

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 17<sup>th</sup> July 2018

Date: Tuesday 19<sup>th</sup> June 2018

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

Apologies: None

In Attendance: Mrs L Davies, Clerk

Members of Public: None

Mr Drummond opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: There were no apologies.

2. Declaration of Members' Interests: PD declared that he was a family friend of the Pallingham Quay Cottage applicant, and had also informally discussed The Three Crowns application with the landlord. All members highlighted that they knew the landlord and had visited the The Three Crowns in a social capacity.

3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 15<sup>th</sup> May 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 due to ill health.

County Councillor: Mrs Duncton had sent her apologies due to her attendance at the County Local Committee meeting.

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

6. Report on On-going Matters:

a. New Pavilion:

Response to the Sports Association: The Parish Council had received a formal response from the Sports Association, which had been circulated to all; this letter included a number of preconditions to be answered. The Chairman had prepared an initial response to start discussion, which was displayed and read out. The questions posed were discussed in detail, points and amendments to the proposed wording agreed. It was also agreed that a revised version, taking members comments into account, would be circulated for member approval prior to sending by the Clerk. It was felt that whilst preconditions were not normal it was important to improve Parish Council/Sports Association relations, stop further correspondence and get down to the practicality of discussing a way forward.

All/Clerk

Membership of Working Group: At the last meeting, a large number of members had expressed an interest in being involved. It was agreed, however, that to allow the project to progress more efficiently, this number should be reduced to 3, with the members having a balanced view. KC was happy to step down, but if members were willing, he proposed the following Parish Council representatives:

AJ, as he had an in-depth understanding of planning generally and had undertaken to identify and seek solutions to the current Parish Council concerns and MN, who as a relatively new member, brought fresh eyes to the project. SO proposed MW for this same reason.

AJ, MW and MW confirmed that they were willing to be involved and had the time to commit to the project; they were able to attend the proposed meeting on Wednesday 27<sup>th</sup> June, ideally at 8 pm, in the Pavilion. The working group membership was approved. It was agreed that all meetings should be minuted by the Clerk, and minutes circulated to both the Parish Council and Sports Association members as updates.

Broad Parameters of Brief:

- The Chairman asked members to consider that, if an additional football pitch was found, whether a building could be built on the new site with a smaller facility on the Green to lessen the impact. It was agreed that the Parish Council was not against the provision of a separate pitch, possibly with toilet facilities, but the primary social, administrative and changing facilities should remain on the Green. The Green was the hub of the village and there was a risk that with a social hub away from the Green, the village might lose its heart and vibrancy. It was believed that this was also the view of the Sports Association and of CDC, and as such, dismissed.
- Members were asked to consider design and provide any further thoughts, observations or research outcomes to the Parish Council working group members.

ALL

b. Gatwick Airport: PD provided the following update:

- Night Flight Trials: Were scheduled for next year. Communities had objected to the limited scope, short time duration and poor metrics, and Gatwick was reconsidering its approach.
- Fair and Equitable Distribution: National Air Traffic Services (NATS) had produced a proposal to hold aircraft in a holding stack and allow the approach in a more controlled manner. However, this was abandoned as NATS might not be able to manage it.
- Noise Metrics: Gatwick had engaged with Community Representatives on the re-evaluation of the noise metrics associated with departures and Dutch Aviation consultants, TO70, who were retained by the Community Groups had advised on similar working examples being used elsewhere.
- Departure Routes: A Departures study was in prospect and work has started on the alternatives for reducing noise from departing aircraft. To date there has been concentration on routes 3 and 4 (routes to the west and north of the airfield after take-off) examining whether altitude could be increased faster to alleviate the noise impact on affected communities however these routes were badly affected by Heathrow air traffic.
- A320 whine: 97% of the A320s aircraft using Gatwick had now been modified; the reductions in noise, and specifically the whine, were noted by members.

c. Traffic Management Plan: The Group met on Tuesday 12<sup>th</sup> June; meeting notes had been circulated in advance of the meeting. Members supported the proposed action.

Community Highway Scheme for the Village Centre: a meeting had been arranged with West Sussex County Council (WSCC) to share initial conceptual ideas and to provide background/context to the options. It was agreed that the Parish Council's holistic approach to traffic management should be emphasised; for instance, not treating the suggested build-out in Durbans Road in isolation but deeming it to be part of the traffic schemes being considered for the Cricketers crossroads.

Durbans Road Speed Reduction: Members agreed that an application should be made through Cllr Janet Dunton and the Chichester North County Local Committee for an exemption; the Group to agree and submit the application.

West Road Parking: NW advised that this had now improved so hopefully the message had been forwarded to the Stool ball players; he would monitor.

Playground Parking: To discourage parking at the entrance of Butts Meadow along the playground fence to keep visibility clear, members authorised the Clerk to obtain one or two signs to be placed on the fence although their effectiveness was questioned.

A272 – Queuing Traffic by Newbridge: Having waited anxiously on the corner in the queue where the B2133 joined the A272, SO suggested that perhaps a hazard 'queue ahead' sign should be erected on the corner. Members agreed with this observation; to be raised with WSCC at Thursday's meeting.

TMP Group

TMP Group

d. Community Land Trust (CLT): The CLT Group had now been allocated a Locality Consultant and an initial Skype meeting on Thursday had been arranged with a further meeting in Wisborough Green in on 3rd July. Unfortunately, two community members had since withdrawn due to ill health and time commitments. It was agreed that an update and further appeal for help should be included in the next newsletter.

In terms of the current development sites, PD had spoken at length with a representative of Greenoak Housing Association and believed that their negotiations with Jones Homes were progressing well. Greenoak's discussions with Runnymede Homes had not progressed but it was PD's hope that further discussion could be encouraged.

In terms of the Winterfold site, the Clerk highlighted that the planning approval had now been given and reminded members that details for the open space had yet to be confirmed; the proposed build-out would be discussed with WSCC on Thursday. MN advised that Sports England offered grant funding that could possibly provide funds for the exercise path.

PD/Clerk

- e. BT Telephone Box Conversion: The box was now fully painted but it was being left for a couple of weeks to harden before being glazed. The contractor would paint the replacement door and refurbish the other fittings in his workshop before returning in a couple of weeks. He had confirmed that electricity was still being supplied and would arrange for an electrician to review the light.

AB agreed that he would review the paving specification to ensure that it addressed the water logging issues in the area.

AB/Clerk

MN had now received the map in the correct format from CDC and would undertake the edits. He would circulate initial thoughts for comment in due course. HT would obtain a price from a printer he had used previously for a similar project.

MN/HT

- f. WW1 Commemoration – There But Not There: A grant application for 10 silhouettes had now been submitted to the Armed Forces Covenant Fund Trust; outcome unknown. The History Society was preparing a display for the August Bank Holiday Fete and it was the intention to promote the project and sponsorship of the silhouettes; some businesses and individuals had already offered support but no response had been received from direct family members. It was hoped that if the grant was received for the 10 figures, it would allow Parish Council expenditure to be defrayed to other elements of the project. The History Society was making progress on the booklet which would, hopefully, provide details of all 22 men to be remembered. Although there were 21 men listed on the War Memorial, there was a further soldier who was medically discharged but died of TB in Wisborough Green on his return. This meant that 22 figures and blocks would be purchased at a cost of £52; agreed. Members agreed that the Clerk should purchase the 'Tommy' figure to arrive in good time for the Fete, at a cost of £750. Media releases had been prepared and PD would discuss service and other arrangements further with Reverend Jenkins.

PD/Clerk

- g. Clerk's Report:

- 2019 Meeting Dates: The Clerk highlighted a change to the Annual Parish Meeting from Thursday 18<sup>th</sup> to Thursday 25<sup>th</sup> April due to the Easter weekend.

- GDPR Training Date: Members were reminded that the training would take place on Tuesday 24<sup>th</sup> July at 7.30 pm in the Village Hall; an alternative date in Kirdford would be offered to those unable to attend.

- Newsletter: The next newsletter would be prepared for circulation with the August Parish magazine. To include the following updates: CLT and request for help, There But Not There, Telephone Box, Trees, Local Plan Review, Hedges, Playground parking. Other ideas to be forwarded to the Clerk.

ALL

- Drains in School Road: A resident had reported flooding onto properties during heavy rain, which the Clerk had reported. WSCC had advised that the gullies would be cleared.

- Litter Warden's Report: Concerns had been raised at the unsightly items left at the back of the Pavilion during the refurbishment; HT concurred and displayed photographs. AB agreed to speak further with the Sports Association and would get the items cleared as a matter of urgency as they posed a health and safety concern.

Concern was also expressed at some over grown hedges; note to be included in the Parish Council newsletter.

- A272 Vegetation: It had been reported that that some vegetation on the Petworth Road towards Greenbridge was overhanging the pavement; the Clerk had reported to WSCC.

- Great Meadow Development Site: A nearby resident had expressed concern that rats on the site had been disturbed and were entering her garden; the Clerk advised that she speak further with the site manager.

- Parish Magazine – Moans and Groans: To meet printing deadlines, a response to the June article about the condition of the Green had been prepared and agreed by email, and would appear in the July edition.

7. New Items for Discussion:

- a. Affordable Housing: Chichester Greyfriars Housing Association provided rented accommodation for older people and currently owned and managed 87 flats in Chichester and Hambrook. It had recently been invited to submit a bid for the four flats to be built on the Winterfold site that formed part of the S106 agreement. The matter was being given serious consideration as the board was keen to increase the number of properties owned by the Association; however, the thoughts of the Parish Council were welcomed as the Association needed to be confident that all the flats would be occupied on completion. Members agreed that the Clerk should respond providing details of the Neighbourhood Plan process and identified need, history of Thornton Meadow, current situation at Wyatt House and lack of public transport. Members expressed disappointment that, if purchased by the Association, these flats would not be available for younger members of the community, and the Parish Council had little influence in this regard. Clerk
- b. Village Trees: A comprehensive Arboricultural report for the Parish Council's trees in the Conservation Area had now been received; the full report had been circulated for information. There were two urgent items, one of which being the removal of the dead tree which had already been addressed, and five other actions to be completed within 3 months. Members agreed that the urgent action to remove deadwood should be addressed by the tree surgeon who undertook the recent work and that a tree application for the additional tree work submitted. The Clerk advised that a quotation, the likely cost being under £500, was being obtained from a Northampton company, recommended by the Arboriculturalist, to undertake assessment of the identified interior cavities. Members agreed that this work was required, and being of a specialist nature, with a recommendation, instructed the Clerk to organise. Clerk
- c. Charity Event on August Bank Holiday Weekend: An application to hold a charity Race Night, raising funds for the Cricket Club, in the marquee on Friday 24<sup>th</sup> August 2018 had been received from the Cricket Club Chairman. Full details were given which linked with the following event. Members were delighted to support the event and gave permission for the use of the Green. Clerk to issue Agreement Form and to circulate to members risk assessment and insurance details, when available. Clerk
- d. Charity Event on August Bank Holiday Weekend: Mr Vit, Publican of The Cricketers Arms, had written to the Parish Council to request permission to hold 'Wisborough's Got Talent', an event in aid of the Cricket Club, in the marquee, on the Saturday 25<sup>th</sup> August 2018. Arrangements would be as previously; security, Harris fencing, toilets, with 300 tickets available in advance. Members were delighted to support the event and gave permission for the use of the Green. Clerk to issue Agreement Form and to circulate to members risk assessment and insurance details, when available. Clerk
- e. The Cricketer's Arms Breakfast Sign: Mr Vit had submitted a request to locate an 'A' board on the junction with the A272 on Saturday and Sunday mornings when breakfast was being served. Members had no objection as long as the sign was professionally printed, was only put at the junction when breakfast was being served at the weekends, therefore being put out and removed each day. The consent to be reviewed at the end of the summer. Clerk
- d. Annual Fair: The official date for the Fair was Thursday 20<sup>th</sup> September. Mr Mark Trickett had requested the Thursday and Friday, arriving on the Green on Tuesday morning and departing Saturday morning; members approved this arrangement. The implications of weather, ground conditions and potential vehicle damage was discussed. Members agreed to the dates, but prior to confirming the charge, asked that the Clerk enquire into the cost of hiring ground protection; this cost would be considered in comparison to repairs and the charge made to the fair. To be agreed at the next meeting. Clerk
- e. Parking Stoppers outside The Three Crowns: The Parish Council continued to receive complaints about cars parking across the pavement outside The Three Crowns and restricting access, particularly for those with pushchairs and wheelchairs. Ten parking stoppers had now been installed with 8 bays remaining. The Clerk advised that the previous supplier was no longer trading but had research an almost identical stopper for £32. Members agreed to the cost as the stoppers were successful and would remove an on-going issue. The total expenditure of £576 for supply and installation (previously £40 per stopper) was approved. Clerk

- f. School Festival: The Cirque Normandie (a Wisborough Green based company) had been on the Green for school workshops last week, with performances being held on Friday, Saturday and Sunday, linking with the School Fete on the Saturday afternoon. Apart from some verge parking at the top of the playground, there were no other issues to report. It was suggested that the parking marshals should, for future events, monitor the length of the road rather than being based at the crossroads.

8. Policy Documents: Members agreed that the Document Retention and Disposal Policy should be adopted as tabled.

9. Correspondence: Details of correspondence received since 16<sup>th</sup> May 2018 was distributed and displayed at the meeting, and noted by members.

- Rural Services Network – weekly email digest – circulated.
- Gillian Keegan MP – offering to contribute to your parish magazine to keep residents updated and to encourage constituents to write in. (Not MP for this area).
- Rural Services Network – weekly email digest – circulated.
- WSCC - new School Effectiveness Strategy is currently being developed which will outline how the County Council will work with education providers over the next four years to ensure that all West Sussex children and young people really do get the best start in life. It will replace the current Strategy for School Improvement 2016-2019. WSCC wants to listen to all involved in education provision across West Sussex.
- WSCC – Chichester District News for May – Schools Effectiveness Strategy, The Food Hygiene Rating System, There But Not There funding, Summer newsletter, The WS Crowd, thank you to volunteers and Winter Management reminder – circulated.
- SSALC – Councillor briefing and awareness training at Chichester on Tuesday 10<sup>th</sup> July 6-9pm. Circulated.
- KKWG – Update on UKOG plans - circulated.
- KKWG – flagging that Defra was launching a review of the National Parks and Areas of Outstanding Natural Beauty which was being welcomed the Campaign to Protect Rural England. **Highlighted.**
- Rural Services Network – weekly email digest – circulated.
- CDC – invitation to attend Community Led Housing Forum on Monday 2<sup>nd</sup> July 6 – 8.30 pm in Midhurst. **PD and SO to attend.**
- Jill Sutcliffe, KKWG – attended South Down National Park workshop as WG representative – meeting notes circulated.
- Legal & Democratic Services Manager, CDC - The much-publicised Data Protection Act 2018 (DPA 2018) came into force last week (25<sup>th</sup> May 2018), alongside the General Data Protection Regulation (GDPR) which was the subject of the training session at the last All Parishes meeting. As explained, GDPR mentions public authorities in a number of places e.g. when stipulating who needs to appoint a Data Protection Officer in Article 37. Section 7 of the Act defines 'public authority' as any organisation that is covered by FOI as well as bodies specified by the Secretary of State – obviously this applied to Parishes on the face of it.  
Certain bodies, pursuant to section 7(3) of the new Act, despite being subject to FOI, will not be deemed public authorities for GDPR purposes now that the relevant changes are applied by the new Act. Most notably this includes parish councils. Consequently parish councils do not need to appoint a DPO though you may appoint one at your discretion. **Highlighted.**
- SDNP News - Farmers' tales, the A27, Local Plan submitted and ideas for summer cycling – circulated.
- County Councillor – Details of Carers Week which takes place from 11 – 17 June.
- Rural Services Network – weekly email digest – circulated.
- CDC Media Release - Chichester District councillors have indicated their preference for a northern route to be promoted to the Government's next round of roads investment. Circulated.
- CDC Notification that paper plans for SDNP applications to be withdrawn.
- WSCC - worked 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 during September last year, and a representations period on Proposed Modifications during January – March, the Planning Inspector has now issued his Final Report. The Joint Minerals Local Plan has been sound.
- CDC – requested information on anticipated S106 and CIL contributions for WG. Circulated.
- Association of Parish Councils Aviation Group - Notification of AGM on 9<sup>th</sup> July 2018 7.00pm at Alfold Village Hall, Dunsfold Road, Alfold GU6 8JB. **PD to attend.**

- SDNPA - looking to create a 'Local Heritage List' which will cover the entire park. This is one way of identifying non-designated heritage assets. Draft set of criteria and a guidance note which attempts to explain them have been prepared. They can be found here <https://www.southdowns.gov.uk/planning/supplementary-documents/>  
Eventually we will invite amenity societies and Parish Councils to offer suggested additions to the LHL, so it is important that the documents are as clear as possible. We would be very pleased to receive any comment or suggestion that you think would improve the criteria and guidance notes.
- Jill Sutcliffe – WS School Strategy – received details relating to small schools - One of the key objectives: 6. Primary schools will be viable and of a sufficient size to provide strong outcomes for children. Their definition of sufficient size is 210 children or 7 classes of 30 children and they do not provide any evidence to support their assertion that larger schools provide better outcomes. Wisborough Green has the 7 classes but obviously a concern for smaller rural schools.
- WSCC – regarding There But Not There 'Tommy': happy for these memorials to be placed on the highway, -unlicensed. However, we would ask that placing is done considerately and sensibly so as the memorial does not obstruct sight lines or cause unnecessary distraction to drivers. We do not need to be informed of all of these memorials but if there are any concerns about placement we are happy to offer advice
- Rural Services Network – weekly email digest – circulated.
- Several emails relating to the Velo Cycle race and authorisation/consultation on the event.

#### 10. 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:

Application Number:	Applicant and Reason
SDNP/18/02519/HOU S - Case Officer: Jenna Shore	Mr Jonathan Toub Pallingham Quay Cottage , Horsebridge Hill, WG, RH14 0HE Two storey rear extension and glazed link. <u>No Objection</u>
WR/18/01195/LBC - Case Officer: - Daniel Power - Other Dev - LBC's Alter/Extend	Mr Tim Skinner The Three Crowns Billingshurst Road Wisborough Green Retention of ground floor restaurant lobby. Erection of stud partition walls to ground floor to create office and works to selected openings and internal doors to meet fire safety requirements. <u>No Objection</u>
WR/18/01436/TCA - Case Officer: - Henry Whitby - Tree Apps (TCA's and TPA's)	Mr George Nicholls Yew Tree Cottage Petworth Road Wisborough Green RH14 0DR Notification of intention to crown reduce by 10-20% on 1 no. Wild Cherry tree (T1) <u>No Objection</u>

- b. Chichester District Council Planning Decisions:

Application Number:	Applicant and Reason	Decision
WR/18/00799/DOM	Mr Richard Jones 8 Council Cottages Durbans Road Wisborough Green RH14 0DH Single storey oak framed orangery on the rear of the property, with a slated roof and roof lights, three quarter glazed on top of a brick dwarf wall.	PERMIT

#### 11. Finance:

- a. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending 30<sup>th</sup> May 2018 for the Parish Council's business account.

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

Payment Method	Date	Total Paid	Payee	Details
3244	21.05.18	1250.00	St Peter Ad Vincula PCC	Donation towards churchyard maintenance & Clock
3245	22.05.18	165.00	Society of Local Council Clerks	Clerk's annual subscription
3246	19.06.18	70.00	Chichester District Council	Premises Licence for Village Green
3247	19.06.18	225.00	K Twelvetrees	Removal of dead Horse Chestnut from village green
3248	19.06.18	659.40	Sussex Land Services	Grass cutting contract for May
3249	19.06.18	1690.42	West Sussex County Council	Clerk's salary for May
3250	19.06.18	1003.18	Pyzer Cleaning Services	Public toilet cleaning (2 months) and supplies
3251	19.06.18	152.45	Mrs L N Davies	Office supplies, postage, dog waste bags, allotment and public toilet expenses
DDebit	09.05.18	9.75	Business Stream	Allotment water 10 Jan to 3 May
DDebit	21.05.18	177.55	British Telecommunication plc	Broadband and telephone charge
DDebit	19.06.18	28.20	Plusnet	Village Hall Broadband
		<b>£5430.95</b>		

Income Received

BACS	02.05.18	30.00	WG Fete Society	Annual rent for garage in Wyatt Close
BACS	04.05.18	100.00	Statham's Motor Engineering	For repair of verge following vehicle damage
BACS	14.05.18	1021.26	HM Revenue & Customs	VAT refund 01.01.18 to 31.03.18
Cheque	22.05.18	20.00	Allotment tenant	Allotment rent (part payment)
Cheque	22.05.18	50.00	School PTA	Donation towards public toilets
Cash	22.05.18	10.00	Allotment tenant	Allotment rent (remainder of payment)
BACS	04.06.18	10.00	Allotment tenant	Allotment rent

- c. Financial Statement: The Clerk presented details of the actual year to date figures compared against the budget. There were no areas of concern to highlight or further questions.
- d. British Telecommunications (BT) Contract: The Clerk had undertaken a review of the Broadband and telephone contract. Having made further enquiries and spoken further to BT, the same contract had been renewed for 18 months at a £5 per month reduction. Another provide had offered a similar rate, but changing providers often had extra hidden costs; Members supported this action. A review of the Village Hall Broadband contract would now be undertaken.

15. Other Reports:

- a. Village Hall: The Village Hall Modernisation Working Group had held its first meeting following the notification of planning consent. The areas of work within the project and areas of research had been allocated to members while awaiting the specification from the architect. Co-opted members had been contacted and were liaising with the group to offer advice/support. The current areas of research being the kitchen, interior design, energy alternatives. In this regard, two members were visiting Messing Village Hall near Colchester, a Listed Workhouse and now a hall of similar design, which had completed a modernisation including air source heat pump energy system. Grant funding advice was also being sought.

b. Allotments: The majority of plots were being well worked and looking good.

- Tenancy Update: One allotment holder had now relinquished his plot and a letter had been sent to a further holder to give notice due to non-payment and work. Unfortunately these plots were now very overgrown so members approved expenditure of £30 for stimming. The Clerk would arrange for the plots to be covered which would incur a further small charge. An expression of interest had just been received; the Clerk would meet and issue the Tenancy Agreement, as appropriate.
- Tree Removal: There was a small Eucalyptus tree on the site. As it was located next to the unused plots, the Clerk suggested that it was removed before it got too large; it shaded the plots and was making the area dry. Members agreed to this action and expenditure.
- Water Use: The meter was now being read monthly and hosepipes had been checked; pipes with leaks had been marked for owners to repair or remove. AJ advised that the Scouts were making a change to a outbuilding roof which would provide run off to the nearby allotment; the Clerk suggested that, in this location, it would be necessary to provide a gutter and downpipe to collect the water rather than just falling onto the ground.

Clerk

Clerk

c. The Green:

- Grass Cutting: AB advised that the Green was now looking good, but he was concerned at the lack of grass cutting early in the season which presented difficulties for the start of the cricket season. He felt that the contractor did not have the correct equipment to cope with the ground conditions and grass growth early in the season, and as such, the grass length on the football pitch made it unplayable and very long for a cricket outfield. The grass cuttings left on the surface also presented a major issue for the cricket. AB had been unable to speak with the contractor to raise these concerns. AB had reviewed the specification which was quite specific about grass length, and did mention that excessive grass cuttings should be removed. Payment for the work was by 8 monthly instalments, although arrangements for difficult weather and ground conditions were not specified. The Clerk highlighted that a tendering process for next year's contract would be undertaken this autumn and as such, it was agreed that the items of concern this spring should be included in the specification.

AB

In terms of the Fair damage, the early concerns had now been rectified by the weather and grass growth. As such, Active Grounds Maintenance had been paid.

The Sports Association had written to the Parish Council to advise that it had arranged for grass cutting with a rotary mower and rolling to be undertaken to ensure that the area was suitable for the sport; a request for reimbursement of £770 costs had been received (circulated to all). AB clarified that he had not authorised this expenditure on behalf of the Parish Council but had suggested that an approach to the Parish Council could be made. He also believed that the rolling of the football pitch was sports repairs and therefore the responsibility of the Sports Association. As the works to the Green were not undertaken in the spring due to the ground and weather conditions, Members agreed to make an ex gratia payment of £300 towards the cost. It was noted that this expenditure would impact upon expenditure for autumn repairs.

Clerk

- d. Local Plan Review: The Chairman and Clerk attended the CDC meeting on 6<sup>th</sup> June 2018. Explanation was given to government policy, the need to review the Local Plan, importance of meeting housing need and having a 5 year housing land supply. In terms of timescale, the Preferred Options consultation would be held in December/January which would reveal the housing numbers and where parishes would be expected to take more housing. CDC appreciated that the timing of the consultation was not ideal but it needed to ensure that the process remained on track.

CDC was currently producing all the evidence to support the Local Plan and to address the gaps that were highlighted by the inspector in the last evidence.

- Housing & Economic Development Needs Assessment (HEDNA) (Housing, employment and horticultural need)
- Housing and Economic Land Availability Assessment (HELAA)
- Sustainability Appraisal
- Habitat Regulations Assessment
- Draft Distribution of Development
- And other documents relating to noise, transport and air pollution, flood risk, sewage etc.

In terms of the Neighbourhood Plan review, the implications were unknown at present. CDC indicated that they would be speaking with Parish Councils in the coming months.



e. Health & Safety: No matters to report.

13. Any Other Matters to Report:

a. KC asked if there had been any progress in obtaining the playground sign. The Clerk had contacted West Sussex Antique Timber Company, which had offered to frame the sign, and would follow up.

Clerk

14. Date of Next Meeting:

Planning Committee Meeting on Tuesday 3<sup>rd</sup> July 2018 at 8.00 pm (only if required to meet CDC deadlines)  
Parish Council Annual Meeting on Tuesday 17<sup>th</sup> July 2018 at 7.45 pm.

There being no further business, the meeting closed at 10.14 pm.

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Chairman

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Date