

# Parish of Wisborough Green

## Notice of Parish Council Meeting

To: All Members of the Parish Council

I hereby give you notice that a Meeting of Wisborough Green Parish Council will be held in the Committee Room in the Village Hall on Tuesday 18<sup>th</sup> February 2020 at 7.30 pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Dated 13<sup>th</sup> February 2020

L N Davies, Clerk to the Parish Council

### AGENDA

1. Apologies for Absence
2. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation.
3. Minutes of the last Meeting – to approve the minutes of the last meeting held on Tuesday 21<sup>st</sup> January 2020.
4. District/County Councillor – to receive an update on District/County related matters.
5. Public Questions – to receive, and act upon if considered necessary by Council, comments made by members of the public.
6. Report on on-going matters:
  - a. Gatwick Airport – update and to agree membership to Gatwick Area Conservation Campaign (PD)
  - b. Traffic Management Plan – Community Highways Scheme - update on required tree work; approval to modifications (Clerk)
  - c. New Sports Pavilion – update on pre-application advice and to consider financial support for architects’ fees. (PD)
  - d. Songhurst Open Space – update on plan and potential costs. To agree next steps (AB/SO)
  - e. Litter Warden’s Contract – to confirm arrangements for 20120/21(PD)
  - f. Clerk’s Report:
    - March newsletter content
    - Annual Parish Meeting – Thursday 23<sup>rd</sup> April – confirmation of arrangements
    - Community litter pick – to confirm date – suggested Saturday 4<sup>th</sup> April
    - Mulberry hedge and sewer connection
    - Great Meadow sign and planting
    - Greenoak Housing Association – official opening 10<sup>th</sup> March
    - WSCC verge cutting
    - Risk assessments – to be completed by the end of February
7. New Items for Discussion
  - a. Grass Cutting Contract for 2020 Season – to agree arrangements and contract price (Clerk)

- b. Public Toilet Cleaning Contract for 2020/21 – to agree arrangements and contract price (Clerk)
  - c. Purple Youth Bus – to agree for the facility to return for the Summer Term and located in the layby on the Green (Clerk)
  - d. VE Day Commemorations – update on available grant fund and to agree proposal to support village commemorations (Clerk)
  - e. School Festival – to agree to use of the Green for the PTA festival on Friday 8<sup>th</sup> May (Clerk)
  - f. Open Gardens – to agree to use of the Green by St Peter’s PCC to locate a gazebo/signs and to consider if allotment plots could be open for the event on 6<sup>th</sup>/7<sup>th</sup> June 2020 (Clerk)
  - g. August Fete – to agree to use of the Green by the Fete Society on Bank Holiday Monday (Clerk)
  - h. Overgrown Hedge – to agree if the Council should take any action (HT)
8. Correspondence – to read, comment, and where necessary act, on letters and reports received by the Parish Council.
9. Planning:
- a. New Planning Applications: To discuss and ratify response to the following application:

<b>Planning Application Number</b>	<b>Planning Application Details</b>
WR/20/00074/TC A - Case Officer: Henry Whitby	Mr John Hayes White House School Road Wisborough Green Billingshurst Notification of intention to fell 1 no. Leyland Cypress tree (marked on plan as T1). O.S. Grid Ref. 505065/126043 To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q3Y3M3ERM8O00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q3Y3M3ERM8O00</a>
WR/20/00247/LB C - Case Officer: Jenna Shore	Mr & Mrs Grant Kilford 1 Clock House Billingshurst Road Wisborough Green Billingshurst Single storey side extension. O.S. Grid Ref. 505039/125860 To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q4Z6PKER0WY00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q4Z6PKER0WY00</a>
WR/20/00246/D OM - Case Officer: Jenna Shore	Mr & Mrs Grant Kilford 1 Clock House Billingshurst Road Wisborough Green Billingshurst Single storey side extension. O.S. Grid Ref. 505039/125860 To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q4Z6G3ER0WY00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q4Z6G3ER0WY00</a>

WR/20/00241/TC A - Case Officer: Henry Whitby	Mr George Nicholls Stills Billingshurst Road Wisborough Green RH14 0DY Notification of intention to reduce height by 4m and width by up to 3m (all round) on 1 no. Sycamore tree (T1). O.S. Grid Ref. 505062/125833 To view the application, use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q4YOX4ERMZ300">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q4YOX4ERMZ300</a>
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- b. District Council Decisions – to receive Chichester District Council planning decisions
- c. Enforcement Matters – Churchill Estate Agents – update on proposed action (Clerk)

10. Finance:

- a. Bank Reconciliation - to confirm the month end reconciliation (HT)
- b. Accounts for Payment - to receive details and agree payment (Clerk)
- c. Financial Statement of Accounts - to receive statement for the year-to-date compared to budget (Clerk)
- d. Clerk’s Computer – update on specification and to agree expenditure (MN)

11. Other Reports:

- a. Village Hall - update on refurbishment plans (SO)
- b. Village Green:
  - Forthcoming Green Coordination Meeting – any matters to report (Clerk)
  - Playground – new surfacing progress update and to confirm approach (MW/AB)
- c. Allotments – update on tenancies and to approve erection of a greenhouse (Clerk)
- d. All Parishes Meeting on 10<sup>th</sup> February 2020 (AJ)
- e. Health & Safety - any concerns to report (All)

12. Any Other Matters to Report (No decisions can be made on matters raised under this item. For notification only or inclusion on the next agenda.)

13. Date of next meeting:

Planning Committee Meeting on Tuesday 3<sup>rd</sup> March 2020 at 8.00 pm.  
Parish Council Meeting on Tuesday 17<sup>th</sup> March 2020 at 7.30 pm.

14. Exclusion of Press and Public: To resolve 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 - update review process and to approve actions (SO/Clerk)