

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 20th July 2021

Date: Tuesday 29th June 2021

Present: Ms L Bartley (LB), Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman),
Mr A Jackson (AJ), Mr S Rollinson (SR), Mrs S Winship (SW)

Apologies: Mr H True (HT), Mr M Watson (MW), Mr T Worrall (TW)

In Attendance: Mrs L Davies, Clerk
County/District Councillor J Duncton
District Councillor G Evans

Members of Public: None

The Chairman welcomed all. Chairman advised that Mr Burbridge would be 30 minutes late due to work commitments.

1. Apologies for Absence:
Received and accepted from Mr True, Mr Watson and Mr Worrall.
2. Declaration of Interests:
No interests were declared. On arrival at 8.15 pm, AB declared no interests.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 4th May 2021 were approved as a correct record and would be signed by the Chairman at a later date.
4. District/County Councillor Updates:
Full reports had been circulated in advance of the meeting, summarised below:

District Councillor (In attendance from 7.45 pm until 9.10 pm)

- Lagoon 3 at Crouchlands: A meeting was held between Chichester District Council (CDC) Officers, Plaistow & Ifold and Kirdford Parish Councils on 25th May. CDC had visited the site and no works had started or were imminent. The reported potential sale of Lagoon 3 had fallen through due to concerns; it was believed that the owner now planned to test the lagoon and sell. CDC would not pause action for this sale and would continue with enforcement action. CDC would look at legal implications and update the Planning Committee. Following the meeting a chronological statement was requested to detail how the lagoon came into existence up until today. It was also requested that neighbouring landowners were kept fully informed, as the decommissioning would impact them. CDC were requested, again, to test the lagoon contents themselves in order that residents could be reassured of their safety.
- Townfield, Kirdford – Planning Application: Currently in limbo pending feedback from Natural England in respect of the North Sussex Water Supply Zone issue. Cllr Evans was expecting interim advice by the end of June. Consequently, the determination deadline had been extended to 31st July.

- Land East of St Peter's Church: At the time of writing, CDC still needed to undertake an HRA/AA in consultation with Natural England. It was anticipated that determination would not be until late July/early August. Cllr Evans advised the meeting that the applicants had now withdrawn the application.
- Wisborough Green Market: Cllr Evans was pleased to welcome back and support the market held in early July and extended thanks to those who organised the event that was fully Covid compliant.
- Southern Water: CDC's Chief Executive Officer attended a water summit that was led by Southern water to help drive water quality improvement and identify key information that would be helpful for local residents. The event was a positive step towards joint working to help protect Chichester harbour.
- The Local Plan: CDC was producing a regular newsletter update, available at www.chichester.gov.uk/localplannewsletter
- Social Housing Tenants: CDC had produced a guide for new tenants detailing the council's expectations for properties at the beginning of a tenancy.
- Funding for warmer and more energy efficient homes: CDC had been secured a further Government Green Homes Grant. Homes with low energy efficiency and a household income below £30,000 could be entitled to a free Government grant of up to £10,000 to be used to upgrade their property; available until the end of September 2021. Residents who wished to make an application should contact the council's delivery partner, Warmer Homes at www.warmerhomes.org.uk/ or call 0800 038 5737.
- Tree Planting: As part of CDC's DEFRA funded Subsidised Tree Scheme to increase tree planting across the district, they were launching the free tree phase of the project in July. In July, applications would open for residents, community groups, landowners, schools, parish councils and businesses to apply for free trees. For further information, see <https://www.chichester.gov.uk/treescheme>
- Cllr Evans hope to return to offering regular surgeries as Covid restrictions lifted. In the meantime, he could be contacted on 07958918056 or email gbevans@chichester.gov.uk

County Councillor (In attendance from 7.45 pm until 8.00 pm)

- Following the elections, there were many new councillors who were undergoing training.
- Face-to-face meetings were now resuming.
- West Sussex County Council (WSCC) continued to improve on its Children's Services; the Commissioner who was continuing to monitor progress briefed all councillors. He was happy that the service would not be taken into a Trust but reviewed in 12 months.
- The three Children's homes in the Worthing area were ready. The next phase for the Crawley area was currently being considered.
- All the items identified by HMI for Fire & Rescue had been resolved. The new Fire Station site at Broadbridge Heath had planning permission and was ready to start construction. The Horsham Fire Station will be used as a training site that could also be hired to other Fire and Rescue units from across the country.
- The state of some parts of the Highways was still a concern. Cllr Duncton reported potholes and encouraged all to do so; there was now a new system in place.
- White road lines and dirty road signs were reported by Cllr Duncton.
- WSCC would now start to look at the 2022/2023 budget, with workshops held for new members.
- For the District, Cllr Duncton was pleased that CDC had distributed funds very well during the pandemic; it was the top in the country.

- New accommodation for the homeless in Chichester was well on target.
- Cllr Duncton can be contacted for either County or District on janet.dunton@westsussex.gov.uk or jdunton@chichester.gov.uk.

Details relating to the withdrawal of the Church Fields application had just been published on the CDC website. It was unclear at this stage why the applicant had withdrawn the application and whether this was also related to the Natural England response to the water situation. Cllr Duncton advised that having spoken to an officer, she believed that any application for a large development (suggested 10 or more), that would extract water from Hardham, would be delayed until the environmental impact concerns had been resolved. Cllr Evans advised that there had been little change in the 5-year housing land supply position.

5. Public Questions:

There were no members of public present but a statement from Dr Jill Sutcliffe, Chair of the Parishes Wildlife Group, had been circulated to all members in advance of the meeting; receipt was confirmed.

“As things currently stand there are 6 issues which could contribute to the Neighbourhood Plan (NP) being unable to be adopted. This has been a difficult year – not only on account of the pandemic – but for the NP working group which has faced changes, delays and new information so thanks to them and to the Parish Council for their work; Planning Situation, Sustainable Development, Air, Wildlife Habitat, Wildlife Species and Water.”

Full explanation and additional evidence report had been provided.

6. Report on on-going matters:

a. Gatwick Airport: The Chairman attended the Association of Parish Councils Aviation Group (APCAG) Annual General Meeting on 23rd June. He explained that he was involved in establishing the group about 5-6 years ago to address growing concerns. He gave a summary of discussion: Poor Gatwick engagement, disappointing progress by the revised Noise Management Board, night flights, airline league table, technical studies being undertaken, Gatwick continued to advance plans to use the emergency runway, DCO consultation in the autumn, Gatwick’s tight budgets and the funding of technical studies, and airport capacity in the north of the country.

b. Neighbourhood Plan (NP):

The Regulation 14 consultation closed at 5pm tomorrow, Wednesday 30th June. Responses were being collated and would be reviewed by the NP Working Group and the consultation statement prepared; this would take some time. A detailed response had been received from CDC, which also advised against progressing too quickly; the latest Local Plan update indicated that the Local Plan would not go to examination until Spring 2022. The grant funding application for consultant help to analyse the responses was successful and further discussion with CDC would be required in due course. The Chairman requested that the NP Group discuss the implications of pressing ahead. **SR agreed to take down the consultation signs.**

c. Village Green Levelling and Drainage:

The proposal and tendering process undertaken by Wisborough Green Sports (WGS) had been discussed in detail at the working group meeting held on 1st June 2021. Legal advice was sought which confirmed that the Parish Council could engage the contractors and VAT

was reclaimable as the Parish Council owned the land and the land was provided not just for the sole use of a closed membership club. MW confirmed at that meeting that he was happy a thorough tendering process had been undertaken. AB had sent out the tender documents and a group of 8 had reviewed and assessed the details. The Parish Council would allocate CIL funding of £33,814.84 with the balance paid by WGS. The Chairman therefore proposed that the Financial Regulations be waived and the Parish Council enter into the contract negotiated with Turfdry; unanimously resolved by all. AB confirmed that he had spoken to the contractor to provisionally book the work and that the contract would be forthcoming. **AB to liaise with MW as a matter of urgency to confirm the letter of engagement for the Clerk to submit.**

d. Traffic Management Plan:

SW and the Clerk had submitted the application for the Traffic Regulation Order to create the 40mph buffer zone on the A272, Petworth Road. School Road residents had recently expressed concern about inconsiderate parking by school parents. The Clerk had contacted the school to arrange the meeting that had been cancelled earlier in the year.

e. Songhurst Meadow Open Space:

The Clerk was aware that MW had now contacted several contractors for the path quotes to inform discussion with Runnymede; she would follow up. Runnymede had asked for clarification on the bench design. Photographs were displayed and members selected the preferred option to forward to Runnymede. The Clerk confirmed that the sheep had grazed the area well but had been removed about 3 weeks ago. They may well return and she would know more after the weekend. AB asked if other work had been discussed further; to be included on the July agenda. AJ highlighted the need to cut the hedges; the Clerk advised that this was Runnymede responsibility until the land was officially transferred to the Parish Council along with the maintenance fund detailed in the Section 106 agreement. He also asked the Clerk to clarify what colour the Cedec path would be. There were a number of options, which included an inappropriate, brighter yellow.

f. New Homes Bonus:

The Clerk had completed the application form to be submitted by 30th July. Quotation details were displayed and discussed. **The Clerk was asked to make further enquiries from the preferred contractors for confirmation at the July meeting.**

g. Clerk's Update:

- a. Tree Preservation Order and Freedom of Information Request: Details had been provided by CDC which appear to suggest that a TPO would be granted; Clerk to contact the Tree Officer to ascertain the process. The Chairman was concerned that the specific questions asked in the FOI request had not been answered and requested that this be taken up with CDC. **Clerk to follow up.**
- b. Allotment Supervisor and Tree Warden: Ex-Councillor, Mike King, had confirmed that he was willing to continue in these roles.
- c. Playground Inspections: The ex-Councillor who undertook the inspections left the village this week. **As HT had previously undertaken the inspections, he was to be asked to resume this duty until a replacement was found. SW agreed to approach residents with children.**
- d. July Newsletter: Articles to be included: Church Fields, Traffic update (SW), Drainage update (AB), need for Bellringers – fitness rather than religion (SW).

- e. Other matters to report:
- Shurlands Corner: The house owner was concerned that the accident rate at the corner was increasing, and his fence continued to be damaged. The Clerk reminded that the corner had an anti-skid surface applied about 15 years ago, and perhaps this was now failing; concurred by AJ. The owner had reported to WSCC. He had also been concerned about speed and noise and had been provided with an update on the speed reduction application and encouraged to join Community Speed Watch. Surface water on the Petworth side of the corner also appeared to be a problem with a blocked drain outside the property boundary. Again, he would report to WSCC.
 - Upfield Stores: WSCC had visited and concurred that a surface water pipe issue was potentially causing subsidence to the pavement and property wall. The job was registered with WSCC but could take some months.
 - Sussex Clubs for Young People: Prior to the Covid pandemic, it had been their intention for the mobile Youth Club to return to the village. The Clerk was meeting with a representative on Thursday 1st July.
 - North-East Parishes Meetings: Following the meetings organised by Kirdford Parish Council, the north-east parishes were now proposing to resurrect the cluster parish meetings to discuss common concerns. A Zoom meeting was planned for Tuesday 27th July. Members agreed that the Chairman, SR, Clerk and NP Working Group Chair, Mrs Overington, are to attend.
 - Use of Stable Field: A resident had expressed concern at the use for sport, traffic safety concerns, impact of parking upon wildlife and urinating in the field. The resident had been advised that it could be used for 28 days per year under Permitted Development. The comments had been forwarded to the Chair of WGS for his attention. Members were aware that all were told to use the Pavilion facilities before walking to the field; situation to be monitored.

7. New Items for Discussion:

a. Cricket Club Event:

A request had been received to hold 'Wisborough's Got Talent' in the marquee on Friday 27th August. Up to 300 people were anticipated with tickets being sold through The Cricketers Arms. Security would be provided, and the evening would close by 11.30 pm, with security and helpers moving the crowd from the marquee. Members were delighted to support the event as long as it met the Covid regulations in existence at the time. The Risk Assessment would need to detail any Covid requirements. **Clerk to issue Agreement Form.**

b. Tree Inspections:

As discussed at the working group meeting, the Clerk had made a delegated decision to accept the quotations for the 3-yearly tree inspection and decay survey, at a cost of £1,100 and £375 respectively. Members supported this action.

c. Annual Fair:

The official date for the Fair was Monday 20th September although attendance for this year had yet to be confirmed. Members agreed that, if requested, the fair could also operate on the Saturday. The Fair operator, Mr Mark Trickett, had already agreed to re-site the Fair for

this year due to the drainage work. The charge had previously been agreed during budget setting, being £270 for the official day, and £70 for the additional day. **Clerk to contact.**

d. New Village Green Policy:

A draft policy to aid discussion had been circulated in advance of the meeting. **Members were asked to consider the content and layout for further discussion at the next meeting.** Although the Byelaws were dated, having been adopted in the 1960s, it was agreed that they would not be updated now; potentially a future project as budget provision for advertising and possibly legal fees would be required.

e. Playground:

When SW had been undertaking inspections and a Risk Assessment earlier in the year, the need for latches on the playground gates had been raised by several parents. The Clerk provided details of the original thought and decision process. After some discussion, it was agreed that this should be re-visited. The Clerk provided details of possible latches, although lower gates might be required. **It was agreed that SW/the Clerk to make further enquiries for consideration at the next meeting.**

f. Harsfold Lane:

The landowner of the private section of the lane (excluding to top section by the allotments) had arranged for road surface repairs. The Clerk had obtained a quotation for the top section for consideration. Although members acknowledged that undertaking at the same time would provide a cost saving, this was an unplanned and unbudgeted project and would not be undertaken. It was not solely Parish Council responsibility, so members expressed some disappointment that the landowner had not proposed it as a joint project with the Council and Scout Group, as in 2011. **The surface to be monitored and patching repairs considered at a future date.**

8. Correspondence:

Details of emails and letters received.
South Downs National Park Authority – April newsletter: Climate change, waste for development materials, new planning document, landscape-led design.
Rural Services Network – The Rural Bulletin.
Rural Services Network – The Rural Bulletin.
South Downs National Park Authority – May newsletter: Photographic competition, multi-million pound restoration of a key gateway, Authority’s new Health and Wellbeing Strategy, national walking month.
Rural Services Network – The Rural Bulletin.
CDC – Local Plan update – circulated.
Rural Services Network – The Rural Bulletin.
School Road resident – experiencing difficulties with parents parking across driveway. Asked if the PC would fly the Gay Pride Flag for Gay Pride month of June. Members believed that it was not possible to fly this flag in a Conservation Area due to advertising rules and restrictions, and it would also impact upon other flag flying days, such as Sussex Day. Clerk to respond to the resident.
Rural Services Network – The Rural Bulletin.
Rural Services Network – The Rural Bulletin.

South Downs National Park Authority – June Newsletter - An inspiring bid has been launched to plant 100,000 new trees across the South Downs National Park over the next five years. • Find out about how the community has rallied round to create a new pollinator hub and give space for nature in a town’s cemetery. • Calling all budding wordsmiths • Beautiful butterflies!
Wey & Arun Canal Trust – June newsletter.
Durbans Road resident – comments relating to Neighbourhood Plan, influence by CDC, allocation of sites and numbers – “air of inevitability and resignation that we are not in control of this at all!” Suggesting that action is taken and oppose CDC. Appeal to parishioners to raise awareness and funds to fight case. Details were provided. Members delegated the response to the Chairman and Clerk. To include Local Plan update.
Rural Services Network – The Rural Bulletin.
CDC – Notification of All Parishes meeting on Thursday 9 th September at 5.30 pm on Zoom. PD and AJ advised.
Sussex Police – local police update for May; circulated.
WSSC – Salt Bin Audit 2021. LB agreed to check the salt bins on Fittleworth Road.
Census update.
WSSC – Public Rights of Way Parish Report detailing work undertaken following the last inspection. Inspected on 15 month cycle. Circulated.
Southern Water - launched consultation on new draft Drought Plan, which is expected to be published next year. Plan sets out the actions SW will take to save and produce more water during droughts so they can continue to supply enough for life’s essentials. Planning to tackle droughts is an important part of our work to make sure there is always reliable water for homes, businesses and in the environment. Details available at Drought consultation (southernwater.co.uk)
Rural Services Network – The Rural Bulletin.
Mulberry & Co – Parish Council training opportunities – circulated.
CDC – Local Plan newsletter – circulated.
SDNPA – consulting on a draft Design Supplementary Planning Document (SPD) to raise design standards in the National Park and to provide best practice guidance. Available to view on the SDNPA website . The consultation will run for a period of ten weeks, starting on Monday 28 June 2021. All comments must be received by 11.59pm on Monday 6 September 2021.
Rural Services Network – The Rural Bulletin.

9. Planning

- a. The following planning application was reviewed. Application details had been circulated in advance of the meeting and were also displayed:

Application Number	Application Details
WR/21/01721/ELD - Case Officer: William Price	Mr Glenn Stocker Land North East Of The Long Croft The Long Croft WG Change use of land to a builder’s yard. O.S. Grid Ref. 505422/125860 <u>No Objection</u>

b. Chichester District Council Decisions:

Application Number	Application Details	Decision
WR/21/00621/FUL - Case Officer: Jane Thatcher	Mr Pete Bland Land East Of St Peter's Church Wisborough Green RH14 0EA The erection of 25 no. dwellings, access and internal roads, open space, landscaping, footpath improvements and associated infrastructure. O.S. Grid Ref. 505242/125879	WITH DRAWN
WR/20/03165/DOM - Case Officer: Vicki Baker	Tricia Dixon The Gatehouse School Road Wisborough Green RH14 0DU Erection of timber framed outbuilding for use as summer house. O.S. Grid Ref. 505060/126050	PERMIT
SDNP/21/00296/LIS Case Officer: Beverley Stubbington	Mr John Massey Oldsmith, Fittleworth Road, Wisborough Green RH14 0EU O.S.Grid Ref: 503332/123716 Repointing of the east chimney brickwork and replacement of missing tiles at the base with lime mortar and matching reclaimed tiles.	PERMIT
WR/21/00405/REM - Case Officer: Jane Thatcher	Mr Michael Weeks Land East Of Winterfold Durbans Road Wisborough Green West Sussex Application for the approval of reserved matters pursuant to outline planning permission WR/15/03366/OUT - 22 no. dwellings, associated infrastructure and open space. Seeking approval of layout, scale, landscaping, appearance. (Variation of condition 2 of permission WR/17/03677/REM - tandem parking space at rear of plot 1 shifted forward to be accessed directly from access road). O.S. Grid Ref. 505116/126219	PERMIT
Wisborough Green WR/21/00098/FUL - Case Officer: Vicki Baker	Mrs Sally Aquilina Old Mill Café Billingshurst Road Wisborough Green Billingshurst Install 3 no. awnings for existing seating area. O.S. Grid Ref. 504966/125890	PERMIT
WR/21/00450/FUL - Case Officer: Vicki Baker	Fletcher Woodstock Durbans Road Wisborough Green Billingshurst Erection of timber framed stables. O.S. Grid Ref. 504934/126624	PERMIT
WR/21/00470/TPA - Case Officer: Henry Whitby	Mr Geoffrey Foers-Place Land North Of Park Hill Durbans Road Wisborough Green West Sussex Pollard back to previous points on 1 no. Poplar tree (T3), reduce crown by approx 5m on 1 no. Oak tree	PERMIT

	(T4), reduce height (all round) by upto 4m on 1 no. Oak tree (T11), crown lift to 5m and lateral reduction by 2m (south-east sector) on 2 no. Oak tree (T12 and T13), crown reduce (all round) by 5m on 1 no. oak tree (T10) and pollard to 6m 1 no. Oak tree (T9). All trees within Area (A1), subject to LX/59/01108/TPO O.S. Grid Ref. 504873/126421	
WR/21/00852/TCA - Case Officer: Oliver Naish	Mr Darren Hunter Vine Cottage Petworth Road Wisborough Green Billingshurst Notification of intention to fell 1 no. Elm Tree. O.S. Grid Ref. 504716/125893	NO TPO
WR/21/00891/DOM - Case Officer: Vicki Baker	Mr Martin Arlett Park Lodge Kirdford Road Wisborough Green RH14 0DB Two storey rear extension with side porch to Eastern elevation. Works to also include changing the white timber cladding to black timber cladding and changing the uPVC doors and windows to timber casements. O.S. Grid Ref. 504737/126304	PERMIT

10. Finance:

a. Bank Reconciliation:

In the absence of HT, AJ confirmed that he had checked and agreed the bank reconciliation for the Barclays Community Account for the period ending May 2021.

b. Accounts for Payment:

The Clerk displayed the Payment List for June which was approved.

Online payments for the Barclays Community Account dated 15th June 2021

Payee	Amount £	Description
Sussex Land Services	669.00	Grass cutting for May
West Sussex County Council	1,909.55	Clerk's salary for May
Pyzer Cleaning Services	576.30	Cleaning of public toilets, supplies and 2 additional weekend cleans
Pegley Groundworks Ltd	1,644.00	Repairs to Pavilion car park and Village Hall
L N Davies	62.39	IONOS email, Microsoft annual subscription
Surrey Hills Solicitors	180.00	Legal fees for CLT (outstanding since 2019)
Shredder Waste Paper	47.40	Shredding of old filing
	5,088.64	

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
21.06.21	28.20	Plusnet	Village Hall Broadband for June
06.06.21	251.90	NEST	Pension contributions for period 01 to 31 May 2021
	280.10		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
24.05.21	1.00	WG Sports	Peppercorn Rent
01.06.21	40.25	Allotment tenants	Annual rent
07.06.21	46.25	Allotment tenant	Annual rent
07.06.21	40.00	Anonymous visitor to WG	Donation towards toilets
11.06.21	1,615.00	Groundwork UK	Neighbourhood Plan Grant
21.06.21	1.00	School Rd resident	Peppercorn Rent
29.06.21	1.00	Durbans Rd resident	Peppercorn Rent
	1,743.60		

c. Monthly Financial Statement:

The statement was circulated in advance of the meeting and displayed. The current bank balances were highlighted. There were no further questions.

d. Bank Accounts:

In May 2020, members resolved to open a new Lloyds Bank Account to spread the financial risk and ensure that all funds were protected by the Financial Services Compensation Scheme (FSCS). Due to Coronavirus, Lloyds were not opening new accounts. A circulated briefing paper provided several options available and used by other Parish Councils. The Chairman proposed, and agreed by all, that a 45-day notice account with Hampshire Trust Bank be opened with £50,000 from the Barclays Deposit Account; further deposits could be made. This was a postal account although opened online, with variable interest, currently 0.75% and was protected by the FSCS. The signature mandate to be in line with the Barclays Accounts being PD, AJ and the Clerk. **PD and the Clerk to prepare a projected expenditure plan for the remainder of the year to help calculate the easy access balance to be retained.**

11. Policy Documents:

The following policies were re-adopted, unchanged:

- a. Bullying & Harassment Policy
- b. Employee Disciplinary Procedure
- c. Employees Code of Conduct
- d. Equal Opportunities Policy
- e. Grievance Procedure
- f. Staff Absence Policy
- g. Grant Scheme – discussed. To be considered further at the next meeting.

12. Other Reports:

- a. Village Hall: The work was progressing. A successful application had now been made to CDC to release the Section 106 funding from the Great Meadow development.
- b. Allotments: The allocation of vacant plots was considered, and the following policy agreed:
 - Priority given to new Wisborough Green tenants – offered to residents on the waiting list on a first come, first served basis or availability advertised.
 - If no new interest, to be offered to neighbouring allotment tenant if request registered with the Clerk.

- Wisborough Green residents to take priority over outside village residents. If there was no Wisborough Green interest, a vacant plot could be offered to an outside of the village resident on a 3-year contract (as agreed September 2018).
- c. Health & Safety: The parking stoppers had come loose outside the Three Crowns public house; **the Clerk to arrange repair.**

13. Any Other Matters to Report:

- a. The paperwork for the Run Wisborough event at the weekend had been circulated to councillors to review. Any comments or concerns to be forwarded to the Clerk.
- b. AB provided details of a car accident that occurred at the front of The Three Crowns causing damage to 3 cars and the building.
- c. Now that face-to-face meetings had resumed, it was agreed that the Zoom subscription should be cancelled.

14. Date of Next Meeting:

Planning Committee – Tuesday 6th July 2021 at 8.00 pm (if required)
 Parish Council – Tuesday 20th July at 7.45 pm

There being no further business, the meeting closed at 10.15 pm.

Signed by the Chairman: Dated: