

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 29th June 2021

Date: Tuesday 4th May 2021

Present: Ms L Bartley (LB), Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman),
Mr A Jackson (AJ), Mr S Rollinson (SR), Mr H True (HT),
Mr M Watson (MW), Mrs S Winship (SW), Mr T Worrall (TW)

In Attendance: Mrs L Davies, Clerk

Members of Public: None

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. The Chairman advised that the meeting would be recorded for minute preparation only, and the recording then deleted.

1. Apologies for Absence:

All members were in attendance.

2. Election of Chairman:

Mr Drummond invited members to propose or nominate for the role of Chairman.

Mr Drummond was proposed by Mr True, seconded by Mr Watson. Mr Drummond confirmed that he was willing to stand. As there were no further nominations, he was unanimously elected as Chairman and signed a 'Declaration of Acceptance of Office'. Thanks extended to Mr Drummond for continuing in this position.

3. Election of Vice-Chairman:

The Chairman invited members to propose or nominate for the role of Vice-Chairman.

Mr Jackson was nominated by Mr Drummond, seconded by Mr True.

Mr Jackson confirmed that he was willing to stand. As there were no further nominations, he was unanimously elected and signed a 'Declaration of Acceptance of Office'. Thanks extended to Mr Jackson.

4. Declaration of Members' Interests:

PD declared that the applicant of Oaklees was a good friend and that Farringtons Copse was the neighbouring property.

LB advised that she was also a friend and neighbour of the Oaklees applicant.

TW declared that his property was adjacent to the church fields that was subject to the planning application being discussed in item 13a.

5. Minutes of the Last Meeting:

The Minutes of the meeting held on Tuesday 27th April 2021 were approved as a correct record and would be signed by the Chairman at a later date.

6. Minutes of the Annual Parish Meeting:
The Minutes of the meeting held on Thursday 22nd April 2021 were approved as a correct record and would be signed by the Chairman at a later date.

7. District/County Councillor Updates:

District Councillor

Cllr Evans sent his apologies but had circulated an update in advance of the meeting, summarised below:

- Covid update: Moving well towards lifting of further restrictions on 17th May, allowing more social meetings and businesses to open. The Government also announced plans for residents to have access to Lateral Flow Test which were easily obtained for home delivery, collection from participating pharmacies, collection from a local PCR site or assisted lateral flow test sites.
- Local Elections: Taking place on Thursday 6th May. This year's elections had been complex due to the Covid safety measures.
- Southern Water: Following the useful meeting with Southern Water and OFWAT at last month's Overview and Scrutiny meeting, things were starting to move in the right direction with the many concerns raised in the Loxwood Ward and across the district. Approximately 90 different questions were raised at this meeting. Since that meeting the Chichester District Council (CDC) Chief Executive Officer (CEO), the Leader, the Cabinet Holder for Planning and the Director of Planning met with the Chief Executive of Southern Water for a follow up discussion. The CEO will circulate an update shortly.
- Enabling Grant 2021: Been launched and with a good number of applications from a diverse range of business already received.
- New Homes Bonus (Parish Allocations) Scheme 2021: The Grants and Concessions Panel had recently approved the 'Indicative Allocation' for the above scheme, which had now been confirmed to all Parishes. The total fund was £251,500, and 25 Parishes were eligible to apply. Applications to be considered in September.
- Advice from Natural England: In recent months there has been a difficulty in officers successfully engaging with Natural England (NE) and an inconsistency in advice provided by NE in response to planning applications. Meetings had now been held to resolve.
- Local Matters:
 - Northchapel: Helped with a fundraiser for a wheelchair inclusive roundabout.
 - Loxwood: Maintained regular meetings with the Stoptheclaypit group. No further update.
 - Wisborough Green: Aware of the planning application for 25 houses on the church fields. Requested the assigned officer undertake a site visit. The application had been red carded so would go to the planning committee if the officer was likely to approve.
 - Wisborough Green Market: Being held on Saturday 8th May around the pond and Cllr Evans would be volunteering.
 - Kirdford: An application for a 75-home development has gone in. At last check there were in excess of 160 objections and as this has also been red carded.
- Get in touch! gbevans@chichester.gov.uk / 07958 918 056

8. Public Questions: There were no members of public present.

9. Policy Documents:

Members resolved to adopt the following policies as tabled:

- a. Standing Orders – amendment page 16, 17e to ‘3 clear days’.
- b. Code of Conduct – Model policy, as recommended by CDC, adopted unchanged.
- c. Financial Regulations
- d. Investment Policy
- e. Complaints Procedure
- f. GDPR Policies (All)
- g. Freedom of Information Policy
- h. Press & Media Policy
- i. Health & Safety Policy
- j. Child Protection Policy
- k. Filming on The Green Policy
- l. Village Sign Policy
- m. Social Media Policy
- n. Retention of Documents Policy
- o. Bench Donation Policy
- p. Developer Engagement Policy
- q. Virtual Meeting Policy
- r. Payment & Internet Banking Policy
- s. High Consequence Infectious Disease Policy – re-adopted until after 21st June 2021 when face-to-face meetings would resume.

10. Councillor Interests and Community Membership:

- a. Roles and responsibilities were discussed and the following agreed:

Name (Order of joining Council)	Roles and Interests
Andrew Jackson (Vice-Chairman)	Finance Committee Neighbourhood Plan Review New Pavilion Project/Trustee Liaison Planning Committee (Chairman) Village Hall Trustee
Howard True	Finance Committee (Bank Reconciliations) Major Emergency Plan Planning Committee Traffic Management Plan Winter Management Plan
Peter Drummond (Chairman)	Communications Finance Committee (Chairman) Gatwick Airport Local Council Associations /Outside Bodies (voting rights) Planning Committee
Andy Burbridge	Green Coordination Group Planning Committee Youth Activities

Martin Watson	Communications Finance Committee Green Coordination Group New Pavilion Project/Trustee Liaison Planning Committee
Steve Rollinson	Communications Community Speed Watch Major Emergency Plan Neighbourhood Plan Review Planning Committee Traffic Management Plan
Lucy Bartley	Neighbourhood Plan Review Planning Committee Traffic Management Plan Winter Management Plan
Sophie Winship	Community Speed Watch Coordinator Planning Committee Traffic Management Plan
Tim Worrall	Communications Major Emergency Plan Planning Committee Winter Management Plan

- b. Finance Committee: Membership of the Committee was agreed under item 9a. PD was nominated as Chairman, proposed by MW, seconded by HT. All were in favour. The Terms of Reference were adopted unchanged.
- c. Planning Committee: Membership of the Committee was agreed under item 9a. AJ was nominated as Chairman, proposed by PD, seconded by HT. All were in favour. The Terms of Reference were adopted unchanged.
- d. Green Coordination Group: Parish Council membership of the working group was agreed under item 9a. The Terms of Reference were adopted unchanged.
- e. Neighbourhood Plan Steering Group: Nearing the completion of the process, no new members were required. Parish Council membership confirmed under item 9a. The Terms of Reference were adopted unchanged.

11. Report on on-going matters:

- a. Gatwick Airport:
The Chairman attended the Gatwick Area Conservation Campaign symposium on 29th April. He provided a summary of discussion, the impact of Coronavirus, anticipated operations and growth, Noise Management Board update, night flight consultation, airspace modernisation and national policy issues.

- b. Neighbourhood Plan Regulation 14 Consultation:
The consultation had now commenced. The booklets had been distributed, advertising boards displayed and statutory consultees informed. Members approved the circulated statement to be published on the village website.

12. New Items for Discussion:

- a. Community Storage: As advised at the last meeting, the Fête Society was no longer able to rent a garage in Durbans Road which housed the swing boats and high striker. An advertisement had been placed in the Ad Vincula but no offers of help had been forthcoming. There was a possibility that the Scout Association might take the old Village Hall shed and a space in one section could possibly be available to the Fete Society. The Society paid £300 a year for the current garage. Members agreed that the Parish Council would fund up to £500 to acquire a Hyde Housing garage as interim measure, the current charge being £64.28 /month. (£771.36 per year).

13. Planning: Land East of St Peter’s Church – WR/21/00621/FUL:

- a. The Chairman provided details of the objection and appendices being prepared by the working group. The document would be circulated shortly for final approval before an overview was undertaken by the planning consultant. Members supported the enquiries being made by the group. The final review and submission were delegated to the Clerk. The Chairman provided an update on the BBC South interview and an onsite meeting with Andrew Griffiths, MP.
- b. The following Planning Applications were reviewed. Application details had been circulated in advance of the meeting and were also displayed:

Application Number	Application Details
SDNP/21/00268/HOUS Case Officer: Beverly Stubbington	Ms Claire Cooper Farringtons Copse , Horsebridge Hill, Bedham, Wisborough Green, RH20 1JP Proposal to refurbish outbuilding to create additional space. Higher ridge line, creation of 2 no. new dormers, 3 no. conservation style rooflights and fenestration changes. O.S. Grid Ref. 502449/121737 The Parish Council <u>objected</u> to the application. Although described as an annexe, members agreed that the increased height effectively created a new dwelling in the countryside against SD Local Plan Policy SD25. Increasing the height had increased the floorspace contrary to SD Local Plan Policy SD31. The inclusion of rooflights in this rural location were also contrary to SD Local Plan Policy SD31. If minded to grant permission, the Parish Council requested conditions to ensure that the building remained ancillary to the main house and that dusk to dawn lights be installed on the rooflights to prevent the egress of light at night.
WR/21/01041/DOM - Case Officer: William Price	Mr Chessell Chapel Cottage Petworth Road Wisborough Green RH14 0BH Replacement of existing rear conservatory with a single storey extension. O.S. Grid Ref. 504762/125857

	The Parish Council has no objection to this application, but in view of its support of dark sky policies and initiatives, would request that automatic dusk to dawn blinds or glazing film be installed on the roof lantern to prevent the egress of light at night.
WR/21/01042/LBC - Case Officer: William Price	Mr Chessell Chapel Cottage Petworth Road Wisborough Green RH14 0BH Replacement of existing rear conservatory with a single storey extension. O.S. Grid Ref. 504762/125857 <u>As above.</u>
SDNP/21/01325/HOUS	Mr & Mrs A Bullard Oaklees Brick Kiln Common Wisborough Green RH14 0HZ Proposed single storey rear extension. The Parish Council has no objection to this application, but in view of its support of dark sky policies and initiatives, would request that automatic dusk to dawn blinds or glazing film be installed on the roof lantern to prevent the egress of light at night in this rural part of the Parish.

c. Chichester District Council Decisions:

Application Number	Application Details	Decision
SDNP/21/00052/HOUS – Case Officer Lauren Cripps	Mr J Gould Pear Trees, Fittleworth Road, Wisborough Green, RH14 0HD Proposed swimming pool with associated hard surfacing and oak framed garden room.	PERMIT

14. Other Reports:

- a. Health & Safety: HT reported that a hedgehog had been cut free from the cricket nets. Members support this community action and hoped that this would encourage the Cricket Club to put the nets away when not in use.

15. Any Other Matters to Report:

- a. HT expressed concern at the appearance of the marquee outside the Cricketers Arms. Members were supportive of the public house and asked the **Clerk to ascertain the publican’s intentions when indoor dining was permitted.**
- b. The Balloon organisers had indicated an intention to hold a reduced festival this year on 11th/12th September. The Clerk had already responded to advise of the drainage work to the Green. AB confirmed that south of the Pavilion would be unavailable at this time. Members were keen to support the event and suggested that Stable Field might be an alternative venue for this year.
- c. AB had obtained a quotation for £2,250 plus vat to undertake work to create a new cricket outfield on the Songhurst Meadow open space. To be discussed further at a future meeting.
- d. The Clerk would be circulating Member’s Register of Interests to review and update as necessary.

16. Date of Next Meeting:

Members agreed that the next meeting would be held in the Village Hall on Tuesday 29th June 2021 at 7.45 pm. Until then, regulations did not permit online meetings, so online Parish Council working group meetings would be held and decisions delegated to the Clerk, in line with the adopted policy.

Date of Working Group Meeting – Tuesday 18th May at 7.45 pm (if required).

There being no further business, the meeting closed at 9.07 pm.

Signed by the Chairman: Dated: