the use being changed to a special industrial group which was not commensurate with a residential and agricultural area. It was a visual intrusion in the rural area.

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

<b>Application No:</b>	<b>Applicant and Reason</b>	<b>Decision</b>
WR/17/02775/FUL - Case Officer: - Paul Hunt - Minor Dev - All Others	Mr Robert Byles Lowfold Farm Fittleworth Road Wisborough Green RH14 0ES Retention of 4 no. existing metal shipping containers for the storage of fireworks. O.S. Grid Ref. 504180/124598	Permit
WR/17/03081/FUL - Case Officer: - Paul Hunt - Minor Dev - All Others	Mr Chistohper Wates Malham Farm Newpound Wisborough Green Replacement grain store. O.S. Grid Ref. 506187/128711	Permit
WR/17/03218/TPA - Case Officer: - Henry Whitby - Tree Apps (TCA's and TPA's)	Mr Matthew Ayres Hightrees The Luth Wisborough Green RH14 0BL Remove branches overhanging garage and crown reduce by 20% (all round) on 1 no. Wild Service tree (quoted as T1), and crown raise by up to 4m (above ground level) and crown reduce by 20% (all round) on 1 no. Field Maple tree (quoted as T2), within Area, A1 subject to WR/68/01110/TPO. O.S. Grid Ref. 504520/125916	No TPO
WR/17/03445/TCA - Case Officer: - Henry Whitby - Tree Apps (TCA's and TPA's)	Stephen Rollinson Thornton Cottage Petworth Road Wisborough Green RH14 0BJ Notification of intention to fell 1 no. Yew tree (T1), crown reduce by 50% on 1 no. Silver Birch tree (T2).	No TPO



c. Planning Appeals:

- Stable Field Public Inquiry: AJ, PD and the Clerk met with the CDC Planning Officer leading for CDC on Tuesday 5<sup>th</sup> December 2017. It was agreed that the Parish Council's response would concentrate on local details provided in the written responses; AJ and PD would both attend and speak at the hearing which started on Tuesday 30<sup>th</sup> January 2018 at 10.00 am at CDC Offices, East Pallant House.

d. Planning Enforcement:

- Farringtons Copse: Notification had been received that CDC would undertake a site visit to assess the entrance gates and lights.
- Greenways Nursery: A resident had contacted the Clerk in relation to the number of touring caravans on the site; the matter had been referred to CDC.

12. Finance:

- a. Bank Reconciliation: In the absence of HT, AJ confirmed that he had checked and agreed the Bank Reconciliation for the period ending 28<sup>th</sup> November and 19<sup>th</sup> December 2017 for the Parish Council's Current Account and 31<sup>st</sup> October 2017 for the Business Reserve Account.
- b. Accounts for Payment: The Clerk displayed the Payment List for December and January, which was approved. The income received was noted.

Payment Method	Date	Total Paid	Payee	Details
3197	28.11.17	116.00	Mr T Price	Painting of junior goal post
3198	21.12.17	1678.02	West Sussex County Council	Clerk's salary payment for November
3199	21.12.17	493.80	Pyzer Cleaning Services	Public toilet cleaning for one month and supplies
3200	16.01.18	1678.02	West Sussex County Council	Clerk's salary payment for December
3201	16.01.18	493.80	Pyzer Cleaning Services	Public toilet cleaning for one month and supplies
3202	16.01.18	90.00	Arun District Council	Printing of January newsletter
3203	16.01.18	200.00	St Peter ad Vincula (WG) PCC	September 17 & January 18 newsletter inserts
3204	16.01.17	100.63	Mrs L N Davies	Computer ink, village maintenance items, postage and mileage to meeting
DDebit	11.11.17	35.00	Information Commissioner	Data Protection registration
DDebit	16.12.17	34.20	Plusnet	Village Hall broadband
DDebit	16.01.18	34.20	Plusnet	Village Hall broadband
		<b>£4953.67</b>		

**Payments Received**

100380	16.01.18	100.00	WG Horticultural Society	Donation towards public toilets
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Members acknowledged the donation with thanks; letter to be sent.

Clerk

- c. Financial Statement: The Clerk presented details of the actual year to date figures against budget. There were no matters of concern to highlight and no further questions.
- d. Budget Preparations for 2018/2019: The current year's budget compared against predicted expenditure, and next year's budget had been considered by the Finance Committee at the meeting on 13<sup>th</sup> November and discussed further by the Parish Council at the meeting on 21<sup>st</sup> November 2017. An updated report had been circulated in advance of the meeting and was displayed. The figures were reviewed and explanation given to a few adjustments, such as Data Protection requirements. This showed a negative budget and as such, members considered increasing the precept and/or using reserves. A precept calculating chart was used to demonstrate the effect of any increase. All were mindful that costs were continuing to increase and unanimously resolved that the budget be adopted as

presented and that the Precept for 2018/19 be increased by £3000 to £59,000 for the year. A transfer from the general reserve would be used to balance the budget. Members noted that the increase was still below an inflationary increase for Band D (2.25% or 0.03p per week) but put the Parish Council in a better position to maintain a general reserve (recommended as 3-6 months of the Precept) for unexpected expenditure.

13. Other Reports:

a. Village Hall: In the absence of SO, AJ advised that Trustees attended a meeting with CDC Planning Officers to discuss the plans and hopefully negotiate a way forward. Two iterations of plans had been provided to CDC in an attempt to address heritage concerns but unfortunately conflicting advice had been provided. Explanation to use had been given and different ideas explored to get a better understanding of what might be an acceptable way to access the attic area. Officers had indicated that they would respond promptly.

b. Allotments:

- Tenancy Update: Following the advertisement in the Parish Council newsletter, one further plot was now allocated and there was one person on the waiting list.
- Water Bill: Following December's inspection, the Clerk had drafted a letter which addressed a number of issues: allotment hedge, gate, cultivation, structure safety, chemical storage, insurance and Data Protection. The main item related to the high water cost this year. The Clerk had discussed this with the Allotment Supervisor as well as one tenant and two options had been considered; increasing rents or introducing a supplementary water charge. Members discussed and agreed that prior to making any decision, a cost to provide individual meters and connections would be obtained by AB; Clerk to forward allotment plan. For further discussion at the next meeting, including whether a meeting with allotment holders should be arranged.

AB/Clerk

c. The Green:

- The Cricket Club had now provided a plan which identified the areas of fair damage which was displayed. Some larger ruts at the edge were caused by vehicle movements onto the Green, other indentations related to movement and the undulations to long term use. AB recommended that a contractor was used to fill the holes with rootzone followed by overseeding, possibly at the end of February and agreed that he was happy to coordinate. It was agreed that AB should obtain a quote from Active Grounds Maintenance for approval at the next meeting.
- AB advised that the Sports Association had paid the Active invoice for the verti-draining. The Parish Council had agreed to fund £400 so an invoice would be sent to the Parish Council for payment. AB confirmed that the verti-draining had improved the structure to a certain degree and grass growth was good, although unfortunately, due to wet conditions, little football had been played this season.

AB

d. Health & Safety: AB was concerned that the light outside the Village Hall door still did not light when exiting. He suggested that the PIR needed to be adjusted or an additional or more sensitive PIR installed. Clerk to advise Village Hall Chairman again.

Clerk

14. Any Other Matters to Report:

a. PD advised that he would like to include on next month's agenda the provision of an electric car charging point, possibly outside The Three Crowns public house. Members were asked to give further consideration for discussion at the next meeting.

ALL

15. Date of Next Meeting:

Extra-Ordinary Parish Council Meeting on Tuesday 6<sup>th</sup> February 2017 at 7.45 pm to discuss the Sports Association proposals and any planning applications received.

Parish Council Meeting on Tuesday 20<sup>th</sup> February 2017 at 7.45 pm.

Part 1 of the meeting closed at 10.42 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.

The Parish Council had now received the latest version of the Lease. It would be reviewed by KC, PD, the Clerk and the Village Hall Chairman to ensure that all previous comments had now been incorporated prior to circulation to the Parish Council.

Members resolved that the annual charge would be 42% of the Workhouse income and that the upfront payment would again be 42% of the rental to the date of signing the Lease.

There being no further business, the meeting closed at 10.47 pm.

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Chairman

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Date