

Wisborough Green Parish Council

Minutes of the Parish Council Meeting

Date: Tuesday 19th November 2019

Present: Mrs J Dandy (JD), Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ), Mrs S Overington (SO), Mr S Rollinson (SR), Mr H True (HT)

Apologies: Mr M Newell (MN), Mr M Watson (MW)

In Attendance: Mrs L Davies, Clerk
Cllr Gareth Evans, District Councillor
Cllr Janet Dunton, County Councillor

Members of Public: Two

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 Newell and Mr Watson.
2. Declaration of Members' Interests: PD declared that he was a long standing acquaintance of the Stone Wall Cottage applicant. Due to his association through the Scouts, AJ declared his interest in the donation to the Renegades, and as a neighbour to Songhurst Meadow, in item 9a. Being close friends, AB and SR both declared their interest in the Old Wharf planning application. JD, as a business neighbour, declared her interest in item 11d relating to enforcement matters. No other interests were declared.
3. Minutes of the Last Full Council Meeting: The Minutes of the last meeting held on Tuesday 15th October and Extra-Ordinary meeting held on Tuesday 5th November 2019 were approved as a correct record and signed by the Chairman.
4. Minutes of the Last Finance Committee Meeting: As two Finance Committee members had sent apologies, approval of the minutes deferred to the next meeting.
5. Presentation on village and district recycling/sustainability initiatives: The Chairman invited Ms Heidi Lang to address the Council. She explained that she had originally approached the Parish Council about installing recycling bins on the village green and having made enquiries into the feasibility, she now had an understanding of the difficulties of recycling as a result of waste contamination. She initially started promoting recycling 6 years ago through her blog "Waste Not Want Not" and was now encouraging recycling initiatives in the village by attending the monthly village market and organising in the school. She was in discussion with Chichester District Council (CDC) and had also visited the West Sussex County Council (WSCC) facility in Horsham. She gave explanation to the waste and recycling processes and how money could be saved and generated by use of different schemes. She appreciated that there were many barriers that made recycling difficult – time, understanding, storage – but with the world plastic 'emergency' having been highlighted, she felt it was time to act within Wisborough Green. She understood that everyone had differing opinions, and that every argument had a counter argument, but it was also money related; black bins cost money, recycling bins could earn money. With funding cuts across the county, there was an opportunity to save and generate revenue. Explanation was given to the landfill and refuse derived fuel produced in Germany and Holland. Food waste collection was shortly to be trialled in West Sussex although not by CDC which had agreed to introduce it in approximately 2 years' time; she was also looking into community composting schemes. With her background in marketing and communications, she was now communicating the message through social media and was working with CDC to produce promotional materials. In terms of packaging, most companies had until 2025 to make reductions, but there was also an opportunity to encourage village businesses to reduce single use plastic and food waste. The Chairman was aware that another village resident was interested in encouraging and developing village sustainability and therefore suggested that he arrange a meeting to get an understanding of what further initiatives could be promoted in the village for future discussion. He thanked Ms Lang for attending the meeting; she left at 8.12pm.

Clerk

6. District/County Councillor Update:

District Councillor (In attendance from 7.45 pm until 8.18 pm):

- Cllr Evans thanked the Parish Council for agreeing to write to CDC regarding meeting times. It would be a long process; updates would be provided when available.
- The By-election would be held on Thursday and he looked forward to working with the new District Councillor for this large Ward.
- At his recent surgeries, the following concerns were raised:
 - o Excessive motorbike noise on the A272 in the Strood Green area; he had written to the police.
 - o Lack of buses.
 - o Housing structure safety concern from a Butts Meadow resident; he had contacted Hyde Housing.
- Discussion regarding the Co-op store proposal in Loxwood was ongoing following the re-submission of plans by the developer attempting to address concerns; a decision would be made around 12th December.
- He had written to the Chief Fire Officer and to Mr Frost at CDC to raise concerns over the lack of action regarding Lagoon 3 at Crouchlands and the safety risk it posed.
- The latest surgery dates had now been published.

County Councillor (In attendance from 8.02 pm until 8.26 pm):

- Cllr Duncton highlighted that many villages in her area experienced motorbike noise and only the police had the authority to act.
- WSCC had announced that Cabinet meetings, previously held as closed meetings, would be open to councillors from January.
- The Youth Parliament was a national scheme for 11-18 year olds. In a recent vote, West Sussex had the highest turnout with 50,000 votes cast (33%) on many different topics, including knife crime, the environment, drugs.
- Although most councillors represented a party of their political persuasion, a successful 'Be a Councillor' event was recently held in Horsham that provided 30-40 people with an opportunity to pose questions to a panel of councillors. To be repeated next year in Worthing, Chichester and Crawley.
- Social workers were being employed in large numbers across the County to improve Child Services. Cllr Duncton was pleased to report that Ofsted had recently rated a Children's Home in Cuckfield as 'Outstanding'.
- The West Sussex Fire and Rescue Services were working well under new leadership.
- In answer to the Chairman's question about Gatwick, Cllr Duncton advised that WSCC would not be consulted on proposals until 2020. Having just attended an Ebernoe Parish Council meeting, she advised that a noise monitoring mast had been installed in that area.

7. Public Questions: Dr Sutcliffe, Chair of Keep Kirdford and Wisborough Green (KKWG), expressed thanks to all for objecting to the proposal to make fracking drilling Permitted Development and for proposals related to Oil and Gas to be submitted to the Infrastructure Commission. The Rt Hon Nick Herbert MP, the County, District and Parish Councils in Sussex had all objected as the proposal would exclude local knowledge and involvement. However, she warned that although the Conservatives announced they would stop all fracking in England, the 'fracking' related to the amount of water used as defined in the Infrastructure Act 2015, so the ban applied in the north but not in the Weald. Despite the Climate 'Emergency' being declared by many local Councils, it was important to still be mindful of the fossil fuel industry and future applications. Dr Sutcliffe also reminded members that the KKWG Annual General Meeting was being held on Thursday from 6.30 pm, followed at 7.30 pm by an illustrated talk by Prof Fiona Matthews on UK Mammals.

8.26 pm – the remaining member of public left the meeting room

8. Report on on-going Matters:

a. Traffic Management Plan:

Community Highways Scheme: An update article would appear in the December parish magazine along with a simplified plan provided by WSCC Highways. Notification had now been received that the work was planned for February/March 2020; a road closure would be required.

- b. New Sports Pavilion: A Pavilion Project Group meeting was held on 6th November 2019; minutes had been circulated. AJ explained that the consultation results were reviewed and the financial information and business plan discussed. The information was currently being collated and it was the intention to present to the Parish Council at an extra-ordinary meeting in December. He confirmed that Wisborough

Green Sports (WGS) was aware that reasonable assumptions of future costs, variables and sustainability should be demonstrated, and understood this need. Assuming that the Parish Council was satisfied with the explanation, it was proposed to arrange a pre-application meeting with CDC to incorporate CDC comment and public consultation comments in further architect updates. AJ reminded members that the Parish Council had agreed to submit the Planning application as the landowner and to show support for the proposal. Now that the building envelope was evolving, the Clerk reminded members of the Village Green designation. Although legal advice had previously been sought, there had been some ambiguity relating to the building's size, and therefore it was important to re-consider this prior to the planning application submission. Members agreed that this should be discussed further at the next meeting, with a view to WGS providing indemnity.

- c. Footpath Charter: Members agreed to adopt the circulated policy and that it should be publicised on the website and next newsletter.
- d. Major Emergency Plan: SR would continue to check equipment. HT would update the cascade contact list. SR/HT
- e. Clerk's Report:
- Councillor Training: Now booked for Tuesday 3rd December from 6 pm. Members from Kirdford, Petworth and Plaistow & Ifold Parish Councils would also be in attendance.
 - Christmas Projection: The cost had been confirmed as £116.25 plus vat, which was approved. Clerk
 - Other Matters or Actions to Report:
 - Greenoak Housing: Parish Councillors had been invited to attend an official opening in March; some members confirmed availability for the suggested dates. Greenoak to be advised. Clerk

9. New Items for Discussion:

- a. Songhurst Meadow Open Space: The Chairman reminded members that the Parish Council had previously discussed use of the open area with Runnymede Homes to facilitate the planning process, but with the site now progressing, it was important that the Parish Council formalised a plan for the area. The Section 106 agreement stated that before commencement of the development, the developer must submit to the Council and obtain its written approval of the management responsibilities that included long-term design objectives and a maintenance schedule. The open space land must be laid out, landscaped and ownership transferred before the first occupation of the development. Members discussed use and agreed to the following plan and action:
- Area to be available to all residents.
 - Circular path, as included in the planning application, to be provided. It was noted that Runnymede Homes had undertaken to install the south field path but consideration would need to be given to the north field and ditch crossing.
 - Provision of a wildflower meadow – SO to seek advice from local experts. SO
 - Tree planting, potentially a memorial walkway/place of reflection.
 - A junior cricket area. AB highlighted that the field was extremely wet and without considerable drainage, ground conditions might prevent use for football. The implications for adjacent residents and the landowner's request were noted, and therefore provision for formal junior football practice or matches was discounted. However, informal family use was acceptable.
 - Possible provision of a trim trail to be considered at a later date; need would have to be assessed.
 - Consideration should be given to designation, possibly as Village Green.
 - Meeting to be arranged with Runnymede Homes in the New Year to discuss works and funding, for further consideration. Clerk
- b. Youth Club 'Renegades' Donation Request: Details of the new club and a donation request had been circulated to members. Members were delighted to hear that the Youth Club had been established and that it was being well attended by Wisborough Green residents, despite being held in Loxwood. The Parish Council was currently holding the closing fund from the Wisborough Green Youth Club, which previously met in the Village Hall. As Renegades was newly established and sustainability would need to be considered, members agreed to make a donation of £100 in line with the Donation Policy and would consider releasing further funds in 6 months' time. It was agreed that the equipment, currently stored in the Village Hall, should be loaned to the Club; to be returned should the Club cease.

- c. St Peter's Parochial Church Council Donation Request: A request towards the upkeep of the Church clock and Churchyard had been received. Members agreed to make a donation of the £1250 budget figure. Clerk
- d. Tree Work: A recent tree inspection by the Tree Warden and local Tree Surgeon had identified some work for this season, primarily removing epicormic growth and crown-raising. Members agreed that the Clerk should submit a tree application and obtain quotations. Clerk
- e. Neighbourhood Plan Monitoring Report: The report had been circulated in advance of the meeting; members approved submission to CDC. Clerk
- f. Motorbike Noise on the A272: The concerns raised by Strood Green residents, in recent email correspondence and to Cllr Evans, were acknowledged by councillors, particularly those living near to the A272. Although it was not possible to use Community Speed Watch members, particularly as the noise was generally associated with early morning at the weekends, it was agreed that HT should report via the Community Speed Watch website. Clerk to also write directly to Sussex Police and request police attendance. Clerk

10. Correspondence List:

- Gatwick Airport - invitation to the Gatwick Airport Airspace & Noise Management Board (NMB) annual public meeting to be held on 3rd December 2019 at the Hilton Hotel, South Terminal, Gatwick Airport.
- Rural Services Network – The Rural Bulletin – circulated.
- Healthwatch West Sussex - support the Integrated Health Hub engagement work. As part of this we have been providing regular updates.; circulated.
- Keep Kirdford and Wisborough Green – notification of 2019 AGM on Thursday 21st November 6.30-9.30 pm Wisborough Green Village Hall. Short AGM from 6.30-7 pm with drinks and nibbles at 7 pm. Followed by an illustrated talk by Prof Fiona Matthews on UK Mammals at 7.30 pm.
- WSCC - consultation on a proposed change to the concessionary travel support.
There will be no changes to the national 'free bus passes' provided to older and disabled people. However, council funding is currently provided for certain additions to the national 'free bus pass' scheme. The proposal being consulted on is to no longer offer a free Senior Railcard as an alternative to the bus pass. If the proposal goes ahead, eligible older people will be able to receive their free bus pass instead of a free Senior Railcard.
- SDNPA - Following discussions at the last round of SDNPA / Parish workshops held in Autumn 2018, attach a copy of the current draft of the new Partnership Management Plan (PMP) 2020-25, along with the Statutory Notification letter sent to Local Authorities and Statutory Agencies. This version of the PMP was endorsed by the October 1st National Park Authority (NPA) meeting for formal notification, and the final version will come for approval to our December 19th meeting along with any observations from statutory consultees. Forwarded to members of NP Review Group for information.
- School Road resident; Raised concerns about verge damage and difficulties experienced. The Clerk provided details of response which was supported.
- CDC – Local Plan update:
In summary:
 - The housing numbers are based on housing need and not on capacity to deliver. This must be our starting point.
 - If we believe we do not have the capacity to deliver on our housing numbers then this must be supported by evidence which will be tested at public examination.
 - There is no mechanism in the NPPF or PPG to extend the current deadline of July 2020.
 - If we submit a Plan after July 2020 our current plan will be deemed out of date and our housing numbers will increase to the uncapped housing need level.
 - If we have an out of date Plan we will lose control of where development should take place.
 - MHCLG has offered a package of support to help us submit a Plan for Examination by July 2020.
- WSCC – Town and Parish Council news – circulated.
- Plaistow & Ifold Parish Council – notification of Public Exhibition re the current form and content of the outline masterplan for Dunsfold Park – circulated.
- Rural Services Network – The Rural Bulletin – circulated.
- SSALC – notification that training programme under review for next year but 2019 prices will remain.
- Parent at Wisborough Green School from Billingshurst – enquiring into the Neighbourhood Plan timeline and self-build opportunities – update provided.
- Open Spaces Magazine – forwarded to The Parishes Wildlife Group.
- Rural Services Network – The Rural Bulletin – circulated.

- GACC Newsletter – update on Gatwick masterplan and noise management board. Invitation to attend AGM The Stanhill Court Hotel, Stan Hill, Charlwood, Surrey RH6 0EP Tel: 01293 862166 on Friday, 15th November at 7.30 pm – circulated. The Chairman provided details of the recent AGM which was to happen again early in the New Year.
- Newpound resident – copy of email to WSCC – advising that closed off layby on Hughes Hill shows signs of use.
- SDNPA – inviting bids for CIL funding. Previously unsuccessful as no development proposed in SDNP area, therefore agreed not to submit application.
- Rural Services Network – The Rural Bulletin – circulated.
- SALC - Sussex PCC launches road safety summit to address public concerns – circulated.

11. 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/19/02672/DO M - Case Officer: Vicki Baker	Mr Hugh Pye Stone Wall Cottage Butts Meadow Wisborough Green RH14 0BN Conversion of existing outbuilding to form residential ancillary annexe. O.S. Grid Ref. 504849/126020 The Parish Council had no objection to the application for ancillary use to the main house. However, it was noted that although the applicant had an access right to his property over the village green, it did not include a right to park on the village green (the west road outside his property). It was therefore essential that sufficient parking for the size of the property (current house and annexe) be provided on-site and that this should be considered as part of the application.
WR/19/02673/LBC - Case Officer: Vicki Baker	Mr Hugh Pye Stone Wall Cottage Butts Meadow Wisborough Green RH14 0BN Conversion of existing outbuilding to form residential ancillary annexe. As above.
WR/19/02700/DO M - Case Officer: William Price	Mr Jonathan Stern Albion House Petworth Road Wisborough Green RH14 0BH Construction of single storey side/rear extension. O.S. Grid Ref. 504854/125887 The Parish Council <u>objected</u> to the application. It was contrary to Neighbourhood Plan Policy DS3: Housing Extensions – Style and Vernacular page 51. “Any proposed extension adjacent to a Listed building or buildings of historic interest and/or open space should be sensitively designed to conserve the setting, form and character of the building and/or space”. The Parish Council also noted the roof lights. In view of its support of dark sky policies and initiatives, if the Planning Authority was minded to permit the application, the Parish Council would request that blinds or glazing film be installed on the roof lights to prevent the egress of light at night.
WR/19/02701/LBC - Case Officer: William Price	Mr Jonathan Stern Albion House Petworth Road Wisborough Green RH14 0BH Construction of single storey side/rear extension. As above
WR/19/02742/DO M - Case Officer: Daniel Power	Ms N Lafone The Old Wharf Newpound Wisborough Green RH14 0JG Demolition of existing lean to, alteration to existing house fenestration and proposal for single storey extensions O.S. Grid Ref. 506849/125781 <u>No Objection.</u>

d. Chichester District Council Planning Decisions:

WR/19/01926/FUL	Mr R Hayward The Bat And Ball Country Pub Newpound Wisborough Green RH14 0EH Erection of polytunnel. O.S. Grid Ref. 506012/126960	PERMIT
WR/19/02059/DOM	Mr Richard Bairstow Farthinghoe Petworth Road Wisborough Green Billingshurst Replacement garden shed. O.S. Grid Ref. 504862/125955	PERMIT
WR/19/01982/FUL	Mr & Mrs B Yeo Old Pond Cottage Billingshurst Road Wisborough Green RH14 0DX Change of use and reversion from part Bed & Breakfast accommodation granted under 10/04346/FUL to one 1 no. dwelling.	PERMIT
WR/19/02126/FUL	Mr D Gent Goose Cottage Durbans Road Wisborough Green RH14 0DG Change of use of 1 no. existing timber clad store room into 1 no. new dwelling. Removal of temporary tent garage and replacement with 1 no. timber clad garage.	REFUSE Rural area Contrary to Local Plan & NP Policy

c. CDC Planning Committee Meeting: Bat & Ball polytunnel: The Chairman had attended and made representation against the proposal at the meeting on 6th November 2019. He provided details of discussion and expressed disappointment that the Committee, after some deliberation that seemed favourable to the Parish Council's view, then discounted Neighbourhood Plan policy and permitted the retrospective application. PD was concerned that information provided by the planning officer, which appeared to sway opinion, was not only unrelated to planning but also inaccurate, but having already made his statement, he was unable to address. Members agreed that a meeting should be arranged with the Planning Committee Chair and officer to highlight these concerns to provide clarity going forward and that PD would write separately to CDC.

Clerk/PD

d. CDC Enforcement Matters: Estate Agents Lighting: CDC requested that the business be monitored to ensure compliance; the Clerk had therefore informed CDC that the business was not compliant with the planning requirements.

12. Finance:

a. Bank Reconciliation: HT had agreed the Bank Reconciliations for the Parish Council's NatWest Reserve Account for the period ending 30th September 2019 and Barclays Community Account for period ending 31st October 2019.

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

Online Payments from Barclays Current Account		
Payee	Amount £	Description
Arun District Council	93.00	Printing of November newsletter
Pyzer Cleaning Services	504.30	Public toilet cleaning, supplies
WSCC	1,741.00	Clerk's salary for October

Sussex Land Services	639.60	October grass cutting contract
Fenland Leisure Products Ltd	180.00	Cradle swings
Mrs L N Davies	126.17	Website monthly fees, Book of Condolence, dog bags and postage
Royal British Legion Cheque No:100001	100.00	S137 – Donation for wreaths
Wyatt House Cheque No: 100002	32.00	Shed annual rent
	£3,416.07	

Direct Debit Payments from Barclays Community Account			
Date	Amount £	Payee	Description
06.11.19	230.48	NEST	Pension contributions for period 01 to 31 October
08.11.19	35.00	Information Commissioner	Data Protection annual registration fee
08.11.19	153.51	Business Stream	Allotment water
11.11.19	4,839.47	Public Works Loan Board	Workhouse loan repayment (second)
18.11.19	550.53	Public Works Loan Board	Playground loan repayment (second)
19.11.19	183.40	British Telecommunications plc	Telephone and broadband quarterly charge
19.11.19	28.20	Plusnet	Village Hall Broadband
	£6,020.59		

Payments Received to Barclays Account & Natwest Account			
Date	Amount £	From	Description
04.11.19	16.00	Solicitor acting for property sale	Clerk's time & postage to arrange certification of easement

- c. Financial Statement of Accounts: The statement was displayed. The Finance Committee had reviewed the anticipated year-end figures in detail. There were no further questions.
- d. Banking Arrangements: Members resolved to open a Barclays Bank Deposit Account with authorised signatures in the current mandate. The Clerk was authorised to make transfers between accounts, and if possible, to establish automatic transfers to retain balances.
- e. Budget Preparations for 2020/2021: The 5-year Objectives Plan, the current budget compared against predicted expenditure and next year's budget had been considered by the Finance Committee at the meeting on 12th November 2019. The Finance Committee meeting minutes, revised Objectives Plan and draft budget had been circulated in advance of the meeting; the draft budget was displayed and reviewed. Members agreed to the inclusion of the playground as a major project for next year. The Precept and use of reserves would be considered at the January meeting when CDC had confirmed the Tax Base.
- f. Insurance Update: The insurance brokers advised that the Parish Council's policy would cover any claim for injury or third party damage if the Parish Council was found legally liable for an incident in relation to the Village Hall car park and surrounding walls. Members agreed that it was unnecessary to insure the walls, car park and the Old Mortuary against damage cover. The Clerk advised that the Telephone Kiosk and 'Tommy' Silhouette had been insured at an annual cost of £14; to be included in the next premium payment.

13. Other Reports:

- a. The Green:
- Playground Maintenance: The Clerk reported that the new cradle swings and loopy ladder had now been installed. A couple of areas of possible wood rot on the climbing frame, a few missing bolt caps and rust on the slide were the outstanding items for which the Clerk would organise the repair. The surfacing items identified in the risk assessment would be addressed in next year's project plan.

Clerk

b. Allotments:

- Latest Inspection: An inspection was recently undertaken; all appeared well and plots/structures were being well maintained. The relevant tenant to be asked to remove the blue netting from the structure and a self-seeded tree to be removed, but generally all was looking good thanks to the allotment holders all working together. Consideration was being given to a scheme for water-capture which may need Parish Council funding, but details would be presented at a later date.
- Tenancy Update: Potentially a couple of plots would be vacated next year. Following the recent advertisement, one expression of interest had been received. The Horticultural Society had requested permission to rent half a large plot and to install a poly-tunnel of about 3m by 6m to allow produce for their fundraising sales to be stored and brought on. Members supported this proposal; the agreement would need to be adjusted accordingly.

Clerk

- c. Health & Safety: HT had inspected the Kirdford Road pavement and found an unusual circular indentation; to be filled when the tarmacking by the Pavilion was undertaken.

Clerk

14. Any Other Matters to Report:

- a. Rumours on social media suggested that the Three Crowns had been sold. Although the Parish Council was aware that it was currently being marketed, no further details were known.
- b. JD expressed thanks to the Parish Council for allowing the Cookie Bar Bus to park alongside the village green in support of Baby Loss Awareness Week; £1,500 was raised for charity.
- c. Billingham Emergency Assistance Team (BEAT) had highlighted that the Defibrillator cabinet at the Village Hall would need replacement at some point in the future. Explanation had been given to the refurbishment project that provided an opportunity to re-site with a power supply that was more desirable. BEAT would contact WGS to ascertain arrangements at the Pavilion.

15. Date of Next Meeting:

- Parish Councillor Training on Tuesday 3rd December 2019 from 6.00 pm.
- Parish Council Extra Ordinary Meeting on Tuesday 10th December 2019 at 7.45 pm.
- 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 10.20 pm.

- 16. 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: SO provided an update on the work being undertaken by the Neighbourhood Plan Review Steering Group (NPRSG) in relation to the consultation analysis, independent consultancy advice being sought and technical support being provided by AECOM. A community questionnaire would be circulated to all households in January; councillors were asked to review and complete. Members supported the Group's actions.

The NPRSG had circulated a report to all Parish Councillors to give explanation to the review process, independent advice taken and the consultation process to date to give explanation to the proposed developer response. Members agreed the response and resolved that the Chairman should respond on behalf of the Parish Council.

The Chairman also provided details of one consultation response and the advice received; members agreed with the proposed action.

There being no further business, the meeting closed at 10.36 pm.

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Chairman

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Date