

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 10th January 2020

Date: Tuesday 10th December 2019

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

Apologies: Mrs J Dandy (JD), Mr A Jackson (AJ)

In Attendance: Mrs L Davies, Clerk

Members of Public: None

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

Action By

1. Apologies for Absence: Apologies were received and accepted from Mrs Dandy and Mr Jackson.
2. Declaration of Members' Interests: Being a shareholder, HT declared his interest in Gatwick Airport. No other interests were declared.
3. Minutes of the Last Full Council Meeting: The Minutes of the last meeting held on Tuesday 19th November 2019 were approved as a correct record and signed by the Chairman.
4. Minutes of the Last Finance Committee Meeting: The Minutes of the last meeting held on Tuesday 12th November 2019 were approved as a correct record and signed by the Chairman.
5. Public Questions: There were no members of public present.
6. Report on on-going Matters:
 - a. Gatwick Airport: PD advised that a coalition of nearly all the aviation groups around Gatwick had established 'Gatwick's Big Enough' (GBE) to bring pressure to bear on the government to ensure that Gatwick had to fully consult with local councils and authorities on future plans, specifically including planning derogations. This had come about as a result of the proposal to use the emergency runway as a second runway and what appeared to be an attempt to bypass full scrutiny and planning. GBE had sent a letter to all affected authorities, including Chichester District and West Sussex County, requesting that the Councils ask the Secretary of State to direct that Gatwick's runway development be considered as a Nationally Significant Infrastructure Project (NSIP) requiring development consent. Members agreed that the Parish Council should also send a letter to both WSCC and CDC urging them to actively support the initiative; delegated to the Clerk and Chairman.

The implications of pre-determination and the Parish Council's relationship with pressure groups were discussed. As such, PD would make further enquiries to determine what support the Parish Council could offer. Members acknowledged the significant impact that increased air traffic had on the village.
 - b. Traffic Management Plan:

Community Highways Scheme: An update article and plan were included in the December parish magazine. One resident contacted the Clerk by telephone in relation to the drop kerb and supported the proposal when explanation was given. Two expressions of concern had been received via email, which were read out by the Chairman. It was therefore agreed that the scheme should be progressed, although AB and SR both reaffirmed their objections. AB was concerned about the visual appearance of the small green and would make the area more dangerous. Explanation was also given as to why a layby along Kirdford Road had previously been dismissed. WSCC would contact Chichester District Council (CDC) to discuss the required tree work and would advise in relation to storage. Runnymede Homes had indicated a willingness to accommodate the contractor's storage on the Songhurst Meadow site if space could be found.

PD/Clerk

PD

- c. Songhurst Meadow Open Space: A meeting was held with Runnymede Homes on 5th December to discuss the land transfer and open space management plan; minutes had been circulated. The Chairman gave a brief summary of the discussions. It was confirmed that the path onto Newpound Lane would join the pavement and safety barriers would be installed. The following was agreed:
- Clerk to speak to the Parish Council's insurers in relation to the attenuation ponds as the Section 106 agreement would not allow fencing; they were in effect indentations that would occasionally contain water. Clerk
 - Construction of the north field path at an early stage, ideally simultaneously with the path on the south field, commissioning Runnymede's contractor at their expense.
 - As the ditch to be crossed was narrow and less than a metre deep, it was felt that a railway sleeper crossing would be appropriate, with wire to prevent slipping. AB to review. AB
 - The footpath should not be open to the public until such time as site construction had been completed and it was safe for use. This would allow more time to prepare the open space area.
 - To prevent vehicle incursions, to look at installing a combination of ditch/bank, wooden posts and an access for grass cutting vehicles. Clerk to seek advice from CDC. Clerk
 - A Deed of Easement for the LPG tank area would be established for Calor Gas and any successors in title. Calor Gas would be responsible for the Parish Council's legal costs and no liability would rest with the Parish Council.
 - AB to prepare a plan for the preparation of the surface (short term and long term) for inclusion in the Open Space Management plan to be submitted to CDC. To ensure path measurements were correct and to provide a basic plan to help with forward planning. Site visit to be arranged. AB
 - Other items for inclusion in the plan – trees, wild flower meadow, cricket area. SO to contact local wildflower experts to establish process and likely cost. SO
 - Costs for hedge and grass cutting to be obtained, and allowance made for the cost of litter and dog bins. Clerk
- d. Tree Work: A tree inspection was undertaken in November and a tree application for the work had now been submitted to CDC. Members agreed to accept the quotation from George Nicholls for £915 on the basis that he was a known local contractor, had previously been best value when compared against other tree surgeons, had undertaken the tree inspection and was therefore fully aware of the work to be undertaken. The Clerk highlighted that having continuity and knowing that a high standard of work was undertaken was an advantage as varying standards had been experienced in the past. Clerk
- e. Kirdford Road Surface Water: AB had sought advice and prepared a specification for the work to address surface water run-off into Park Cottage. A photograph was displayed and the proposal explained. It was agreed that the Parish Council should seek tenders for the drainage work. It was noted that the Parish Council was not responsible for the middle section of the access path; this was the property owner's responsibility. Clerk
- f. Wisborough Green Village Hall – refurbishment update: SO advised that full details had been provided in the parish magazine, but in summary, a formal bid for funding had now been submitted to the Big Lottery Fund. Based upon funds already held, the tendering process would be started in January 2020 with the hope that phase one would be started in April. Arrangements were being made to retain the hall in use during the build.
- g. Clerk's Report:
- Winter Management Plan: The Clerk noted when reviewing the plan that WSCC had reduced the gritting priority for the B2133. In discussion with the Chairman, this concern had been raised with WSCC as it was a strategic route to Guildford. There had been much public concern over gritting reduction and WSCC had now reversed this decision. In terms of the local plan, this had been updated with the inclusion of a further contractor who previously had an arrangement with Bedham residents. He would undertake snow clearance and gritting of the Bedham area, financed by WSCC, on receipt of the trigger email. Unfortunately, it appeared there was an error with the grit order last year and as such, E P Clark did not hold sufficient stock. In discussion with the Winter Management Plan team, 3 bags had been order from WSCC at a cost of £80/bag. Members approved this action. In terms of the Major Emergency Plan, HT advised that he had now contacted most on the cascade communication list.
 - Playground: The Clerk attended to broken glass in the playground on Sunday. Notice to be included in Ad Vincula to highlight safety concerns. Clerk

- Pavilion Post: An oak post by the Pavilion had broken off. The Clerk had removed and ensured that it did not pose a trip hazard. Members agreed that it should be replaced. Clerk to organise with previous provider.
- Training: The Clerk hoped that members found the recent Councillor training session useful.

9. New Items for Discussion:

- a. VE Day Commemoration: Wisborough Green Sports (WGS) had submitted details of an idea to commemorate VE day on Friday 8th May. Although the school would hold their summer festival during the day, WGS proposed holding an evening event, inviting people to the Green with picnics from 7pm, possibly with live music, and then showing an appropriate film at 9pm. They would collect a minimum donation of £5 in exchange for wristbands, all of which would be donated to veteran's charities. The Pavilion would be open for refreshments and possibly food options would also be available. Members felt that this would provide the whole village with an appropriate commemoration and were delighted to support the event.

Clerk

8. Planning:

- a. Planning Applications: The following applications were reviewed. Application details and plans had been circulated in advance of the meeting and were also displayed:

WR/19/02778/DOM - Case Officer: William Price	Mr & Mrs Julia & Jonathan Hobbs 2 Malthouse Cottages Fittleworth Road Wisborough Green Demolition of two single storey extensions (built 2001 and 2016). Construction of a two storey extension to include two bedrooms, 2 bathrooms and an open plan kitchen, dining/sitting area. O.S. Grid Ref. 503660/124370 <u>No Objection</u>
WR/19/02907/ELD - Case Officer: William Price	Mr Paul Hatcher Morangie Durbans Road Wisborough Green RH14 0DQ Existing lawful development certificate for the construction of an orangery to the rear elevation. O.S. Grid Ref. 504960/126704 <u>No objection</u> , but in view of its support of dark sky policies and initiatives, would request that blinds or glazing film be installed on the roof lights to prevent the egress of light at night.

9. Finance:

- a. Accounts for Payment: The Clerk displayed the Payment List for December which was approved:

Online Payments from Barclays Current Account		
Payee	Amount £	Description
St Peter Ad Vincula	1,250.00	Donation towards clock and churchyard maintenance
Renegades	100.00	Donation to new Youth Club
White Light	139.50	Hire of projector for Christmas display
Pyzer Cleaning Services	504.30	Public toilet cleaning, supplies
WSCC	1,787.44	Clerk's salary for November and payroll administration charges
Sussex Land Services	300.00	Allotment hedge cutting
St Peter Ad Vincula	100.00	Newsletter insert into Parish Magazine
Kevin Twelvetrees	70.00	Tree surgery on pond willows
IFC Davies	151.14	Installation of post, rut repairs, bench cleaning and installation of playground swings and rope
SSALC Limited	648.00	In house councillors training
	5,050.38	

Direct Debit Payments from Barclays Community Account			
Date	Amount £	Payee	Description
06.12.19	230.48	NEST	Pension contributions for period 01 to 30 November
	£230.48		

- c. Financial Regulations: Updated regulations had recently been published by the National Association of Local Councils. The Finance Committee Chairman and Clerk had considered and circulated the document with suggested expenditure levels and amendments highlighted, which were discussed. It was resolved to adopt the document as tabled.

10. Any Other Matters to Report:

- a. SO had read with interest that another police force had spent a large amount of public money on publicity; provision of keyrings etc. She would be interested to know this figure for Sussex Police; figure to be obtained.
- b. AB highlighted that the area of Green disturbed to make the sewer connection for Mulberry was still raised and posed a trip hazard. Clerk to request that it be levelled.
- c. CDC had issued a Breach of Condition Notice for Goose Cottage, Durbans Road. The owner was required to discontinue use of the garden shed for residential accommodation and remove all associated items within 3 months.
- d. The new Section 137 limit for 2020/2021 was £8.32 per elector, therefore a total of £9867 for 1186 electors.
- e. Within the hire agreement for the Christmas projection, it was a requirement that insurance for loss and damage should be arranged. Although only valued at £287, in discussion with the Chairman, the Clerk had arranged; a nominal fee was anticipated. Members supported this action.
- f. Due to the length of some meetings and the lateness in concluding all business, PD wished to discuss meeting times at the next meeting and asked all to consider if an earlier start time was possible.

Clerk

Clerk

11. Date of Next Meeting:

Parish Council Planning Committee on Tuesday 7th January 2020 at 7.45 pm. To potentially call as an Extra-Ordinary meeting to consider the Pavilion Project if Wisborough Green Sports Members were available.
Parish Council Meeting on Tuesday 21st January 2020 at 7.45 pm.

There being no further business, the first part of the meeting closed at 8.55 pm.

12. 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.

Neighbourhood Plan Review: A briefing document had been circulated in advance of the meeting to provide an update on the work being undertaken by the Neighbourhood Plan Review Steering Group, and the independent reports being prepared by Terrafirma and AECOM. SO provided further explanation. Members agreed that:

- The Community Questionnaire, as presented, should be circulated in January.
- The assessment criteria used by Terrafirma, which was a different approach, was suitable and the report should be concluded.
- Obtain Terrafirma cost for full character area assessments.
- A grant variation could be submitted by the NPRSG if AECOM support was not available/suitable to progress the site assessment process.

There being no further business, the meeting closed at 9.15 pm.

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Chairman

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Date