

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 17th April 2018

Date: Tuesday 20th March 2018

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

Apologies: Mr A Burbridge (AB), Mr M Newell (MN), Mr M Watson (MW)
Mr J Ransley, District Councillor

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

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 Burbridge, Mr Newell and Mr Watson.
2. Declaration of Members' Interests: Being a neighbour, AJ declared his interest in the Winterfold development site and would withdraw from the meeting. Being Village Hall Trustees, AJ, SO and the Clerk declared their interest in the Village Hall Lease. No other interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 20th February 2018 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:

District Councillor: Mr Ransley had sent his apologies.

County Councillor (In attendance from 8.03 to 8.25 pm):

- The WSCC gritting teams had been out 50 times in the last few weeks, spreading 7000 tons of grit, applied at different rates according to the anticipated conditions.
- Over the next few months, several places in the County would have bus information systems installed to provide passengers with bus updates. The system also gave verbal instructions for those with sight impairment and loss, and was suitable for use by those with other disabilities. Mrs Duncton was not aware if an App system was also available in the County.
- Operation Watershed was up for a national award; the result would be known tomorrow. It was considered nationally as a very good scheme and since its conception, £3 million had funded 360 projects involving 150 community groups.
- Mrs Duncton attended the Fire Fighters conference in Newcastle. Attention was focused on the tragic Grenfell Tower disaster in London which addressed concerns relating to high-rise buildings over 6 storeys. She confirmed that all buildings in West Sussex, including schools and hospitals, had been checked. Information had also been presented on the impact of such disasters on the emergency services and the counselling required. The diversity of the fire service was also discussed in terms of the inclusion of women and different ethnic groups.
- In relation to a query over Council Tax Banding, Mrs Duncton advised that this was not a WSCC matter. She believed that the banding could be appealed through the Valuation Office Agency.

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

6. Report on on-going matters:

a. Gatwick Airport: PD would be attending the Association of Parish Council's Aviation Group (APCAG) meeting tomorrow evening and would report back. It was the intention to introduce Night Flight Trials in 2019, but at this stage, PD was unsure of the possible impact on Wisborough Green. The Noise Management Board was intrinsically involved in the consultation process which was encouraging. Details would be made available on the village website.

b. Boxal Bridge: WSCC had confirmed that it remained committed to developing the bridge scheme so that it would be ready when intervention became necessary, and as such, were investigating what affect the new Listing status would have. KC advised that WSCC planned to undertake a geotechnical investigation at the bridge which involved taking soil samples (including boreholes) so that the strength properties of the ground could be established for foundation design purposes; the date had been postponed to week commencing 16th April. In this regard, Keep Kirdford and Wisborough Green (KKWG) had raised a concern over landownership, but members agreed that this was a matter to be addressed directly with WSCC.

c. Traffic Management Plan (TMP):

- School Road: SO attended a meeting at the school with the Headteacher, School Business Manager and one School Road resident. There had been no recent adverse feedback from residents so it was assumed that the situation was currently satisfactory. The school confirmed that the main entrance for pupils was in School Road; parents were being informed as there appeared to be some ambiguity. The school was also against the introduction of flashing warning sign lights; this had been a WSCC suggestion and had not come from the school. There had been some suggestion to the introduction of plastic matting on the verges to create temporary parking, but it was felt that it could lead to permanent parking which would be undesirable. The School Road resident was also asked to if her views represented those of School Road residents as this would facilitate future discussion; she would ascertain. Actions for the Parish Council to pursue were: turning of the school sign in School Road and the cutting back of the hedge in the narrowing in Newpound Lane. Clerk

SO had given explanation to the proposed crossroad proposal to improve the walking to school route. The school supported the scheme and suggested that perhaps a crossing point in School Road could be created. Members agreed that a point, perhaps marked with hatched road lines, might be permissible; SO to ascertain preferred location from the school. Funding might be available through the Local Transport Improvements Project Officer or it could be included in the village centre scheme. To be discussed further with WSCC. Clerk

- Butts Meadow Parking Area: SO had been approached with regard to the possible inappropriate use of the spaces and future use of the allocated disabled spaces if residents were not disabled. Clerk to write to Hyde Housing. Clerk

- West road posts: Despite several attempts, MN had been unsuccessful in making contact with the owner of Ivy Cottage; he would keep trying. MN

- Durbans Road Build-out: Although Runnymede Homes was willing to provide to replace the unnecessary pavement, WSCC had advised that it could not support as it was considered isolated speed calming. Members agreed that this should be discussed further with WSCC. Clerk

- Speed Indicator Device: Sites for the portable device had now been assessed and approved by WSCC. Details of the different portable devices and the potential driver reaction was discussed. Members agreed that the preferred device was the option that gave a smiley or unhappy face. Clerk to try to obtain statistical data to support. To be discussed further with WSCC. Clerk

- Durbans Road Traffic Regulation Order: The application to reduce the 40 mph speed limit to 30 mph had been unsuccessful as speed data demonstrated that six survey results exceeded the maximum average speed (32.9mph) intervention level defined in the policy. Data for other roads where a reduction had been made had been requested but not received to date. Clerk to request again. To be discussed further with WSCC. Clerk

- Hughes Hill: A meeting with WSCC had been requested when the accident report was available. No response to date. The Clerk would follow up. Clerk

d. Community Land Trusts (CLT): An application to receive initial funding and advice to help establish the CLT would shortly be submitted. Those who had expressed an interest in being a future Trustee would meet to discuss further. As the housing association for the Great Meadow development was unknown, it was agreed that a meeting should be arranged with Jones Homes. Clerk/PD

e. Winterfold Open Space: AJ withdrew to the public seats.

AB, KC and PD met with Runnymede Homes and the CDC Planning Officer on 16th March 2018. It had been a positive and encouraging meeting which considered the open space, build-out, car park and affordable housing provision; minutes of the meeting had been circulated to members.

- Open Space Path: explanation was given to the possible ecological difficulties that the developer might face in providing the 750m path (1.5m wide, compacted type 1) particularly in the north field. Runnymede had accepted the rationale for the path and agreed to include in the plan for the current Reserve Matters application. If permitted by Natural England, Runnymede agreed to provide the south field path, but the north field might need to be addressed by the Parish Council at a later date; possible funding was still to be negotiated.
- Build-Out: Runnymede was willing to provide the build-out to replace the erroneous Durbans Road footpath. The Parish Council felt that it was not isolated traffic calming but allied to the crossroad improvements. This proposal would be at no cost to the highways authority and as such, would be discussed further with WSCC. Mrs Duncton agreed to attend the meeting.
- Car Park: Runnymede had agreed to surface with tarmac to reduce the maintenance liability for the Parish.

Clerk

In view of the positive meeting, commitment from Runnymede Homes to provide the requested elements and advice received from the Planning Officer, members agreed that the Parish Council would now submit a formal response to the Reserve Matters application; No Objection.

Clerk

AJ re-joined the meeting.

- f. New Pavilion: As an action from the last meeting, AJ had prepared a presentation to demonstrate the options discussed and the impact upon the physical and perceived division of the Green. The response from the inspector relating to the Stable Field development highlighted that part of his decision related to the context of Listed buildings and the Conservation Area. AJ believed that it was important to explore all options at this stage and displayed a number of ideas, using the proposed design, with small adjustments to the glass box footprint and angles, with and without the tree. Explanation was given to the possible meterage gain for the views, impact on Ivy Cottage and aspect to the cricket square. More radical ideas were explored which involved the tree removal and consideration of different footprint ideas. AJ gave explanation to early discussions and the options first considered. Members expressed concern at the loss of the view and division of the Green, and agreed that with the current design only a marginal improvement could be made unless the tree was removed; without the tree removed, compromise would be required.

A meeting had been organised with CDC Planners; all agreed that it was worth investigating the tree removal as a strong case could be made. Although members liked the design, it was acknowledged that the size and rotation had changed, and only recent presentations had shown the proposed building in the context of the Green. It was also highlighted that for a large amount of time, the glass box would have the shutters down.

The work and expense incurred by the Sports Association to date was acknowledged. Compromises might have to be made but the Parish Council needed to be absolutely sure that all options had been explored and that it was the right design for the Parish's prime asset. It was agreed that if a redesign was considered necessary, the Parish Council would offer some financial support. The following actions were agreed:

- AJ/PD/HT would attend the meeting on Friday 23rd March with CDC planners. As the Parish Council was making the case for the tree removal, Sports Association attendance was not thought necessary, although the offer was appreciated.
- Details to be displayed and discussed on the day – no prior information to be provided. It was noted that the Tree Officer would not be in attendance.
- SO to review the proposal against the Neighbourhood Plan and Village Design Statement.
- PD to draft an update to the Sports Association – to be agreed prior to sending.
- Parish Council to consider further when CDC response known.

AJ/PD/HT

PD

- g. Clerk's Report:

- Village Design Guide: The document had been considered by the CDC Planning Committee at the February meeting. The Planning Committee resolved to approve as a Village Design Statement subject to a few amendments. Members approved the proposed changes to be forwarded to CDC and agreed that bound copies should be printed for CDC and Parish Council use.
- Next Newsletter: A list of proposed content was approved; PD and the Clerk to prepare.
- Community Litter Picking: Members were reminded of the event on Saturday 7th April at 2.00 pm.

Clerk

PD/Clerk

ALL

- Verge Damage in Butts Meadow: Unfortunately, the coach company was unwilling to accept responsibility for the damage. Members agreed that the Parish Council would repair.
- Winter Management Plan: During the recent cold snowy spell, in discussion with KC and SO, the Clerk had instructed E P Clark to spread grit in key areas; members approved this action.

Clerk

7. New Items for Discussion:

- a. Neighbourhood Plan Review (NP): It was agreed that a working group should be established to review the Neighbourhood Plan. As previous members, SO, KC, AJ and the Clerk offered to be involved. It was agreed that an invitation should be extended to Mr King and Dr Sutcliffe who were members of the original working group and to invite members of the community through the next newsletter.

Clerk

- b. Risk Assessments: A number of assessments had been completed and possible actions reviewed. AJ, NB and AB were reminded to complete their assessments as soon as possible; the Clerk would follow up on the allotment assessment. The following actions were agreed:

Benches General observation that most benches had lichen or algae to some degree. Some appeared to suffer more than others – aspect/under trees. Previously cleaned and treated but lichen had returned. Regularly used benches by bus stops to be cleaned and treated.
Few repairs required.
Installation of bench on Little Green now that tree has been replaced.

Village Centre Verge Repairs: To be undertaken when weather conditions improved. To monitor completion of repairs by others.
Three Crowns Parking: Six further stoppers installed March 2018 – consider installation of further stoppers to complete the row in 2018/19.
Bus Shelter: Loose vertical timber to be repaired.
Posts: Posts to be re-straightened or replaced.
Junior Goal: To have one further coat of paint as recommended by contractor who painted last autumn.

Pond Litter bin location – accessed from path rather than pond side. No known incidents. No further action.
Grass wear – monitor.

Public Toilets Mould on loft hatch: cleaner would attend.
Mud on both floors: Purchase non-slip mats and assess effectiveness.

- c. Use of Green for Sports Association Event: A request had been received to use the Green for the RunWisborough event on Sunday 13th May 2018. Details would be similar to last year with a local 5K and 10K race starting at 10.30 am and a colour run on the Green for children. There would be some stalls and the start/finish area on the Green. There were no reported issues last year, so members were delighted to support the event with the usual traffic management measures in place. In terms of the advertising flags, members agreed that they could be erected at the suggested locations two weeks prior to the event. Clerk to ensure that the necessary paperwork was received.

Clerk

- d. Use of the Green for the Balloon Festival: Although the Parish Council had approved the two dates at the last meeting (Saturday 8th and Sunday 9th September 2018) the organisers had since notified that the dates clashed with other events and as such, had now requested Sunday 2nd September, which was agreed. The organisers had approached the Sports Association for the 2019 dates, but had been advised that there could be cricket on one day, so could not be confirmed at this time. This proved problematic for the organisers not being able to give advance notice and requested use of the Green for the first weekend in September for the next 5 years. They felt strongly that the festival had been running for over 27 years, was part of the village calendar and raised money for local charities and supported local businesses. Members agreed with this observation and that it was a valuable event for the village. It was hoped that there could be some flexibility with cricket times so should be discussed at the Green Coordination meeting next week.

Clerk

- e. Litter Warden Contract: The Litter Warden had requested an increase in her rate for 2018/19; her request, details of annual work and observations had been circulated to members in advance of the meeting. Members were reminded that the position had been advertised in 2010 and that Mrs Twelvetrees was the only applicant. Members acknowledged that the position had an element of trust as it was difficult to monitor, hence why a monthly report had been requested to highlight general as well as litter issues that could be addressed immediately. The suggested hours, which had seasonal variations, had been provided as a guide and as such, comparison with the minimum wage was difficult. After some discussion, members agreed that the annual contract price should be increased to £1600 on the basis that a monthly report was submitted to the Clerk, and that members would alert the Clerk when rubbish was seen to help target areas of concern. The arrangement would be reviewed again in September.

Clerk

- f. Velo South Cycle Race: Details of the event planned for September 2018 had been circulated. Some parishes had raised concern about road closures and possible disruption across the County. As the race did not affect Wisborough Green, members felt unable to offer comment.

- g. WWI Commemorations: The Chairman had met with a member of the History Society and the Vicar to discuss plans to mark the commemoration of the 100th Anniversary of the signing of The Armistice: the official end of the First World War. As previously agreed, Wisborough Green was included in the national 'There But Not There' commemoration and he encouraged all to review the website. (<https://www.therebutnotthere.org.uk/>). The school would be involved and a booklet, with information provided by the History Society, published for distribution in the village. The project would highlight the huge effect the war had on the Parish, which included Loxwood at that time. There were 21 names on the War Memorial and members agreed that 21 Perspex figures, at a cost of £42, plus the name plaques at £10, should be purchased at a total cost of £1092. Clerk to order for delivery in August. The installation would be in place for the 4 weeks prior to Remembrance Sunday and for 2 weeks afterwards.

Clerk

The Vicar had indicated that the Parochial Church Council might be willing to fund the aluminium silhouette figure that could stand in the centre of the village, possibly outside the shop.

8. Correspondence: Details of correspondence received since 20th February 2018 was distributed and displayed at the meeting, and noted by members.

- CDALC – minutes of meeting Clerk attended on 16 January 2018 – circulated.
- WSCC Highways – following assessment for suitable sites for speed indicator device, email received from highways officer advising that he had researched the regulations in relation to duplicate warning signs at Newpound outside Bellmans. Sort second opinion from Safety Auditor (in order to sense check) to make absolutely sure he had researched and applied the regulations correctly. After assessing the information, come to the conclusion that there shouldn't be a duplicate side road right sign and reduce speed now plate, and as such he had requested that the duplicate signage be removed. Also requested vegetation to be cut back. Clear pole will allow installation of SID. **Highlighted.**
- CDC – notification of New Homes Bonus allocations – no money allocated to the village this year. **Highlighted.**
- Moore Stephens – notification of external audit arrangements for year end March 2018.
- Rural Services Network – weekly email digest – circulated.
- Open Spaces Society – Spring newsletter – forwarded to the Parishes Wildlife Group.
- WSCC – Chichester District County news – circulated.
- Cllr Josef Ransley – update on Kirdford development and implications of Local Plan review and Neighbourhood Plans. Circulated.
- Rural Services Network – weekly email digest – circulated.
- CDC – details of CIL workshops. **Highlighted. Members confirmed that the new Pavilion had been omitted from the CDC list and details should be provided for inclusion.**
- WSCC – Notification of Public Rights of Way path clearance this summer; any other issues/paths to be cleared to be reported directly. 15 month inspection cycle will continue. **Details of repairs and vegetation clearance was provided.**
- SSALC - Friday 11th May 2018, SALC board members will be holding their biannual meeting with Giles York, Chief Constable of Sussex Police. SSALC to be notified of any strategic or unresolved topics by close of business on Friday 27th April at the latest.
- Rural Services Network – weekly email digest – circulated.

Clerk

- Parishes Wildlife Group – details of talk on magic meadows in WG Village Hall at 7.30 on Thursday 22nd March; details circulated.
- Leader West Sussex County Council – further explanation to Velo cycle event and benefits for the county. Circulated.
- Rural Services Network – weekly email digest – circulated.
- SSALC – consultation by NALC on review of ethical standards. Response by 27th April.
Members delegated the decision to submit any response to the Clerk.

9. 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.

WR/18/00476/DOM - Case Officer: - Daniel Power - Other Dev - Householder Developments	Mr Mark Wilton Woodstock Durbans Road Wisborough Green Construction of balcony on existing garage. O.S. Grid Ref. 504934/126624 <u>No Objection</u>
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- b. Chichester District Council Planning Decisions: The following was noted:

Application No:	Applicant and Reason	Decision
WR/17/03457/DOM	Mr Jonathan Stern Albion House Petworth Road Wisborough Green RH14 0BH Construction of single storey side and rear extension. O.S. Grid Ref. 504854/125887	REFUSE Design and materials represented incongruous development resulting in loss of historic fabric.
WR/17/03458/LBC	Mr Jonathan Stern Albion House Petworth Road Wisborough Green RH14 0BH Construction of single storey side and rear extension. O.S. Grid Ref. 504854/125887	REFUSE Design and materials represented incongruous development resulting in loss of historic fabric.

- c. Planning Appeals:

- Old Helyers Farm: The Planning Inspector had dismissed the appeal; the decision notice had been circulated to members for information, and was available on the CDC website.
- Stable Field, Kirdford Road: Notification had just been received that the Planning Inspector had dismissed the appeal; the decision notice had been circulated to members for information, and was available on the CDC website.

10. Finance:

- a. Donation Requests: A list of requests received over the year, along with details of the payments agreed for last year, was circulated for consideration. It was agreed that the following donations would be made.

The Royal British Legion	£100	Wreaths and donation - to be paid in November 2018
Wisborough Green Minibus	£300	
St Catherine's Hospice	£100	
Arun & Chichester CAB	£50	

The Clerk gave explanation to the S137 expenditure, confirming that the out of village payments would be made using this power and advising that the S137 rate was currently £7.57 per elector.

The donation requests from Victim Support, West Sussex Mediation Service, Sussex Legal Services, Home-Start and 4Sight were declined.

- b. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending 21st February 2018 for the Parish Council's Current Account.
- c. Accounts for Payment: The Clerk displayed the Payment List for March which was approved. The income received was noted.

Payment Method	Date	Total Paid	Payee	Details
3212	20.03.18	1400.00	Mrs B Twelvetrees	Litter warden annual payment from 01.02.17
3213	20.03.18	1722.23	WSCC	Clerk's salary for February and payroll charge from 01.10.17 to 31.3.18
3214	20.03.18	493.80	Pyzer Cleaning Services	Public toilet cleaning and supplies
3215	20.03.18	135.00	EcomSolutions	Website support and upgrade
3216	20.03.18	78.88	Mrs L Davies	Printer ink, office supplies, postage and car park fee
DDebit	16.03.18	34.20	Plusnet	Village Hall broadband
		£3864.11		

Payments Received

BACS	05.03.18	3509.52	H M Revenue & Customs	VAT repayment (01.04.17 to 31.12.18)
Cheque	09.03.18	30.00	J Johnson	Allotment deposit
Cheque	09.03.18	120.00	WG Farmers Market plus	Annual donation for advertising in public toilets
Cash	20.03.18	30.00	D Guy	Allotment deposit

- d. Financial Statement: The Clerk presented details of the actual year to date figures against budget. She gave explanation to the outstanding payments for this year, highlighting that even if the Village Hall lease payment was not received, the budget should remain very slightly positive. HT advised that Plusnet had recently reviewed its pricing structure and there was possibly an opportunity to reduce the Village Hall broadband charge.

Clerk

13. Other Reports:

- a. Village Hall: SO advised that revised plans had now been submitted to CDC. The Clerk confirmed that the Parish Council had just received notification of the substitute plans.
- b. Allotments:
 - Tenancy Update: One small plot was now available, which had been advertised.
 - Plot Clearance: One large plot had been re-let. This had now been cleared by the new tenant, but had resulted in 17 bags of garden waste (pots, weed suppresser, plastic, glass etc) to be removed, which the Clerk had arranged; members supported this action and expenditure.
 - Water Bill: There had been no negative feedback to the possible introduction of a supplementary water charge next year.
- c. The Green:
 - Sports Association Feedback: A response had been received from the Sports Association Chairman following the Parish Council's email about general appearance; the email had been circulated.
 - Basketball Net: The Sports Association had explained the health and safety implications for moving and suggested the installation of a 1m square concrete pad at the rear of the Pavilion.

Members agreed that this was not ideal, particularly in a very wet area of the Green, and proposed that the post be permanently located by the cricket nets, with the top hoop turned for the summer, acknowledging that the facility would be out of action during the summer months. To be discussed further at the Green Coordination Group meeting.

Clerk

- Storage Container: Although members appreciated the difficulties, it was felt that even as a temporary solution, a container on the village green was undesirable; it would potentially require planning permission and was unlikely to be permitted. Members felt that other solutions, such as a garage in Wyatt Close or an alternative site for the container (possibly at the top garage blocks in Butts Meadow) should be explored first. To be discussed at the Green Coordination Group meeting.
- Green Coordination Group Meeting: This had now been arranged for Tuesday 27th March 2018; in the absence of KC, PD would attend with AB.

Clerk

d. Health & Safety: No matters to report.

12. Any Other Matters to Report:

- a. AJ confirmed that the jetting team had attended to the drains in Newpound Lane but advised that the ditch needed clearing; a resident had spoken to the team and would be able to provide more information. Clerk to contact.
- b. Following refusal of the recent planning application for the lorry parking at Newpound, SO asked if the appearance of the area would now be improved; Clerk to enquire from CDC.

Clerk

Clerk

13. Date of Next Meeting:

Planning Committee Meeting on Tuesday 3rd April 2018 at 8.00 pm (if required to meet CDC deadlines)
Parish Council Meeting on Tuesday 17th April 2018 at 7.45 pm
Annual Parish Meeting on Thursday 19th April 2018 at 8.00 pm

Part 1 of the meeting closed at 10.10 pm.

15. 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 Village Hall's solicitor had now provided further feedback which highlighted two amendments that had previously been discussed but unfortunately omitted. A break clause to be included which allowed for a controlled handback to the Parish Council if circumstances demanded and the rent review process should provide for upward and downward movement to reflect market trends. These amendments were approved subject to the Parish Council's solicitor agreeing the wording.

There being no further business, the meeting closed at 10.15 pm.

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Chairman

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Date