

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 16<sup>th</sup> October 2018

Date: Tuesday 18<sup>th</sup> September 2018

Present: Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ), Mrs S Overington (SO), Mr H True (HT), Mr M Watson (MW)

Apologies: Mr A Burbridge (AB), Mr N Beresford (NB), Mr K Charman (KC), Mr M Newell (MN)

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

Members of Public: 1

The Chairman opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Burbridge, Mr Beresford, Mr Charman and Mr Newell.
2. Declaration of Members' Interests: No interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 17<sup>th</sup> July 2018 were approved as a correct record and signed by the Chairman.
4. Minutes of the Last Planning Committee Meetings: The minutes of the last meetings held on Tuesday 7<sup>th</sup> and Tuesday 21<sup>st</sup> August 2018 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Update:

District Councillor: Mr Ransley had sent his apologies.

County Councillor: (In attendance from 7.50 pm until 8.05 pm):

- Mrs Duncton was pleased to report that the education standards in West Sussex had risen, with encouraging GCSE grades this summer, although the high results of 15 years ago had yet to be met.
- There had been a few changes in the Cabinet, but she remained as Senior Adviser for Highways and Transport and retained her responsibilities for Residential Services, primarily Fire and Rescue.
- West Sussex County Council (WSSC) continued to look to bring additional services into Libraries. Worthing Library was currently a test case to bring all services into the building including the Family Centre. Public consultation was encouraging and would continue.
- Budget discussion had now started. It would again be very tight and whilst statutory duties would be undertaken, some additional services would be reduced. Last year £155 million was saved but further savings of £156 million would need to be found.
- The Sussex Crowd website continued to be promoted. Over 60 people were currently using with a good success rate. It was essential to advertise projects on social media to gain community support. The scheme would be reviewed after a year.
- From 1<sup>st</sup> October 2018, some vehicles/trailers would no longer be permitted at the Household Waste and Recycling sites in West Sussex. Details were available on the WSSC website. Members asked if the restrictions at the centres had led to an increase in fly tipping. Although this was a District Council responsibility, Mrs Duncton advised that it had been monitored and no increase noted.

6. Public Questions: Dr Sutcliffe, Chair of Keep Kirdford and Wisborough Green (KKWG), attended the meeting to highlight two matters of local concern:
  - KKWG heard on 3<sup>rd</sup> September that The Secretary of State had considered the review evidence for Boxal Bridge and had decided to overturn the earlier decision to list the Bridge. This was hugely disappointing.

- The Government was planning to make non-hydraulic exploration drilling for shale gas Permitted Development (PD), which meant that oil and gas companies would not need to apply for planning permission. She highlighted that whether in support or against shale gas/oil production, it would result in local authorities and communities being removed from the decision making process, and remove local democracy.

7. Report on On-going Matters:

- a. Gatwick Airport: Unfortunately Gatwick's Noise Management Board (NMB) had not secured a truly beneficial change for those on the ground since it came into being in Summer 2016, and as such, all community noise groups had now asked for new and effective Terms of Reference to be adopted. The government's 2013 Aviation Policy Framework stated that 'as a general principle the government expects the future growth in aviation should ensure that benefits are shared between the aviation industry and local communities. This means that the industry must continue to reduce and mitigate noise as airport capacity grows'. This had not happened at Gatwick and the noise position had actually become worse over the last 5 years. It was down to the Department for Transport to regulate this policy not the community noise groups. The revised Terms of Reference, formulated by the Gatwick Noise Groups, had been proposed and would be discussed at the next NMB meeting on the 26<sup>th</sup> September; details would be forwarded to members.

PD/Clerk

- b. Boxal Bridge: WSCC's application to de-list the bridge had been successful. This was obviously a disappointment, particularly to Kirdford Parish Council, which Wisborough Green had supported both morally and financially. Mrs Duncton advised that the bridge was currently safe and would continue to be monitored with a 2 yearly inspection and also as part of the monthly road inspection cycle. SO highlighted that the bridge was an historical feature and characteristic of the rural area, the loss of which would be detrimental to the locality. Kirdford Parish Council would be writing to WSCC to express its disappointment and it was agreed that WGPC's support should be included in this letter. An alternative compromise to preserve the bridge and provide an additional road bridge was briefly discussed.

Clerk

- c. New Sports Pavilion: As a member of the working group, AJ explained that he had spoken to Mr Gadd, Chairman of the Sports Association (SA), to set up a meeting earlier in the summer; initially indicated as the second week of August. Following the Parish Council's last communication, a response from the Sports Association had been received and circulated to all members, and a meeting now set for Monday 24<sup>th</sup> September 2018. AJ wished to obtain clear direction on the design to respond to the SA's request for guidance to ensure that the project could move forward. He displayed a sequence of plans and photographs; the different elements of design were discussed. The following was confirmed:

- Complete re-design unnecessary. Members were happy in principle with style of design. It was noted that the design was originally seen in isolation and not in context/scale with the Green, hence the Parish Council's subsequent concern at the size and impact on the Green and vistas.
- In terms of the current proposal, members were concerned at the bulk of the main building and the impact of the extent of this and the glass building cutting across the Green. Members agreed with ideas to slightly reposition, reduce the volume of the building with potentially a storage area at the rear and to be more creative with the use of the internal space. To have no unused space within the building to reduce the bulk.
- PD felt that the heritage of the Green was more important than the Horse Chestnut tree which did have an area of decay and was likely to be lost within the life expectancy of the building. He believed that there was a strong argument to remove and re-plant if this helped position the building to lessen the impact on the Green.
- Members felt that it was necessary to have an understanding from the SA of what elements were essential within the building and what were desirable.
- Members resolved that the Parish Council would be happy to make a contribution to further design costs but would require details of the costs to date and procurement process.

AJ/MN/MW

- d. BT Telephone Box Conversion:

- Restoration: now completed. Members were delighted with the result.
- Map: HT had made further enquiries and confirmed that the map would be a laminated material which could be easily replaced if details changed; agreed to be unframed. He would confirm measurements and obtain a price.

AB/Clerk

Clerk

- Leaflet Dispensers: The Clerk provided details. Members agreed to individual angled dispensers which would prevent leaflets from falling forward, and approved the expenditure; Clerk to purchase.
  - Paving: The Clerk had obtained one quotation, but had been unsuccessful in obtaining at least one further quotation. HT would provide details of a local company. On receipt of at least one further quotation, the decision was delegated to the Clerk. HT/Clerk
- e. There But Not There – First World War Commemoration: The Parish Council had received grants from Chichester District Council and the Armed Forces Covenant Fund. Local companies and individuals had also sponsored silhouettes and elements of Wednesday's unveiling ceremony, for which the Parish Council was extremely grateful. A booklet had been produced by the History Society and would be available for a suggested donation of £5, with a free copy being given to all the families at the village school. Arrangements for the unveiling event on Wednesday had been confirmed, which included the projection of a silhouette onto the side of the church; HT agreed to take photographs.
- f. Junior Sports Practice Facilities: In view of his other commitments, PD asked if another councillor would be able to join the working group as he had been unable to progress. With his knowledge and experience, it was suggested that KC might be a good alternative, if he was willing; Clerk to enquire. Clerk
- g. Tree Work:
- Tree Decay Detection Survey: The survey was undertaken in August on two Horse Chestnuts (outside the public toilets and behind the Pavilion). The full report had been circulated to members but confirmed that whilst cavity decay was present, they were safe but should be reviewed again in 3 years' time. Members noted that the report did indicate potential future failure of the tree behind the Pavilion.
  - Tree Work: Two quotations had been received for the tree at the bottom of Butts Meadow. One tree surgeon had suggested additional work, but members agreed that only the work recommended in the June 2018 inspection report, for which planning permission had been obtained, should be undertaken. As such, the quotation from Nicholls Tree Services was accepted.
  - Stump Grinding: Unfortunately, despite several approaches, the Clerk had only been able to obtain one quotation; although not ideal due to disease, grinding was in preference to digger removal due to the location of BT cables. The ground would also need to be treated to help prevent spread which would incur an additional charge. Members appreciated that the work needed to be undertaken when the ground was dry and approved the expenditure of £300, delegating the decision to the Clerk. Clerk
  - Replacement Tree: Arundel Arboretum had been unable to source an Indian or Japanese Horse Chestnut to replace the tree by the cricket nets. The Clerk would make further enquiries. Clerk
- h. Clerk's Report:
- Travellers on the Village Green: Late on Monday 20<sup>th</sup> August, two traveller families had arrived on the Green by the playground. The formal process through WSCC to remove, at a cost of potentially £750, was followed and they left the Green on Thursday 23<sup>rd</sup> August; a court hearing was booked on Friday 24<sup>th</sup> August. The Clerk was currently advised of traveller movements but this was the first known incident on the Green.
  - Community Litter Picking: To be organised for Saturday 13<sup>th</sup> October, meeting on the Little Green at 2.00 pm.
  - Junior Football Goal: The use as a swing frame by children had been highlighted by the Sports Association. Members agreed that such use was a safety concern and a note should be included in the next Parish Magazine and a notice attached on the goal. It was noted that when the Pavilion was replaced, it was likely to be removed. Clerk
  - BT Cable Damage (2016): Notification had been received that the matter was ongoing and it now looked as though it would be a claim on the Parish Council's insurance. The Clerk had suggested to the insurance company that they request a copy of the Wayleave Agreement from BT as she could find no evidence that permission had been granted to place cables under the Little Green.
  - Litter Warden's August Report: Noted by members.
  - Next Newsletter: Ideas for updates to include would be appreciated.

8. New Items for Discussion:

a. Summer Events on the Green: It was agreed that the summer events went well and were a credit to all those involved; no concerns or issues were raised about the Friday Race Night, Saturday Talent Contest or the Bank Holiday Fete. In terms of the Balloon Festival, an email had been received from a member of public expressing some concerns. This had been forwarded to the organisers who would be attending the October meeting to discuss plans for next year. It was noted that there was a large amount of activity in the sky during the event which was slightly disconcerting and perhaps the organisers were slightly overwhelmed by the public attendance.

b. Wisborough Green Sports: As notified earlier in the year, the Wisborough Green Sports Clubs Association had been working on the registration of a Charitable Incorporated Organisation. The application to register Wisborough Green Sports as a charity had been granted; the registration certificate and proposed new Governing Document, to replace the current WGSCA Constitution, had been circulated.

Lease: Members resolved that the current lease could be assigned to the WGS. When the Pavilion was renewed, there would be an opportunity to update the Lease. It was noted that the current Lease included terms that the Sports Association shared its Annual Report and met annually with the Parish Council, both of which had provide useful over the years.

Trustees: WGS had been required to nominate four Trustees to obtain the certification; Mr M Gadd, Mr S Calder Smith, Mr I Elliott and Mr J Newman. It was always the intention to have a maximum of 9 Trustees, one of which it had been assumed would be a Parish Councillor. The remaining WGSCA Trustee would shortly be contacted about the plans and to ascertain if he wished to continue. Members resolved that having a Parish Council Trustee was desirable, but agreed to defer this decision to the next meeting.

Clerk

c. Neighbourhood Plan Review: PD and KC attended a briefing session earlier in the summer. CDC was currently updating the Local Plan which was required by July 2020. There was national government pressure to build more homes and CDC was expecting an increase in their target numbers which would come forward by the end of September. A consultation on the numbers and likely sites would take place during the winter. CDC had recently published the Housing and Economic Land Availability Assessment (available on the CDC website) which had been circulated. Although the omission of the Greenways Nursery Site had been highlighted at the meeting, it had still not been included; members agreed that CDC should be notified.

Members agreed that the Neighbourhood Plan Review working group should meet to discuss how a review would be undertaken should the need arise; the advantage and value of using an external consultant to validate methodology was acknowledged.

Clerk

d. Government Consultations: The Chairman highlighted that, irrespective of opinions on oil exploration, the village's own experience with the site near Boxal Bridge emphasised the importance of local democracy. It was agreed that a response to the government consultations should be sent; closing date 25<sup>th</sup> October 2018.

Clerk

e. Workhouse Shed Repairs: Three quotations to repair the Old Mortuary roof (shed in the Old Workhouse garden) had been obtained. Members agreed to accept the quotation from village builder, Roland Branch, for £2857.00 plus vat. This would then provide safe and watertight storage for the Parish Council.

Clerk

f. Purple Youth Bus: The Bus visited the village for the summer term. A full report had been received which was circulated to members. It demonstrated that the bus was well used and appreciated. Members agreed that a return visit next summer would be welcomed and that thought should be given to the re-establishment of a village youth club at a quieter time in the future.

Clerk

g. Baby Loss Awareness Week: A request had been received from Dandelion Farewells to park a double decker coffee bus (Cookie Bus) in Kirdford Road by the playground, to put tables and chairs on the Green and to use the playground for a coffee morning on Wednesday 10<sup>th</sup> October in support of this awareness week. Members were delighted to support the event. Clerk to issue agreement form.

Clerk

h. Village Christmas Tree: A few years ago, the Parish Council had departed from installing a traditional Christmas tree due to Parish Councillors fears for their own health and safety relating to erection and securing, a Christmas tree had been planted but had not survived in the wet clay soil and more

recently a nearby Horse Chestnut tree had been 'wrapped' in lights; unfortunately, these lights failed last year having been damaged by squirrels and tree growth. Different options were discussed and members agreed that there appeared to be no suitable alternative at the present time. As such, no lights would be installed this year and community comment assessed.

9. Correspondence: Details of correspondence received since 18<sup>th</sup> July 2018 was distributed and displayed at the meeting, and noted by members.

- Rural Services Network – weekly Rural Bulletin – circulated.
- Kirdford Road resident – raising concerns about use of Stable Field for junior sport. Response prepared in discussion with PD and AJ.
- Action in Rural Sussex – details of Community Led Housing conference in Billingshurst – forwarded to CLT group.
- WSCC – WSCC and the South Downs National Park Authority have adopted the new Joint Minerals Local Plan for West Sussex.
- Rural Services Network – weekly Rural Bulletin – circulated.
- Newpound Resident – notification of another accident at Hughes Hill yesterday, time unknown. Skid marks on both sides of the road and warning signs demolished. WSCC notified.
- WSCC – County News for Chichester District – circulated.
- WSCC – comments and concerns about the proposed 'School Keep Clear' markings and signing forwarded to colleagues dealing with that matter to make them aware.
- Resident expressing concern at use of Cricketers car park for school parking and implications for his access. Clerk advised that the use of the car park, primarily for morning drop off, had been publicised for nearly 10 years and if problems were to occur, to advise the Parish Council.
- Resident – expressing concerns at use of Stable Field for junior sports; response sent.
- Kirdford Road resident – highlighting concerns relating to the use of Stable Field for junior sports facilities. Circulated but to re-circulate to working group when meeting confirmed for consideration in discussions.
- WSCC – Response to queue warning sign – refer to various regulations and standards, one of which is Traffic Signs Manual (TSM) which states that “Appropriate warning signs can greatly assist road safety. To be most effective, however, they should be used sparingly. “ On the eastbound approach to the bridge, and in advance of the bridge, there is a road narrow sign with supporting slow road marking and a further slow road marking closer to the bridge, so there is adequate advance warning to motorists that the road narrows ahead. Checked our collision data for the bridge and there has been one accident in the last 5 year period which was a head on collision between a westbound and eastbound vehicles, meaning that queuing occurring at this location hasn't resulted in any injury related collisions. As a result, cannot justify the inclusion of the sign at this particular location.
- Newpound Resident (north end) – advising of accident and expressing concern at speed. Advised that the accident rate and traffic speed on B2133 has been raised on numerous occasions with WSCC.
- Rural Services Network – weekly Rural Bulletin – circulated.
- Son of Butts Meadow Resident – telephone call to PD; asking about the development of the pavilion. History explained. He asked why the PC had not consulted his mother and PD explained that it was not the PC's role and there had been and would be consultations in the future. PD suggested he contact the Sports Association Chairman to ask that his mother be kept informed of any/all developments.
- Velo South – notification of leaflet drop in area.
- Newpound Resident - another crash to report - Car left the road outside Hughes Hill at 1.50pm yesterday and went into the hedges, passers-by rushed to the House to get details of the area and road. Fortunately no one hurt, passengers left to go home and get tow truck to remove car. No idea if emergency services attended. Reported to WSCC and now in receipt of Accident Report Record to complete for 6-9 months.
- SSALC - On Friday 16<sup>th</sup> November 2018, SALC board members will be holding their biannual meeting with Giles York, Chief Constable of Sussex Police. If you have any strategic or unresolved topics that you would like to be raised at the meeting could you please return them directly to me by close of business on Friday 2<sup>nd</sup> November 2018 at the latest.
- Rural Services Network – weekly Rural Bulletin – circulated.
- WSCC – response to Clerk's enquiry into developer signage. **SO and the Clerk to review signage and send locations to WSCC. Members agreed that signs were in excess and unnecessary.**

Clerk/  
SO

- School Road Resident – expressing concern at flooding in road during heavy rain and the runoff through his property. Previously reported to WSCC and road gullies cleared, but ongoing issue. Advised to report directly to WSCC through Love West Sussex website and include photos. WSCC advised that kerb stones will be raised.
- Rural Services Network – weekly Rural Bulletin – circulated.
- SDNPA - Lead Ranger for the Wealden Heaths area team of the National park which covers part of the parish. Within our team we have a number of patch rangers whose role is to work with communities and we are keen to assist parishes with any ideas or projects that supports the work of the South Downs National Park Authority in delivering the priorities of the partnership management plan <https://www.southdowns.gov.uk/national-park-authority/our-work/key-documents/partnership-management-plan/> .  
We are particularly keen to work with Parishes on projects which have been identified in Parish Plans or other community led plans, such as a Neighbourhood Plan. This could include local conservation or cultural heritage initiatives, tourism, developing access routes or to provide a link to possible sources of funding or wider SDNPA specialist staff. For example, our rangers have recently helped fund and provide conservation volunteer support to an outdoor classroom.  
Forwarded to Parishes Wildlife Group.
- WSCC – latest update on consultations and discussions relating to Velo cycle event – circulated.
- Carters Way resident – concerned about generator noise from Great Meadow site – operating 24 hours per day. Email ended up in spam box and only just responded. Provided contact details for site manager – no other complaints received.
- Runnymede Homes - Durbans Road Build Out - The reduction of the proposed footpath along Durbans Road and relocation of the crossing point will require consent from CDC and also WSCC Highways: our consultants will prepare and submit the application.  
Car Park Surface - Thank you for clarifying black Tarmac, no this will not be a problem for us  
Open Space Path - Our ecologist is confident that Natural England will allow us to construct the footpath in the southern field. As discussed in our meeting, the footpath in the southern field would be constructed at our cost, and the footpath in the north field would be the responsibility of the Parish Council.
- Rural Services Network – weekly Rural Bulletin – circulated.
- Enquiry into rental of village green for entertainments – replied unavailable.
- Andrew Shaxson – details of legal challenge re road closures for cycle event. Circulated.
- CDC - next All Parishes Meeting will be on the evening of Monday 8 October 2018 at East Pallant House, Chichester. The start time is scheduled for 7.00 pm, with a buffet available from 6.00 pm. The meeting will close at 9.00 pm. **PD and AJ to attend.**
- Member of Public with national qualification in Health & Safety - NEBOSH Certificate, and was an operational Fire Officer for 33 years, so I have experience of planning and running large public events and emergency incidents – concerns raised about the public and their closeness to the balloons being inflated, and the lack of separation of vehicles from members of the public after the launch. Information forwarded to Balloon Organisers – will be attending October meeting to explain plans for next year and how concerns will be addressed. Response sent. **Noted. To be discussed further with organisers at the October meeting.**
- Rural Services Network – weekly Rural Bulletin – circulated.
- SDNPA – September South owns News: South Downs News: Win £250 in our photo competition, meet our farmers and what can be done to reduce the impact of tourism – circulated.
- Note of thanks from visitor using toilets on journey from Ringwood to Hassocks; thanking the village for keeping open.
- SSALC - Local Councils will no doubt be aware of a recent report in the Sunday Times that showed Sussex Police to have the lowest number of response officers per 100,000 population of any police force in the Country. As you might imagine SSALC took this matter up with the PCC and Chief Constable and as a result, closer examination of the figures showed them to be incorrect; Sussex is in fact 28th out of the 43 police forces and not at the bottom of the league.  
The letter attached from Katy Bourne explains the position and Katy has asked that this be shared with local councils in Sussex. Letter circulated.
- WSCC - working on a project around good neighbour groups and lunch clubs with the aim of finding out what support groups may benefit from to help them in their work and whether we at county and district level can do anything to assist. Asking for up to date information – **Clerk to provide.**
- CDC – notification of availability of the Housing and Economic Land Availability Assessment (HELAA) on CDC website. It identifies sites that may have the potential to accommodate future housing and economic development, and has finalised the HELAA Methodology which sets out how

PD/AJ

Clerk

sites have been assessed. The HELAA forms a key component of the evidence base which informs the preparation of the Chichester Local Plan Review. The purpose of the HELAA is to identify a future supply of land which is suitable, available and achievable for housing and economic development (such as employment, retail and leisure) over the plan period. The Council is inviting landowners, developers, parish councils, members of the public and other stakeholders to put forward sites that may potentially be suitable for housing and economic development. Response by 28 September 2018.

- SALC - West Sussex ALC 2018 AGM and Autumn Conference on Thursday 4<sup>th</sup> October 2018 at the Lodge Hill Centre, Watersfield, Pulborough, West Sussex RH20 1LZ from 0945. Details forwarded to PD.
- Rural Services Network – weekly Rural Bulletin – circulated.
- Office of Nick Herbert MP – issue raised with him by a resident regarding the bus stop waiting area. Advised that this was enlarged in 2016, with £330 funding from WSCC and £336 paid by the Parish Council.
- WSCC - invited to attend a community resilience conference on Thursday 4 October from 9.15am to 4pm at Horsham Capitol Theatre. The conference, hosted by West Sussex County Council on behalf of the Sussex Resilience Forum (SRF), is for anyone engaged with community resilience as a whole including Executive Officers, Emergency Planning Officers and members of the voluntary sector.
- CDC – procedure for filling casual vacancies before elections in May 2019.
- SDNPA - The SDNPA will be holding a series of Parish Workshops in November 2018. The workshops will focus on the review of the Partnership Management Plan. Two delegates are able to attend - Thursday 29 November - West Sussex Parishes Workshop, Venue TBC: 18:30 – 21:30.
- APCAG – next noise management board on 26<sup>th</sup> September. Community groups have lost confidence
- Rural Services Network – weekly Rural Bulletin – circulated.
- PTA – thank you for allowing the use of the Green and support; raised over £9000 which will go towards the upgrade of the outdoor learning areas as well as many essentials.

#### 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:

<b>Application Number:</b>	<b>Applicant and Reason</b>
WR/18/01942/DOM - Case Officer: - Daniel Power	Mrs L Willock Warwick Durbans Road Wisborough Green RH14 0DG Proposed single-storey side extension The Parish Council had no objection to the extension, but in view of its support of dark sky policies and initiatives, would request that blinds be installed on the roof lights to prevent the egress of light at night.
WR/18/02186/PA1A - Case Officer: - Summer Sharpe - <b>Prior Approvals</b>	Mrs Nikki Parsons Northcote Petworth Road Wisborough Green Billingshurst Single storey extension to the rear (a) rear extension - 3.8m (b) maximum height - 3.15m (c) height of eaves - 2.2m. The Parish Council had no objection to the extension, but in view of its support of dark sky policies and initiatives, would request that blinds be installed on the roof lights to prevent the egress of light at night.
WR/18/02218/DOM - Case Officer: - Daniel Power - <b>Other Dev - Householder Developments</b>	Ms Nicole Lafone The Old Wharf Newpound Wisborough Green RH14 0JG Demolition of existing lean to and proposal for single storey extensions to house office, porch, gym and utility. <u>No Objection</u>

- b. Chichester District Council Planning Decisions:

<b>Application Number:</b>	<b>Applicant and Reason</b>	<b>Decision</b>
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WR/18/01195/LBC	Mr Tim Skinner The Three Crowns Billingshurst Road Wisborough Green Billingshurst 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.	PERMIT
WR/18/01436/TCA	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)	NO TPO
WR/18/01589/DOM	Mr John Stickland 3 Malthouse Cottages Fittleworth Road Wisborough Green RH14 0ES Proposed new two bay garage with log store.	PERMIT
WR/18/01590/DOM	Mr John Stickland 3 Malthouse Cottages Fittleworth Road Wisborough Green RH14 0ES Proposed single storey extension to lounge and new utility room.	PERMIT
SDNP/18/03189/HOUS	Mr Saunders Farringtons Copse Farringtons Copse Horsebridge Hill Bedham Wisborough Green RH20 1JP Entrance gates (retrospective)	REFUSE Prominent and uncharacteristic urban feature

c. Planning Enforcement:

- Great Meadow: CDC had forwarded a response from Jones Homes to the parking and access concerns raised; circulated to all. It appeared that Jones Homes was addressing the concerns but the situation would be monitored.
- Land south of 2 Newfields, Newpound: A Enforcement Notice had been issued on 23<sup>rd</sup> July 2018. The residents were required to discontinue the use of the land for the repair and storage of motor vehicles and remove all items within 3 months.
- Churchills Country Estate Agents: A new shop display had been installed which included lighting that illuminated the car parking area. Being in a Conservation Area, it was agreed that the illumination should be raised with CDC.

Clerk

11. Finance:

- a. Bank Reconciliation: HT had agreed the Bank Reconciliations for the periods ending 30<sup>th</sup> July and 31<sup>st</sup> August 2018 for the Parish Council's business account.
- b. Annual Membership: Members agreed to subscribe to Action in rural Sussex for a £50 annual membership fee.
- c. Accounts for Payment: The Clerk displayed the Payment List for August and September which was approved.

Payment Method	Date	Total Paid	Payee	Details
3260	24.07.18	637.80	Pyzer Cleaning Services	Public toilet cleaning & supplies
3261	30.07.18	2326.48	T Ralph	Telephone kiosk restoration
3262	07.08.18	90.00	Arun District Council	Printing of August newsletter



3263	07.08.18	613.88	Mrs L Davies	Grit bin and parking stoppers
3264	21.08.18	1690.42	West Sussex County Council	Clerk's salary for July
3265	21.08.18	601.80	Pyzer Cleaning Services	Public toilet cleaning & supplies
3266	21.08.18	857.40	Sussex Land Services	Grass cutting contract, hedge cutting & allotment trim
DDebit	17.08.18	28.20	Plusnet	Village Hall Broadband
DDebit	20.08.18	139.53	British Telecommunications plc	Quarterly Telephone and Broadband
3267	18.09.18	390.00	RGS	Decay detection survey on 2 Horse Chestnuts
3268		78.00	The Play Inspection Company	Annual playground inspection
3269		659.40	Sussex Land Services	Grass cutting contract
3270		666.30	Pyzer Cleaning Services	Public toilet cleaning & supplies
3271		1690.42	West Sussex County Council	Clerk's salary for August
3272		818.40	Mrs L N Davies	Allotment padlock & chain, There But Not There banner, booklet printing & poppies
3273		50.00	Action in rural Sussex	Annual subscription
3274		1533.46	Came & Company	Annual insurance policy
3275		300.80	Surrey Hills Solicitors	Land Registry fees for Village Hall Lease
DDebit	20.09.18	28.20	Plusnet	Village Hall Broadband
		£13228.69		

**Payment Received**

BACS	01.06.18	250.00	CDC	Grant for There But Not There
BACS	Various	600.00	Sponsorship for There But Not There	
Cheque	06.09.18	1.00	Sports Association	Peppercorn Rent
Cheque	06.09.18	50.00	Sponsorship for There But Not There	
BACS	14.09.18	29500.00	CDC	Precept (second payment)

- d. **Financial Statement:** The Clerk presented details of the actual year to date figures compared against the budget. The second instalment of the Precept had been received. The unbudgeted expenditure for the tree survey and decay detection survey was currently shown as a separate heading; adjustments would be made at the year end. There were no areas of concern to highlight or further questions.
- e. **Insurance Policy:** Came and Company had now provided insurance renewal details which had been circulated to all in advance of the meeting. The Broker undertook to obtain 3 comparable quotations and was making the recommendation to the Council to change provider to AXA Inspire. If a 3 year long-term agreement was entered into, the annual payment was reduced. Members resolved to accept this recommendation and to again enter into the 3 year long-term agreement.

Clerk

**12. Other Reports:**

- a. **Village Hall:** SO reported that the working group met with the architect on 5<sup>th</sup> September 2018 to review the construction drawings to be submitted for building regulations and tender. Finishes were considered and would be incorporated, although further expert advice was being obtained in relation to heating, electrics, lighting, sound and security. Explanation was given to the construction of the upper floor and reinforcement of the end wall. An asbestos survey would be undertaken shortly and a health and safety assessment undertaken to meet client responsibility. Four companies would be approached to tender. A Big Lottery Grant application had been submitted and other grant funding considered. It was hoped that a tender document would be available within 6 weeks, with an anticipated start in 2019 on a phased approach depending on funding.
- b. **The Green:**
- **Playground Inspection Report:** The annual ROSPA inspection was undertaken in August; the report was circulated in advance of the meeting. There were no major risks but some maintenance

items to be addressed; NB to review and report at the next meeting. The matting compaction under the see-saw and swings was noted and members agreed that re-surfacing should be considered as a 2019 project.

NB

- Request to put latches on the playground gates: Although AJ appreciated that until 2012 the playground had not been fully fenced, he advised that there had been a number of instances when small children had left the area as there were no latches on the gates and the springs were weak. Many playgrounds did have latches and he suggested this be considered. Having been involved in the playground design, SO explained that there had been a child protection requirement to have two gates to ensure that children did not feel trapped and could freely leave the playground if they felt threatened. The Clerk advised that the Parish Council had requested fencing in keeping with the rural environment and attaching latches to the existing gates would be problematic, causing finger entrapment concerns and potentially restricting access to older children who could not reach latches. She was aware of such issues in another Parish and gate latches had subsequently removed. Members agreed to monitor and review again if necessary.
- Green Coordination Group: The Clerk advised that she would organise the next meeting for mid-October.

Clerk

c. Allotments:

- Thefts: Unfortunately, over the summer items were stolen from a number of sheds. As such, chains and padlocks had been purchased for the two small gates. Members approved this action.
- Tenancy Update: Despite advertising, there were currently four small plots available and it was likely that two further plots would be vacated shortly. Three plots had now been covered but allotment holders were concerned, as well as being disappointed, at the lack of use. The current tenancy agreement restricted rental to Wisborough Green residents, but the Clerk had received interest from residents in Loxwood and Adversane. Members agreed that as there was currently no Wisborough Green interest, the plots could be let to outside village residents for a maximum of 3 years and renewal would then depend upon the village waiting list.
- Hedge Cutting: Two quotations had been received. Members agreed to accept the cheaper quotation from Sussex Land Services for £250.00 plus vat.

Clerk

Clerk

d. Health & Safety: No matters to report.

13. Any Other Matters to Report: There were none.

14. Date of Next Meeting:

Planning Committee Meeting on Tuesday 4<sup>th</sup> September 2018 at 8.00 pm (only if required).

Parish Council Meeting on Tuesday 18<sup>th</sup> September 2018 at 7.45 pm.

There being no further business, the first part of the meeting closed at 10.08 pm.

15. Exclusion of Press and Public: Members resolved under the 1960 Public Bodies (Admission to Meetings) Act, and pursuant to Standing Orders (3d), to exclude the press and public due to the confidential nature of the business to be discussed.

Community Land Trust: PD provided an update on the formation of the Wisborough Green Village Trust (WGVT) and discussions relating to the Section 106 Housing. It was the WGVT's intention to undertake a Housing Need Survey (facilitated by CDC and funded by the WGVT set-up grant) which would also feed into any Neighbourhood Plan review. An article would appear in the next Parish magazine to encourage people in need of affordable housing, and with a connection to the village, to register with CDC.

Members supported the need to undertake the Housing Need Survey and were pleased to hear that plans were progressing.

There being no further business, the meeting was closed at 10.20 pm.

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Chairman

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Date