

# Wisborough Green Parish Council

## Draft Minutes of the Extra-Ordinary Parish Council Meeting to be agreed on 19<sup>th</sup> January 2021

Date: Tuesday 5<sup>th</sup> January 2021

Present: Ms L Bartley (LB), Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ), Mr S Rollinson (SR), Mr M Watson (MW)

Apologies: Mr H True (HT)

In Attendance: Mrs L Davies, Clerk  
Mrs S Overington, Neighbourhood Plan Review Steering Group Chair

Members of Public: 3

Due to the Coronavirus Pandemic, the meeting was held online via Zoom that was permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. The Chairman opened the meeting at 7.45pm and welcomed all. He explained that the meeting would be recorded for minute preparation and the recording then deleted. He requested that members of the public turn off their microphone and video after the public questions section.

1. Apologies for Absence:  
Apologies were received and accepted from Mr True.
2. Declaration of Members' Interests:  
PD advised that he had viewed 5 Wisborough Gardens, on a relation's behalf, when recently on the market. Both AB and SR declared a friendship with the applicants of Yew Tree Cottage and The Gatehouse.
3. Minutes of the Last Meeting:  
The Minutes of the meeting held on Tuesday 15<sup>th</sup> December 2020 were approved as a correct record and would be signed by the Chairman at a later date.
4. Public Questions:  
The members of public present had no questions and attended the meeting to hear the funding allocation discussion.
5. Planning:
  - a. New Planning Applications:  
The following applications were reviewed. Application details had been circulated in advance of the meeting and were also displayed.

Application Number	Application Details
WR/20/03182/DOM - Case Officer: Vicki Baker	Mr D Vickery 5 Wisborough Gardens Wisborough Green RH14 OEB Proposed two storey rear in-fill extension to north-west corner. O.S. Grid Ref. 505617/125630 <u>No Objection</u> but in view of the Parish Council's support of the dark sky policies and initiatives, would request that automatic blinds or glazing film be installed on the roof lights to prevent the egress of light at night.
WR/20/03063/LBC - Case Officer: Vicki Baker	Mr & Mrs Philip Maggs Yew Trees Petworth Road Wisborough Green Billingshurst Installation of ground floor WC to front reception room. Infilling of 2no. windows to side elevation of front reception room and kitchen. O.S. Grid Ref. 504893/125885 <u>No Objection</u>
WR/20/03165/DOM - Case Officer: Vicki Baker	Tricia Dixon The Gatehouse School Road Wisborough Green RH14 ODU Erection of timber framed outbuilding for use as summer house. O.S. Grid Ref. 505060/126050 <u>No Objection</u>

6. Finance:

- a. Songhurst Meadow – Developer Maintenance Contribution Strategy: Within the Section 106 agreement, Runnymede Homes was required to pay the Parish Council £55,000 to cover both the long term maintenance and legal fees for the open space land transferred. The first occupation could not be permitted until the land had been transferred to the Parish Council, at which time the maintenance responsibility would also transfer. In anticipation of receiving both the land and funding, it was now necessary to confirm the immediate funding requirements and strategy to fund continuing maintenance.
- Runnymede Homes had confirmed that they would provide, at their expense, the wildflower meadow, trees, car park height barrier, ditch, bund and maintenance barrier to secure the open space, two litter bins, one dog bin and four benches. In relation to the path, MW confirmed that he had obtained one local quotation to install the path on the southern field and had now contacted Runnymede's groundwork contractor to obtain a further quotation. Negotiations with Runnymede were continuing, but it was hoped that Runnymede would fund the

path. The route of the path and its length were discussed in detail. The following were agreed:

- With the inclusion of the CEDEC section to be completed by Runnymede, the circular path to be 750m in length (2 circuits for an Olympic mile). To retain the first proposed route and later promoted for school use. The path length was agreed by show of hands 4:2 in favour.
- Runnymede had agreed to contribute to the cost of any path in the southern field, connected to the existing gateway to the CEDEC path by the gas tanks. Any additional expenditure to extend or change the route in the northern field would be funded from the S106 maintenance contribution. MW anticipated that the original route was a comparable length.
- A railway sleeper bridge over the ditch to be included.
- AB advised that the field drained well enough and as such, installation of drainage was not required and would-be an unwise use of funds for a 12-week cricket season. No drainage to be installed.
- AB advised that surface preparation to allow junior cricket should ideally be undertaken in September and would cost between £3-5,000. To be planned for September 2021.
- It was agreed to allocate £10,000 from the S106 funding to cover any path in the northern field, ground preparation and the bridge over the ditch.
- On-going maintenance and a funding strategy, including long-term investment of the fund balance, to be considered further at a future date when initial work had been completed and the balance was known.

- b. Community Infrastructure Levy (CIL) Funding: A chart detailing the projects identified on the Chichester District Council (CDC) Infrastructure Business Plan (IBP) as well as the current funding allocation from Section 106 and CIL had been circulated in advance of the meeting and was also displayed. The Clerk, who also highlighted the time restrictions, particularly on the Great Meadow funding, provided explanation to the CIL and Section 106 processes. Each identified project was discussed in detail, initially to identify those that warranted funding at this stage, acknowledging that with further development planned in the village, future funding would be provided if the CIL contribution scheme continued. Funding allocations were then discussed and agreed. In addition to the details below, discussion and agreed decisions are included in the appended reports. (CIL and S106 Allocation January 2021 and CIL and S106 IBP Amendments January 2021)

Village Green Drainage: AB advised that the piecemeal approach to the drainage, which had been undertaken in the past, did not produce the desired result. During times of heavy rain, the Green could be unusable to everyone from October to the end of March. The Football Club had serious concerns in recent years and was now looking for an alternative facility to avoid the unpredictability of scheduled matches. Cricket and football were important for the health of the village but cancelled matches also had a financial impact upon Wisborough Green Sports (WGS). MW expressed concern that if well drained, it would have implications on grass growth

during drier summers, which were becoming more frequent. The inclusion of an irrigation system would also increase the cost, not only for installation but water use and suggested that perhaps a borehole for water should be considered. He also suggested that the use of Songhurst Meadow would take some pressure off the Green so perhaps a delay to assess this impact was warranted. AJ expressed concern that draining the Green too well could cause water issues for other parts of the village. SR felt that it would be disappointing to have a new Pavilion on the Green without sport. AB advised against a full irrigation system on the Green, but there would certainly be benefits for a temporary system when watering was required. He was aware that the new Pavilion plans included boreholes for ground source heat pumps, so the inclusion during the Pavilion build might be appropriate. It was agreed to investigate further and progress as a major village project in parallel with the Pavilion development. Grant funding would need to be obtained.

Pavilion Project: AJ advised that earlier last year, the latest plans were discussed at a pre-application meeting with CDC officers. They were not completely happy but indicated relatively small changes that would make the design acceptable. These changes were made, and revised plans submitted for comment. After months of chasing, just before Christmas, CDC advised that the plans would not receive officer support, primarily relating to the bulk of the building. There had not been an opportunity to discuss further with WGS.

The Chairman therefore invited Mr Gadd, the WGS Chairman, for his comments, (agreed by all). Mr Gadd advised that having made the amendments requested by CDC, the project had taken a step backwards. From the comments, it appeared that CDC liked the original plan that was not supported by the Parish Council. After 7 years of effort involving public consultation, discussions with sports bodies and CDC, this was incredibly frustrating. The facility was required, not only being identified in the Parish IBP but also identified in the CDC IBP. He was anxious about spending further money without progressing.

AJ confirmed that the pre-application meeting had involved both Parish Council and WGS representatives, and the planning officers now appeared to have changed opinion since the meeting. Members agreed that the inconsistent responses were not acceptable and causing unnecessary expense. AJ and Mr Gadd to discuss further but the Parish Council would support referring the matter to Mr Andrew Frost, CDC Director of Planning and the Environment.

- c. Budget Preparations for 2021/2022: The draft budget, discussed at the November meeting, had been circulated and was also displayed. Members agreed that the following allocations should also be included:
- Admin Miscellaneous: Increase by £250 to allow for an additional computer monitor for the Clerk.
  - Litter Picking: Suspension of the litter picking this year identified that many residents already picked up litter and that a seasonal or directed/ad hoc approach was only required. To include an allowance of £800.

- One outstanding item was the cost for Kirdford Road pavement resurfacing; SR agreed to follow up with the village contractor for a quotation.

The Clerk would circulate tax base details and the Precept calculation chart with the January meeting papers. The Precept request would need to be confirmed at the January meeting

7. Date of Next Meeting:

Parish Council Meeting: Tuesday 19<sup>th</sup> January 2021 at 7.45 pm

There being no further business, the meeting closed at 10.02 pm.

Signed by the Chairman: .....Dated: .....