

Wisborough Green Parish Council

Minutes of the Parish Council Meeting

Date: Tuesday 21st January 2020

Present: Mrs J Dandy (JD), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ),
Mr M Newell (MN), Mrs S Overington (SO), Mr S Rollinson (SR), Mr M Watson (MW)

Apologies: Mr A Burbridge (AB), Mr H True (HT)

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

Members of Public: One

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

1. Apologies for Absence: Apologies were received and accepted from Mr Burbridge and Mr True.
2. Declaration of Members' Interests: Being a resident of the west road, MN declared his interest in the Pavilion project. As a long standing acquaintance of the applicants, PD declared his interest in the planning application for Muttons. No other interests were declared.
3. Minutes of the Last Full Council Meeting: The Minutes of the Extra-Ordinary meeting held on Tuesday 7th January 2020 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:
District Councillor (In attendance from 7.45 pm until 7.55 pm):
 - In terms of the Local Plan, Cllr Evans advised that the District Council was still gathering evidence and officers continued to work on policies. Members recently visited some potential sites and Cllr Evans would be attending a meeting next Tuesday; he would update when able.
 - Cabinet had approved a Climate 'Emergency' Plan that set a local authority area-wide target for district CO2 reductions of 10% year-on-year until 2025. A recommendation had been made to council that a Climate 'Emergency' Officer post be funded for two years; to be debated and voted on at the next full council meeting.
 - At the full council meeting before Christmas, the Southern Gateway improvements were approved and a development partner chosen to redevelop the area.
 - The planning application for 17 additional temporary homeless units was approved for Freeland Close in Chichester. There would be 13 studio flats to complement the existing accommodation, managed by the council's housing team. The development would include photovoltaic solar panels on the roof and new planting and landscaping around the flats.
 - A meeting was held on 6th January with District Councillors, Andrew Frost (Chichester District Council (CDC) – Director of Planning and the Environment) and the Environment Agency (EA) to discuss concerns relating to Lagoon 3 at Crouchlands; the EA did commit to visit the site. Cllr Evans had requested a full report and images but no response to date.
 - The planning application for the Loxwood Co-op would be considered at a future full planning meeting due to the high level of public interest. The applicant had been asked to undertake an independent viability assessment, so was unlikely to go to the March meeting as originally planned.
 - Cllr Evans continued with his surgeries; 1st February at Plaistow Stores, 15th February at Kirdford Stores and 7th March at the Onslow Arms, Loxwood from 11.00 am to 1 pm.
5. Public Questions: There were no public questions.
6. Report on on-going Matters:

- a. Gatwick Airport: The Chairman advised that as the Gatwick Noise Management Board was no longer active in its previous form although a watered-down replacement was getting going, the Gatwick's Big Enough Campaign had been launched. The Sussex Association of Local Councils (SALC) advised that as the Parish Council had previously raised concerns about the impact of increased traffic movements over Wisborough Green, it could support the campaign and make a financial contribution. Members therefore resolved, in accordance with its powers under sections 137 of the Local Government Act 1972, to make a donation of £500 to the campaign, as in the opinion of the Council, it was in the interests of the area and its inhabitants.
- b. Traffic Management Plan:
Community Highways Scheme: An update article giving explanation to the road closure would appear in the February parish magazine. The School had been advised and a reminder would be posted on the village and Kirdford Facebook pages nearer the time. It was noted that one of the closure weeks coincided with the school half term.
- c. New Sports Pavilion: Being satisfied that the Wisborough Green Sports proposals for the new building indicated it was financially sustainable; members resolved that pre-application advice on the current plans should now be sought from CDC.
- d. Songhurst Meadow Open Space: In AB's absence, the Chairman read from a note circulated earlier in the evening. AB met on-site with the Site Manager and a drainage contractor to draw up a specification to prepare the area for recreational use including the wild flower area; details were provided. SO and AJ highlighted the existing surface water drainage issues in Newpound Lane which would need to be considered. SO was also waiting for a response from the local wildflower meadow experts. In relation to traveller incursions, CDC had advised that a height barrier be installed at the car park entrance and agreed with the proposal to install small ditches and soil mounds as a deterrent, with an access barrier for the grass cutters. In relation to the attenuation ponds and pond, the insurance broker had provided no specific advice apart from undertaking a risk assessment to ascertain if any elements did pose a risk; it was noted that the village pond was not fenced. The Clerk had also prepared some indicative maintenance costs for the next 5 years. Members agreed that funding the required work would be given further thought when costs had been received but inclusion of a small maintenance provision within the 2020/2021 budget was required. It was noted that on transfer of the land to the Parish Council, a sum of £55,000 for maintenance and legal costs would be paid.

8.14 pm – the member of public left the meeting room.

- e. Clerk's Report:
 - Other Matters or Actions to Report:
 - A272 Motorbike Speed and Noise: A request to the Sussex Safer Roads Partnership to attend the village had been made; no response to date.
 - Mulberry Hedge: Members agreed that the property owner to be asked to cut back the hedge as it was encroaching on the path, forcing pedestrians onto the grass.
 - Parking Stoppers outside Three Crowns: A few of the parking stoppers were working loose and re-installation into concrete may be required at a future date.
 - Pavilion Post: Members agreed that the post should be replaced at a cost of £150.
 - Kirdford Road Drainage Proposal: Three quotations had been requested for the required work.
 - March Newsletter: Members were asked to give thought to content.
 - Annual Parish Meeting – Thursday 23rd April 2020: Members agreed that having a speaker this year would be welcomed and that 'Village Sustainability' was an appropriate subject following the presentation by Ms Heidi Lang in November 2019. The Chairman would shortly be meeting with Ms Lang and Mr Hugh Pye, another village resident, who was keen to establish initiatives within the village, and would therefore make this suggestion.

7. New Items for Discussion:

- a. Councillor Expenses: In 2003, the CDC Independent Remuneration Panel recommended that no basic allowance should be paid to parish councillors but recommended that parish councils pay travelling and subsistence allowances to members in respect of journeys outside of their parish for approved duties; this recommendation was maintained in subsequent reviews. Some years ago, members at the time resolved not to offer expenses. In order to ensure that no councillor or prospective councillor was discouraged

from undertaking parish council duties, it was agreed that travelling expenses, at HMRC rates, should be paid, if requested. It was expected that councillors would car-share whenever possible.

- b. Council Email Addresses: In order to meet General Data Protection Regulations, it was agreed that new Parish Council email addresses should be established. The current webmail arrangements with 1&1ONOS allowed this to be set up by the Clerk at no additional charge. It was agreed that these addresses would not be published to ensure that all communication to councillors continued through the Clerk.
- c. Meeting Times: With increased responsibilities and further projects, the length of meetings was increasing. The Chairman therefore asked members to consider whether an earlier start time was possible. There were mixed feelings as starting earlier posed a challenge for some. AJ highlighted that this was contrary to Cllr Evans concerns in relation to CDC meeting times that posed difficulties for those of working age. It was highlighted that if councillors circulated the required updates and read briefing notes prior to meetings, there was potential to keep discussion more succinct. It was agreed that the Planning Committee Meeting should remain as 8.00 pm and Full Parish Council meetings would start at 7.30 pm from February for a 3 month trial.
- d. Parish Online: Notification had been received that the Parish Online group licence that WSCC had been funding for all local councils in West Sussex for several years expired on 31st January 2020. SALC had negotiated a group discount for a 3-year agreement at a cost of £135. Members agreed to this expenditure acknowledging the value to the council.
- e. Litter Warden's Contract 2020/2021: Mrs Twelvetrees had been contracted to undertake litter collection in the Conservation Area on an annual basis. The contract had been reviewed in March 2018 and the contract price increased from £1400 to £1600. Members noted that the requested monthly reports were sporadic but were useful if identifying areas of concern, when received. The internal auditor had identified monitoring and ensuring best value as a potential concern. Members considered how measurement could be improved. It was agreed that PD and the Clerk would consider this further in terms of linking with village sustainability and recycling. To be discussed further at the next meeting before confirming details with Mrs Twelvetrees.
- f. Horticultural Society Request: A request had been received to erect a marquee on the Green for the August Bank Holiday Show, which members were delighted to support. Members also agreed to the use of the Little Green for Plant Sales on Saturday 9th May and Saturday 3rd October 2020. Clerk to issue Agreement forms.
- g. Wisborough Green Sports Request: A request had been received to use the Green for the RunWisborough event on Sunday 3rd May 2020. Details would be similar to previous years with a local 5K and 10K race starting at 10.30 am and a colour run on the Green for children. The event was being run professionally and had a UK Athletics Licence. Members were delighted to support the event; Clerk to ensure that the necessary paperwork was received.
- h. Remembrance Day Commemoration: Members agreed that the Clerk should apply for a road closure order for the laying of wreaths after the service in St Peter's on Sunday 15th November 2020. Councillors agreed to manage and also accepted the offer of help from a local resident.

7. Correspondence List:

Correspondence received since the last meeting
SALC - Home Office had issued a new consultation on strengthening police powers to tackle unauthorised encampments; consultation link circulated.
Village Hall – Annual Report and details of AGM – circulated.
Lower Beeding – Notification that Neighbourhood Plan on Regulation 14 consultation.
CDC – response to letter in relation to District Council meeting times – consultation responses noted and meeting times remain unchanged at this time. Working group to be established to undertake a detailed review and any recommendations from 2023 – circulated. Cllr Evans had subsequently advised that a petition had been established to hopefully ensure that CDC would reconsider.
Steyning - Notification that Neighbourhood Plan on Regulation 14 consultation.
St Peter ad Vincula PCC – thank you for donation.
Rural Services Network – The Rural Bulletin – circulated.

Greenoak Housing – dates being considered for official opening are 10 th or 12 th March, afternoon – circulated.
The Volunteer Ranger Service and South Downs National Park Trust - pleased to announce the opening the Volunteer Conservation Fund for 2020. Full details can be found on www.southdownstrust.org.uk/vcf where a short application form can be downloaded - the deadline for submissions is on the 31 st March 2020. Forwarded to Parishes Wildlife Group.
School Road residents – expressing concern at proposed highways work – read out at meeting on 10 th December.
Rural Services Network – The Rural Bulletin – circulated.
Martin Barraud, There But Not There – thanking for support over the past 3 years and advising that it would continue under the Royal British Legion – he was now stepping down.
Petworth Road resident - expressing concern at proposed highways work – read out at meeting on 10 th December.
APCAG Update – Gatwick New Noise Management Board – circulated.
SDNPA December Newsletter – circulated: Restoring our treasured trees, celebrating outstanding design, otter family and festive fun.
Rural Services Network – The Rural Bulletin – circulated.
SALC – Sussex Uncovered – research document from Sussex Community Foundation – circulated.
Rudgwick - Notification that Neighbourhood Plan on Regulation 14 consultation.
CDC – update on Local Plan Review.
Visitor to Wisborough Green (daughter of resident) - expressing concern at proposed highways work. Email of explanation sent in discussion with the Chairman.
Rural Services Network – The Rural Bulletin.
Durbans Road residents – undertake litter collection along Durbans Road. Frustrated by litter and dog bags being left. Have reported fly tipping to CDC. Suggesting dog bin on verge outside Songhurst Meadow and another 2 litter pickers for outside roads, and signs to encourage people to take litter home. Members noted the comments and were grateful for this help but agreed that signage in the rural area was further street clutter and likely to be ineffective to those who littered. A dog bin would be provided in Songhurst Meadow. Note to encourage more residents to litter pick to be included in the next newsletter.
Expression of interest in Songhurst Meadow shared ownership home. Referred to registration process on Merlion website.
Newpound Resident – had raised concerns that the ‘old’ layby was showing signs of use. WSCC advised that marker posts would be installed in the new year to prevent use of this informal layby area.
West Sussex County Council and the South Downs National Park Authority have prepared a Proposed Submission Draft Soft Sand Review of the West Sussex Joint Minerals Local Plan , as required by Policy M2 of the adopted Plan. The Soft Sand Review is being published prior to its submission to the Secretary of State to allow representations to be made on its ‘soundness’ and legal and procedural compliance. Representations can be made up until 11.59pm on Monday 2 March 2020.
SSALC – survey relating to access to officers, services and meetings – clerk to complete.
Rural Services Network – The Rural Bulletin.
Fittleworth – notification that Neighbourhood Plan has been adopted (made).
WSCC - proposing a change to the West Sussex County Council Permit Scheme for works on the highway document and fee structure. Consultation now open.
Rural Services Network – The Rural Bulletin – circulated.
Rural Services Network – The Rural Bulletin – circulated.
Rudgwick Parish Council – advising that WSCC was reducing verge cutting frequency and suggesting that parishes could work together. Clerk to make further enquiries into the service reduction and to ascertain if WSCC would provide funding if taken on by the Parishes. To assess reduction in service this year.
WSCC Library Service – following consultation in the Autumn, WSCC Cabinet taken the decision to cease the mobile library service – mobile library reached end of life. In our area, 4 residents used the service and 3 also used the static library. Members were not surprised with this level of use.

9. 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:

Application Number	Application Details
WR/19/03107/FUL - Case Officer: William Price	Mr & Mrs Osmaston Land To The Rear (east) Of Muttons Cottage Fittleworth Road Wisborough Green RH14 0ER Change use of existing agricultural building to 2 no. 2 bedroom self-contained holiday let units and associated works. O.S. Grid Ref. 503982/125077 <u>No Objection</u> although with the large amount of glazing and in view of the Parish Council's support of dark sky policies and initiatives, members requested that automated blinds or glazing film be installed to prevent the egress of light at night.
WR/20/00007/TCA - Case Officer: Henry Whitby	Winterfold Durbans Road Wisborough Green Billingshurst Notification of intention to fell 1 no. Willow tree (T1). O.S. Grid Ref. 505005/126224 <u>No Objection</u>

- b. Chichester District Council Planning Decisions:

Application Number	Application Details	Decision
WR/19/01706/DOM - Case Officer: Vicki Baker Mr And Mrs D Buckley	The Old Mill Old Mill Lane Wisborough Green RH14 0DA Demolition of existing outbuildings. Erection of three storey side extension, second floor extension and detached garage with habitable accommodation/annexe above. Various internal alterations and additions.	WITH DRAWN
WR/19/01707/LBC - Case Officer: Vicki Baker	Mr And Mrs D Buckley The Old Mill Old Mill Lane Wisborough Green RH14 0DA Demolition of existing outbuildings. Erection of three storey side extension, second floor extension and detached garage with habitable accommodation/annexe above. Various internal alterations and additions.	WITH DRAWN
WR/19/02357/DOM - Case Officer: Vicki Baker	Mr & Mrs David Baker 7 Carters Way Wisborough Green RH14 0BX First floor side and rear extension over rebuilt garage, enclosed porch and single storey rear extension and internal alterations.	PERMIT
WR/19/02680/TCA - Case Officer: Henry Whitby	Mr Peter Corthine Blakeney Petworth Road Wisborough Green Billingshurst Notification of intention to reduce height to previous pruning point on 4 no. Sycamore trees.	NO TPO
WR/19/02672/DOM - 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.	PERMIT

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.	PERMIT
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- c. CDC Enforcement Matters:
Goose Cottage: Notification had been received that the served enforcement notice had been suspended due to the death of the applicant.
Estate Agents Lighting: The Clerk had observed that the business appeared not to be compliant with CDC's planning requirements; members were asked to monitor.

10. Finance:

- a. Bank Reconciliation: In the absence of HT, MN had agreed the Bank Reconciliations for the Parish Council's NatWest Reserve Account for the period ending 31st December 2019 and the Barclays Community Account for period ending 30th November and 31st December 2019.
- b. Accounts for Payment: The Clerk displayed the Payment List for January which was approved:

Online Payments from Barclays Current Account

Payee	Amount £	Description
Pyzer Cleaning Services	504.30	Public toilet cleaning, supplies
WSSC	1,741.00	Clerk's salary for December
L N Davies	116.26	Website hosting, dog waste gloves, training refreshments & stationery
The Terra Firma Consultancy Ltd	1951.68	Landscape consultancy services
Total Payments	4313.24	

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
12.12.19	28.20	Plusnet	Village Hall Broadband for December
06.01.20	230.48	NEST	Pension contributions for period 01 to 31 December
20.01.20	28.20	Plusnet	Village Hall Broadband for January
21.01.20	13.02	Business Stream	Allotment Water – service charge
Total	299.90		

Payments Received to Barclays Account

Date	Amount £	From	Description
21.01.20	225.00	Kirdford Parish Council	Councillor training session

- c. Financial Statement of Accounts: The statement was displayed. The Bank Balances were noted. There were no further questions.
- d. Bank Deposit Accounts: The Clerk advised that the Barclays Deposit account had now been set up and confirmed that £5,000 from the Barclays Community Account had been transferred over. It was resolved that £25,000 should be transferred from the Natwest Account to Barclays as communication with Natwest was proving more difficult, particularly with no online facility.
- e. Budget Preparations for 2020/2021: The current year's budget was compared against predicted expenditure and next year's budget had been considered by the Finance Committee at the meeting on 12th November and discussed further by the Parish Council at the meeting on 19th November. An updated report had been circulated in advance of the meeting and was displayed. A precept calculation chart was used to demonstrate the effect of any increase.
 Slight amendment was made to reduce the Administration Cost (removal of new accounts package) and following an initial quotation, it was agreed that the provision for the new playground surfacing could be

reduced. As it was possible that Songhurst Meadow would be handed over to the Parish Council this year, some provision was made for grass cutting/hedge cutting. All were mindful that costs were continuing to increase and unanimously resolved that the budget be adopted as presented and that the Precept for 2020/2021 be increased by £5,500 to £67,000 for the year. The increase was required to cover the playground resurfacing cost, Songhurst Meadow maintenance, website accessibility requirements and an increase in the general maintenance budget.

11. Other Reports:

- a. Village Hall: The refurbishment plans were being progressed. SO advised that a Stage One application for funding had been submitted to Action with Communities in Rural England (ACRE) and there had been no further news from the Big Lottery Fund; the application had been submitted in November.
- b. The Green:
Playground Resurfacing: MW advised that AB, the Clerk and he met with a surface installer on 7th January 2020. It was obvious that the whole area was very wet and the entrance wetpour areas were spongy, demonstrating that the sub-base was inadequate. Moss, grass and weed were evident in the existing surface that highlighted that periodic jet washing was required; Sussex Land Services now had this equipment. Given the tree canopy, associated roots and clay soil, any new surface needed to cope with movement so the flexible polymer based surface proposed would potentially cope with surface maintenance, perhaps every 2-3 years, to prevent the soil build-up and unwanted growth; sample displayed. The installer advised that a sub-base was not essential but did extend the life. Although the installer could offer this, it was possibly more cost-effective to use a local groundwork contractor. Potential cost savings could allow for a larger area of surfacing to be undertaken to include all high wear areas linking the see-saw and swings; a plan was displayed to demonstrate the intent. Members agreed with the approach. MW/AB to obtain further costs and to visit an established site.
- c. Allotments: The Clerk was meeting with prospective new tenants. Renewal letters would be sent shortly and an advertisement for available plots included in the next newsletter.
- d. Health & Safety: There were no concerns to report. Members agreed to undertake the annual risk assessments; Clerk to allocate.

12. Any Other Matters to Report:

- a. SO highlighted the inappropriate urban planting at the entrance to Great Meadow. Members agreed that it was not in keeping with the rural setting and asked that a note to this effect, including reference to the name plate still saying 'Bluebell Meadow', to be sent to Jones Homes.
- b. The Chairman advised that he was attending the Induction Service of Reverend Clive Jenkins as Incumbent tomorrow evening, 22nd January at 7.00pm. An invitation had been extended to all in the village.

15. Date of Next Meeting:

Planning Committee Meeting on Tuesday 4th February 2020 at 8.00 pm.
Parish Council Meeting on Tuesday 18th February 2020 at **7.30 pm.**

There being no further business, the first part of the meeting closed at 10.00 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 independent consultancy advice being sought and technical support being provided by AECOM. The community questionnaire had just been received by village residents; members were reminded to complete. With reference to further highways advice, members approved a grant variation should AECOM be unable to provide the necessary support.

CDC had now advised that Neighbourhood Plans should not be advanced too quickly as housing allocations could change when the Local Plan was submitted for examination.

There being no further business, the meeting closed at 10.10 pm.