

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 23rd October 2018

Date: Tuesday 16th October 2018

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

Apologies: Mr K Charman (KC)

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

Members of Public: 3

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 Keith Charman.
2. Declaration of Members' Interests: AB advised that he was a friend of the applicant for The Elms planning application. MN highlighted that in relation to the Pavilion project, he lived on the west road leading to the Pavilion. No other interests were declared.
3. Membership: The Chairman advised that he had received Mr Nick Beresford's resignation due to work commitments. He advised that the statutory process to advertise the vacancy would need to be followed and the Council would be in a position to co-opt at the next meeting; one expression of interest had already been received.
4. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 18th September 2018 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Update:

County Councillor (in attendance until 7.53 pm):

- Mrs Duncton advised that there had been some scaremongering about County funding cuts. She wished to clarify that all areas would be reviewed, but no decisions had currently been made. Some difficult decisions would need to be made and services could be reduced to statutory responsibilities.
- Although the County Council elections were not for another two years, Mrs Duncton was currently on a committee that was reviewing how the diversification of councillors could be extended: different ethnic groups, religions, younger people, LGBT representation. The committee was also aware of the access difficulties experienced by wheelchair users at County Hall and would be reviewing arrangements.
- The next County Local Committee (CLC) meeting would be held in Tillington on Tuesday 6th November 2018.
- Consultation on relocating services into Worthing Library was continuing. If relocation was successful, it could potentially result in the sale of two WSCC properties.
- Mrs Duncton had been contacted by the Clerk in relation to the Traffic Regulation Order to reduce the speed limit in Durbans Road. Mrs Duncton confirmed that she was happy to recommend this change. The Chairman advised that the application, through the TRO process, had been unsuccessful due to the speed data being higher than the policy average and as such, the process was to ask the County Local Committee to exercise its powers to depart from the established criteria. The Chairman confirmed that he would attend the CLC meeting on 6th November.

District Councillor (in attendance until 7.58 pm):

- Mr Ransley advised that there was a proposal to extend the Enforcement Notice for Crouchlands by 2 years. The Administrators were taking action but concern related to Lagoon 3 which contained hazardous material. The Environment Agency had stated that work could not be done in time to meet

the enforcement deadline, and as such, if the extension was not permitted, the clear up operation would cease. There appeared to be support from the Finance Company and administrators; if prevented it could potentially impact upon future investment.

- Much of Chichester District Council discussion currently focused on Chichester City, however, members would shortly receive an update on the Local Plan review. Mr Ransley would provide more information when available.

6. Public Questions:

Dr Sutcliffe, Chair of Keep Kirdford and Wisborough Green (KKWG), thanked the Parish Council for its support over Boxal Bridge. As the bridge had been de-listed, she highlighted the importance that it was identified within the CDC Local Plan.

She also wished to thank all those involved in the There But Not There installation; it had been a very poignant unveiling ceremony that highlighted the impact of the First World War on the village.

The other members of public attended the meeting in relation to their planning application and had no questions.

7. Balloon Festival: The presentation on future festivals had now been deferred to the November meeting.

8. Report on On-going Matters:

a. Gatwick Airport: The Chairman confirmed that he had attended the last Noise Management Board meeting, representing the Association of Parish Councils Aviation Group (APCAG), which alternated with another community group speaking at the meetings. Unfortunately there was currently a considerable amount of acrimony within the Board; PD gave details of the disagreement over representation, Terms of Reference and membership. Gatwick Airport's plans to bring its second, emergency, runway into regular operation had become apparent as the legal agreement to prevent simultaneous use of both runways expired in 2019; such use could increase air traffic by 20-30%. PD advised that it was apparent that GAL was not meeting government policy in relation to the balance of air traffic increase and noise reduction.

b. Boxal Bridge: The Clerk had written to Kirdford Parish to advise of Wisborough Green's continued support and inclusion on any further correspondence; no response had been received.

c. New Sports Pavilion: AJ reminded that at the last Parish Council meeting the key objectives had been identified; reducing the bulk and extent of the building across the Green and acceptance of a rear extension. The working group, which included Parish Council and Sports Association (SA) members, had met twice; minutes of both meetings and subsequent comments had been circulated. AJ explained that there had been a cautious acceptance of the suggestions, although the SA expressed the wish to keep as much of the enhanced facilities as possible. AJ presented the ideas discussed. He displayed plans and 3-D drawings of the current Pavilion, SA proposal and revised plans, giving explanation to how reductions in space and building bulk had been achieved. He highlighted the constraints and requirements and explained the rationale for the decision process, and how different ideas had been explored. He had undertaken a proof of concept but acknowledged that there might be some engineering considerations of which he was unaware. The tree and potential benefits of removal were discussed, which included the possibility of increasing the size of the rear extension. Members thanked AJ for his considerable work and agreed that the improvements were heading in the right direction. It was important to see new proposals in the context of the Green and to agree clear guidance to be provided to the SA. AJ advised that the architect would not be engaged until the Parish Council had agreed the parameters that it considered acceptable. AJ agreed to circulate the presentation slides for all to consider further, continue his work on different ideas and produce images to show the designs in the context of the Green. Due to the consideration required, members agreed that an extra-ordinary Parish Council meeting should be called; the date was set as Tuesday 23rd October at 7.45 pm in the Village Hall.

AJ/ALL

d. BT Telephone Box Conversion:

- Map: HT provided a sample of the laminated material, advising that the map cost would be £60. Members agreed to the expenditure, acknowledging that the relatively low cost, in comparison with other options, would allow for updating. MN to update the map in ESP and PDF formats and provide to HT.

Clerk

- Leaflet Dispensers: The dispensers had now been purchased but would not be installed until after the map; the Clerk would speak further to the restorer about the best way to attach both. Clerk
- Paving: A further quotation from a village contractor had now been obtained which gave a saving of £100; the Clerk to accept. Clerk
- e. Wisborough Green Sports: The Clerk had spoken to the Parish Council's solicitor who had been provided with a copy of the current Pavilion Lease. He advised that the Lease could be transferred to the new Trustees and Charitable Incorporated Organisation by way of a Deed of Variation, the cost of legal fees being £1250. Members agreed that, due to the expenditure already incurred by the Sports Association on the Pavilion plans, the Parish Council would fund this Deed. It was noted that both parties to the new Lease would require independent legal advice in 6 years' time. Clerk
- f. There But Not There – First World War Commemoration: The unveiling of the installation was held on Wednesday 19th September. The Chairman expressed his thanks to the Reverend Clive Jenkins, the Parochial Church Council, the flower arrangers and other members of the church community who helped, the Wisborough Green History Society and in particular, Mr Andrew Strudwick, Mr David Parker and his daughter Laura from Kirdford for their poem recitals, sponsors and those who made personal donations. It had been a very moving unveiling which highlighted the impact on Wisborough Green at that time. He encouraged all to visit the church and obtain a copy of the Wisborough 22 booklet that detailed the lives of those who did not return. Several scouting groups were visiting and a service for the school would be held on Friday 9th November. A copy of the booklet would be given to every family at the school, and as such, further copies would need to be printed.
- g. Junior Sports Practice Facilities: Due to other commitments, Parish Councillors were unable to offer their help to replace Cllr Nick Beresford. In order to progress, it was agreed that the Clerk should be involved in discussion with KC and members of the Sports Association; meeting to be arranged. Clerk/KC
- h. Neighbourhood Plan: The Terms for Reference for the Review Steering Group had been circulated in advance of the meeting. Members agreed that the meeting would be quorate with 3 members (in line with Parish Council Standing Orders) and resolved to adopt the document. The Clerk would circulate to all members of the Steering Group and arrange an initial meeting. Clerk
- i. Village Christmas Tree: The Chairman reminded members that at the last meeting there appeared to be no solution to provide a village Christmas tree. Having projected the soldier silhouette onto the Church tower, it was suggested that this provide an alternative; the Reverend Clive Jenkins had offered his approval of the idea. Members agreed with this proposal and asked that the Clerk provide costs for approval at the next meeting. Clerk
The Churchwardens advised that the Christmas Tree Festival would be held this December, raising funds for the Snowdrop Trust and church. Members agreed to sponsor a 5 foot tree at a cost of £75, the decoration of which would promote the Parish Council and its role. SO agreed to organise the decoration. Clerk/SO
- j. Clerk's Report:
 - Remembrance Sunday Road Closure: Permission had been granted to close the A272 for the 2 minute silence on Remembrance Sunday, 11th November 2018. HT agreed to coordinate the closure; MN, LD and SO's husband would help. HT
 - Litter Warden's September Report: Report and actions noted by members.
 - Next Newsletter: Ideas for updates to include would be appreciated. To be prepared for circulation with the December Ad Vincula.
 - Workhouse Shed: The roof repair would be undertaken early in the New Year.
 - Winter Management/Resilience Plan: Details had now been submitted to WSCC. HT was the main contact and E P Clark had confirmed involvement as the WSCC and Parish contractor.
 - Fungi Growth: The Clerk had noted fungi growth at the site of the old tree on the Little Green Clerk to seek advice from KC and arrange action if needed. KC/Clerk
 - Tree Stumps: The tree stumps on the Little Green and by the cricket nets had now been removed.

8. New Items for Discussion:

a. Great Meadow: Within the Section 106 agreement, just over £9,000 (contribution value £9065 index-linked since 31st March 2015 and including a commissioning and installation sum of up to £2,000) had been allocated to provide a public art installation on the site. Jones Homes was seeking the Parish Council's view having been given the impression that the public art did not necessarily have to be located on or next to the site provided that there was support for locating it elsewhere. Jones Homes took the view that any provision should be for the benefit of the village not just the development and would therefore support an application to locate elsewhere. Members noted that glass etching to reflect the village was planned in the village hall modernisation but asked for the amount, parameters and decision timescale be obtained to aid discussion so other projects might also be considered.

Clerk

b. Grass Cutting Specification: AB had reviewed the specification and advised that no change was required. The only amendment that could be made was that the first 2 cuts should be picked up, but this would potentially preclude the current contractor from tendering. Although a tendering process was required this year, the current contractor was local, reliable, generally did a good job and able to respond to requests. The problems experienced this year related to the ground conditions and excessive grass early in the season, which required collection subsequently organised by the Sports Association. He highlighted that in the current specification it did state, "Excessive quantities of cut grass should not be left on the surface. Excess grass should be removed, blown away or mulched." so perhaps the issue related to communication. Members therefore approved the current specification.

Clerk

c. CDC Infrastructure Business Plan: Members had reviewed and agreed that there were no omissions.

9. Correspondence: Details of correspondence received since 18th September 2018 was distributed and displayed at the meeting, and noted by members.

- Vice Chairman of the Royal British Legion Branch Petworth: Thanking for the invitation to attend the There But Not There unveiling; it was both moving and reflective.
- Newpound resident – notification of multiple car accident to which all emergency services called. Disappointed at lack of response from WSCC and councillor. Details recorded on chart and acknowledgement sent.
- Rural Services Network – weekly Rural Bulletin – circulated.
- Rural Services Network – weekly Rural Bulletin – circulated.
- CDC – responded to HELAA consultation to highlighted omission of Greenways Nursery site. CDC advised that the first iteration of the study that will be updated in due course next year. When undertaking the update we will take account of the comments submitted and use them to inform our deliberations prior to the publication of an updated version of the document. This study has been used to help draft the preferred approach version of the Chichester Local Plan Review.
- Enplan - writing on behalf of Southwater Parish Council to invite your comments on the draft Southwater Neighbourhood Development Plan because you are either Statutory Consultee; are listed on Horsham District Council's list of Neighbourhood Plan consultees; are affected by the plan proposals; or, have actively engaged with the preparation of the Pre-Submission Southwater Neighbourhood Development Plan to date.
- South Downs National Park Authority - South Downs News: thoughts on the Agriculture Bill, what's on this month, tranquillity, the A27 and fungi. Circulated.
- APCAG - Gatwick Noise Management Board Meeting 12 meeting notes; Terms of Reference, NMB Constitution, Night Noise Trial, 2019 Work Plan.
- Voluntary Action Arun & Chichester – Details of Trustee training on 13th November – forwarded to CLT, Village Hall and Sports Association.
- KKWG – notification that the Wey & Arun Canal Trust has acquired the freehold of Lordings Lock and Aqueduct, on the Arun Navigation section near Wisborough Green, with the surrounding land previously owned by the Environment Agency.
- Rural Services Network – weekly Rural Bulletin – circulated.

- WSCC – forwarded preliminary design of the proposal discussed for modest footway and associated layby improvements at the Village Green/Recreation Ground. Grateful to receive views please on whether this is acceptable, or you wish to discuss further, before moving to the next stage of seeing if the Planning Inspectorate of Defra will grant consent for these works as they encroach in to the Village Green. ‘Consent to Construct Works on Common Land’ Guidance Sheet 1a which I think is relevant and indicates what is required. Might need to make application for original footways. Details forwarded to Traffic Management Group to review at their next meeting.
 - WSCC - Further to recent Bus Strategy Consultation, WSCC would like to know more about how passengers use supported bus routes across the county. Most routes in West Sussex operated by bus companies on a commercial basis, and these are not part of this survey. However, some routes receive a subsidy from the county council to help them run. Poster provided.
 - CDC – presentations given at the All Parishes meeting on 8th October – circulated.
 - WG Fete Society – advising that the society had made a donation of £250 to the upkeep of the toilets (direct payment made). **Highlighted. Thanks extended.**
 - Glebe Barn owner – expressing anger and concern at the water runoff which entered his courtyard and the Parish Council's lack of action. Full email circulated. Clerk
- The owner had emailed again to advise that he felt substantial drainage improvements in the village hall car park were required but appreciated that this would be disruptive and expensive. He was willing to accept a tarmac ‘hump’ to stop the water flowing under his gate and asked if the Parish Council would fund this. Members discussed and agreed that the Clerk should contact E P Clark to discuss this and the possibility of installing a proprietary grill-topped gully. Options and costs to be considered at the next meeting.**
- Weald Action Group – highlighting government consultations on Permitted Development.
 - Rural Services Network - Rural Services Network – weekly Rural Bulletin – circulated.
 - Colin Booker, P.C.S.O., Wildlife Crime Officer and Gypsy/Traveller Liaison Officer; attending Parish Council meeting on 19th April 2019. **Highlighted.**
 - The Community Safety & Wellbeing Team at West Sussex County Council has launched two surveys in order to gather feedback about people's perceptions and experiences of cybercrime/online safety over the last 12 months. Responses to this survey will influence how we at the County Council shape our cybercrime/online safety support work for residents and local businesses in the future. By Monday 19th November. We are looking for any West Sussex resident, aged 18 or above, to complete our Personal Use Cybercrime/Online Safety Survey. Survey link - <https://haveyoursay.westsussex.gov.uk/communities-public-protection/cybercrime/>
Business Survey: We are seeking views and information from business owners/managers to help support them. Survey link - <https://haveyoursay.westsussex.gov.uk/communities-public-protection/cybercrimebusiness/>
 - KKWG - The AGM is being held on Friday November 23rd with the usual format:
6-30 - 7 Short focussed AGM including information updates and voting on key roles
7-7.30 Drinks and nibbles
7.30 Talk by Tony Whitbread, former CEO of Sussex Wildlife Trust, There is no wealth but life, reflections on working for wildlife

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
WR/18/02400/TCA - Case Officer: Henry Whitby	Mrs Sandie Yeo Old Pond Cottage Billingshurst Road Wisborough Green Billingshurst Notification of intention to fell 1 no. Silver Birch (1) and crown reduce by 50% on 1 no. Twisted Willow tree (2). O.S. Grid Ref. 505036/125917 <u>No Objection</u>

WR/18/02447/DOM - Case Officer: Daniel Power	Mrs Caroline Calder Smith The Elms Billingshurst Road Wisborough Green RH14 0DY Construction of a 3 bay carport. O.S. Grid Ref. 505064/125768 <u>No Objection</u>
WR/18/02227/FUL - Case Officer: Daniel Power	Miss Tracy Reynolds 1-6 Garmans Newpound Lane Wisborough Green Billingshurst Change use of land to rear of 1-6 Garmans, extend existing curtilage. O.S. Grid Ref. 505116/126119 <u>No Objection</u>
WR/18/02280/DOM - Other Dev – Case Officer: James Gellini	Mr & Mrs G Lillywhite The Granary , Newpound Lane, Wisborough Green, RH14 0E Proposed two storey extension and removal of 1 shed and 2 stables. Change of concrete parking area to permeable gravel. <u>No Objection</u>

b. Chichester District Council Planning Decisions:

Application Number:	Applicant and Reason	Decision
WR/18/01611/DOM	Mrs Caroline Calder Smith The Elms Billingshurst Road Wisborough Green RH14 0DY Construction of a 3 bay carport	WITH DRAWN
SDNP/18/03100/HOUS	Mr Jeremy Gould Pear Trees , Fittleworth Road, Wisborough Green, RH14 0HD The removal and replacement of existing conservatory with new garden room, first floor extensions and internal alterations	APPROVED
WR/18/01628/TCA	Mrs Louise Davies Recreation Ground A272 The Luth To Durban Road Wisborough Green RH14 0BN Notification of intention to reduce faulty limb on south-east sector at 4m (above ground level) by 40% and shorten branch at 3m (above ground level) extending to the south-east to first side branch on 1 no. Horse Chestnut tree (T56).	PERMIT NO TPO
WR/18/01237/FUL	Jones Homes (Southern) Ltd Land South Of Meadowbank Petworth Road Installation of two 4000 litre underground LGP tanks. O.S. Grid Ref. 504679/125781	PERMIT
WR/18/02186/PA1A - Case Officer: - Summer Sharpe - Prior Approvals	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.	REFUSE Not Permitted Development. Planning application required

c. Planning Enforcement:

- Churchills Country Estate Agents: CDC advised that it would investigate the lighting concern and had allocated as a low priority.

d. Planning Appeal:

- Albion House, Petworth Road: Members agreed that as the Council had raised no concern about the application, it would not submit further comment.

e. LPG Storage on the Winterfold Site: The Chairman had had a discussion with Runnymede Homes which was proposing to change from air source heat pumps to gas heating. Members acknowledged that this would be preferable for the residents but as the storage tank was proposed under the Parish land at the entrance, discussed whether it provided a negotiating opportunity in relation to the open space. The Chairman gave brief explanation to the formation of the Community Land Trust. It was therefore agreed that the Parish Council would support this proposal although Runnymede would be responsible for any Wayleave agreement.

f. Farleys, Newpound: Notification had been received from a neighbour that amended plans had been submitted. No notification had been sent directly to the Parish Council, which the Clerk had followed up.

Clerk

11. Finance:

a. Bank Reconciliation: HT had agreed the Bank Reconciliations for the periods ending 28th September 2018 for the Parish Council's business and reserve accounts.

b. Accounts for Payment: The Clerk displayed the Payment List for October which was approved.

Payment Method	Date	Total Paid	Payee	Details
3275	18.09.18	300.80	Surrey Hills Solicitors	Village Hall lease completion and registration
3276	02.10.18	80.00	Mrs E Foden	Canapes for There But Not There reception
3277	02.10.18	76.80	Whitelight Limited	Hire of light for church silhouette - There But Not There
3278	16.10.18	726.00	West Sussex County Council	Legal fees for removal of travellers from village green
3279	16.10.18	659.40	Sussex Land Services Ltd	Grass cutting contract for September
3280	16.10.18	540.00	Active Grounds Maintenance Ltd	Fertiliser spreading on village green
3281	16.10.18	493.80	Pyzer Cleaning Services	Public toilet cleaning and supplies
3282	16.10.18	1690.42	West Sussex County Council	Clerk's salary for September
3283	16.10.18	439.20	Moore Stephens	External audit fee
3284	16.10.18	101.70	Mr P Drummond	Wine for There But Not There reception
3285	16.10.18	120.00	SSALC Limited	Legal & Finance training for Clerk
3286	16.10.18	35.75	Mrs L N Davies	Stamps, stationery and soft drink for TBNT reception
3287	16.10.18	31.20	WG Horticultural Society	Additional marquee security due to travellers
3288	16.10.18	30.00	Wyatt House	Annual rent for storage shed
DDebit	15.10.18	28.20	Plusnet	Village Hall Broadband
		£5353.27		

Payment Received

17.09.18	BACS	100.00	There But Not There	Silhouette sponsorship
21.09.18	Cash	340.00	Tricket Fair	Fee for main day and one additional day
21.09.18	Cash	288.61	There But Not There	Donations from unveiling event
25.09.18	Cash	10.00	There But Not There	Sale of two WW1 History booklets
25.09.18	Cheque	50.00	There But Not There	Silhouette sponsorship
02.10.18	Cheque	3780.00	Village Hall	Lease payment
02.10.18	Cash	30.00	Allotment holder	Deposit

- c. Financial Statement: The Clerk presented details of the actual year to date figures compared against the budget. The Village Hall Lease payment had been received. Unbudgeted expenditure was now shown as a separate heading; adjustments would be made at the year end. There were no areas of concern to highlight or further questions.
- d. Direct Debit Payment: Members approved establishing a monthly Direct Debit to WSCC for the Clerk's salary. Clerk
- e. External Auditor's Report: The report had been received and circulated to members. There were no items to highlight and the auditors commented, "on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements had not been met." The statutory notice advising of the audit conclusion had been displayed on the noticeboard and website. PD congratulated the Clerk on this successful report.
- f. Internal Auditor: It was agreed that PJ Consultancy should be appointed to undertake the internal audit for year-end March 2019. Being the third year, it was agreed that the auditor should be changed for year-end March 2020.
- g. 2019/2020 Budget Preparation: Members were reminded to give thought to possible projects for next year for budget discussion. Ideas to be forwarded to the Clerk. Members agreed that additional 'wetpour' surfacing under the swings and seesaw in the playground and other minor repairs should be included as a project for next year; quotations to be obtained. A Finance Committee meeting would be called for early November to review figures, objectives and consider next year's budget. Clerk
- h. Legal and Finance Training: The Clerk attended a training session at Ardingly on 27th September. It was a useful update on the powers and duties of a Parish Council, working with charities, VAT returns that could have implications for the council's accounting system and year end audit. She would discuss further with the Finance Committee.
- i. 11th Edition Charles Arnold Baker: As this reference book provided legal guidance, it was agreed that the Clerk's copy should be updated at a cost of £103.99.

12. Other Reports:

- a. Village Hall: SO had observed in the Pavilion working group minutes that reference had been made to the Village Hall and the fact that the Parish Council possibly favoured this project. She read out a statement, which advised that the project concept had started prior to 2011 by the previous Village Hall Chairman when opportunities for Leaderbid funding had been explored. The project was informed by the Village Design Guide and Neighbourhood Plan work, during which old pictures identified the existence of the top floor. It was at this point that SO realised the potential of restoring the floor, both in terms of historical restoration as a community asset and as additional usable space. The current project was started in 2014 with an initial meeting with Hall and Parish Council representatives when the needs and possibilities to bring the Hall into the 21st century by combining restoration with modernisation and extension were discussed. In response to the query recorded in the minutes that "The Parish Council needed to decide what the roles of both the Pavilion and Village Hall were", the role of the Village Hall was and always had been, clear. It was a community space within the village with flexible use and car parking facilities that were available to all the community, not any one sector. She explained further that the Village Hall committee and Parish Council were separate entities, but the current cross over in membership allowed for the Parish Council to be kept informed. It was a charity, run on a not-for-profit basis, with surplus funds (annually between £2-5,000) being held for long-term capital expenses. Hire charges had not increased since 2011 and the Hall was one of the lowest cost community halls in the locality. It was far from being underutilised and a recent enquiry could not be facilitated due to existing user demand. Despite its current outdated facilities and difficult accessibility, it was a very popular and well-used hall, and would be more so when the modernisation eliminated the current limitations.
AJ advised that at the Pavilion meeting he had reiterated that the Parish Council supported both projects equally and that there had always been an ambition to modernise the hall, even before 2011.

- b. Allotments: Since changing the policy to allow plots to be allocated to residents of neighbouring villages, there had now been some interest. The Clerk advised that one plot had not been well worked for several years with leniency being shown due to a number of different reasons. However, after some initial activity, it had remained unworked during the summer. Members agreed that a notice to terminate the tenancy should be served.

Clerk

c. The Green:

- Green Maintenance: AB advised that the Green had recently had an application of fertiliser and selective weed killer, being the work delayed from the start of the year due to the ground and weather conditions. The verti-draining, which was required to release the compaction from cars and footfall over the summer and to encourage grass growth, would be undertaken in November when there was more moisture in the ground. AB was aware of the differing opinion, which had been voiced in the Parish magazine, and unfortunately this was a common theme with 'local' experts. The Green had come through the summer well, being visibly greener than many other recreation grounds in the locality, but use by the football club over the winter would depend on the weather.

- Stoolball Tournament: AB advised that the tournament had been cancelled due to the weather, but he had been approached about vehicles parking on the Green, with reference being made to the fêtes and other events. AB had therefore authorised parking up to 7 metres from the edge. Members noted that this comment and those made in relation to the Pavilion highlighted ambiguity over use of the Green and it was agreed that a policy to cover use, maintenance responsibilities and other matters should be considered, underpinned by the Byelaws.

Clerk

- Green Co-ordination Group: A meeting had now been organised for Wednesday 7th November 2018.

- Grass Cuttings: Having received a complaint about the look and smell of the grass cuttings, old bags and pallets under a tree in the west road, the Clerk had asked the Cricket Club to remove them. The resident had suggested that perhaps a container should be provided elsewhere as the smell prevented the bench from being used. Members agreed with this action and asked that the Cricket Club investigate the possibility of obtaining a green waste bin.

Clerk

- Branches: AB had removed some small branches that overhung the football pitch; he would arrange clearance from the back of the Pavilion.

AB

- d. Health & Safety: No matters to report.

- e. All Parishes Meeting: The Chairman and AJ attended the meeting on 8th October; the presentations had been circulated to all.

- f. West Sussex Association of Local Councils: The Chairman had been unable to attend the AGM on 4th October.

13. Any Other Matters to Report:

- a. HT noted that the speed indicator device on the east side of the village had been removed; only the sensor and solar panel remained. MN had seen operatives removing it and suggested that it had been taken away for repair as a number of the LEDs had failed.
- b. The Clerk advised that she would be obtaining advice and a quotation for work on the willows around the pond this winter. In terms of the pond, she was seeking advice about the lilies.
- c. AB was concerned that another accident had occurred on Hughes Hill and asked if the accident investigation report from the fatal accident in January had been released. The Parish Council had previously raised concern about the camber of the bend but it appeared that WSCC was not interested in correcting the problem. There had been an alarming number of accidents in recent months on the B2133; the Clerk was now recording accidents if advised. It was agreed that a notice should be put onto the website and into the next newsletter that the Parish Council wanted to improve road safety and therefore needed to be informed of any accidents in the Parish. Despite asking on a number of occasions, the accident report had not been released to the Parish Council. It was therefore agreed that a Freedom of Information request should be submitted; if it was not available due to an ongoing enquiry, an official response would be obtained.

Clerk

14. Date of Next Meeting:

- Extra-Ordinary Parish Council Meeting on Tuesday 23rd October 2018 at 7.45 pm.
- Planning Committee Meeting on Tuesday 6th November 2018 at 8.00 pm (only if required).
- Parish Council Meeting on Tuesday 20th November 2018 at 7.45 pm.

There being no further business, the first part of the meeting closed at 10.23 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 membership of the Wisborough Green Village Trust, legal entity and discussions relating to the Section 106 Housing. A Housing Need Survey would be circulated to all in the Parish within the next few weeks. Work was now being undertaken a Housing Allocation Policy.

There being no further business, the meeting was closed at 10.28 pm.

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Chairman

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Date