

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be approved on 15th March 2022

Date: Tuesday 15th February 2022

Present: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman),
Mr A Jackson (AJ), Mrs S Winship (SW), Mr H True (HT), Mr T Worrall (TW)

Apologies: Mr M Watson (MW), Ms L Bartley (LB)

In Attendance: Mrs L Davies, Clerk

Members of Public: None

The Chairman opened the meeting at 7.45 pm and welcomed all. He wished to acknowledge the sad death of Mr Kenneth Vickery, and pay tribute to him as a former Parish Council member and for all that he did for the village.

1. Apologies for Absence:
Received and accepted from Ms Bartley and Mr Watson.
2. Declaration of Interests:
PD, TW and AB declared a friendship with the applicants of 1 Brickyard Cottages.
The Clerk declared her friendship with the landowner in relation to the Permissive Path.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 18th January 2022 were approved as a correct record and signed by the Chairman.
4. Minutes of the last Planning Committee Meeting:
The Minutes of the meeting held on Tuesday 1st February 2022 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Updates:
Cllr Duncton and Cllr Evans had both sent their apologies. Cllr Evans' report had been circulated in advance of the meeting, a summary of which is included below:
 - Loxwood Claypit: West Sussex County Council (WSSC) had now publicised additional information provided by the applicant (WSSC/030/21) for a clay quarry and construction materials and waste recycling facility. The deadline for further comments was 10th February 2022.
 - Townfield Application, Kirdford: This application had faced a severe delay because of the applicant trying to find a solution for the Water Neutrality issue. Officers were meeting to discuss further.
 - Hyde Housing Issues: Cllr Evans was supporting several families in Loxwood and Kirdford who were living in Hyde properties with severe mould issues (impacting health and wellbeing) and receiving extremely poor communication from Hyde representatives.

- Platinum Jubilee: Chichester District Council (CDC) had announced £10,000 funding for community commemorations.
- Waste Collections: CDC waste collection, street cleaning and parks teams were continuing to face considerable challenges due to the number of staff affected by coronavirus and the measures put in place to keep teams as safe as possible. CDC was one of the few Councils across the country that has continued to deliver these services throughout the pandemic without disruption.
- East Pallant House: Details of opening hours.
- Planning Policy: Following the member briefing on the 12th January 2022 several actions were being undertaken to progress the next stages of the Local Plan review. Letters had been sent to parishes advising on the revised development distribution options being tested. Letters had also been sent to service and infrastructure providers to seek feedback on the deliverability and detailed infrastructure requirements. The strategic options for development distribution in the north and south of the plan area would also now be appraised through the Sustainability Appraisal (SA) process. Ongoing engagement with parishes, responses received from infrastructure providers and the SA work would help to inform the refinement of a strategy for the next stage of consultation on the Local Plan review. The planning policy team were progressing site allocation work for the south of the plan area.
- District Councillor Surgeries:
 Saturday 19th February 2022 – Location TBC, Wisborough Green 11am – 1pm
 Saturday 5th March 2022 – The Stag Inn, Balls Cross 12pm – 2pm
 Saturday 19th March 2022 – The Onslow Arms, Loxwood 12pm- 2pm

6. Public Questions:

There were no members of public present.

7. Report on on-going matters:

a. Neighbourhood Plan:

CDC had recently circulated a Local Plan update letter to all parishes advising of the revised development distribution options for the north and south of the plan area, which were currently being tested. Members discussed the infrastructure concerns and the significant development in Billingshurst. All agreed that local evidence should be collated and provided to CDC in advance of the next consultation. **PD agreed to coordinate with members.**

PD, AJ and the Clerk would attend a northern parishes meeting to discuss the Local Plan review process.

b. New Sports Pavilion:

AJ confirmed that the Parish Council's support response was submitted to CDC. There were many support comments, with a few objections. The Wisborough Green Sports (WGS) Chairman had an encouraging conversation with the Planning Officer last week, although the Heritage Officer's comments were yet to be received. The application was progressing, and it was hoped that it would result in a positive outcome.

c. Traffic Management Plan:

Petworth Road 40mph Buffer Zone/Traffic Regulation Order (TRO) Application: The Principal Highways Officer reviewing the application had confirmed that the request was provisionally on the TRO list being considered by the Cabinet Member for inclusion in the

2022-2023 TRO programme – subject to it meeting the criteria set out in the WSCC Speed Limit Policy. He did not have the speed survey data and would analyse when available to determine whether it complied with the policy. **Clerk to follow up.**

Durbans Road TRO Process Enquiry: Analysis of the application process for two applications supported by County Local Committees, Halnaker and Plaistow, highlighted that when the Committee considered the Durbans Road application, it was without speed data being available. An email had been sent to Cllr Duncton seeking further explanation; no response to date.

Cllr Duncton had confirmed that County Local Committees ceased last summer and were replaced by a County Local Forum, involving all County Councillors in the Chichester District; she has not confirmed if this Forum would continue to review TRO applications that did not meet WSCC Policy. The first Forum meeting was at the Grange in Midhurst on Tuesday 1st March 2022 at 5.00 pm. PD to attend.

SW advised that Durbans Road residents were now undertaking Community Speed Watch and had been asked to record speeds to provide further evidence, if ever required.

d. Village Broadband Gigabit Scheme:

Frustratingly, after numerous emails and telephone calls to WSCC and Openreach, TW had been advised that the voucher scheme had been discontinued and that the Government was now driving the provision of gigabit centrally. It appeared that the Government was contacting contractors directly to ascertain the areas included in their commercial plans with a view to addressing and subsidising areas not receiving commercial provision. WSCC advised that further information would be available in the summer. An update had been included in the March newsletter. The WSCC Coordinator had offered to present details to the Council, which was accepted. **TW to arrange for a future meeting.**

TW had also contacted another company that had emailed the Parish Council directly; he was waiting to hear back.

e. The Queen's Jubilee Weekend – June 2022:

Members were pleased that events for the 4-day weekend were being planned in the village; details were provided for events in St Peter's and on the Green.

Members approved the proposed events on the Green; Agreement forms, risk assessments and insurance details to be provided. It was also agreed that the Friday and Saturday ticketed events could be fundraisers for WGS and that the PC's £500 budget provision to be used to provide music for the Big Jubilee Picnic planned as a community event on the Sunday. **Clerk to advise WGS.**

The Parish Council's grant application to CDC had been successful. A Field Maple (yellow in the autumn), tree stakes and plaque would now be purchased and planted on the Songhurst Meadow Open Space, in addition to the saplings from the Woodlands Trust in support of the Queen's Green Canopy initiative.

f. Electric Vehicle Charging Points:

LB and the Clerk attended the WSCC Zoom briefing on 27th January; the presentation was circulated. WSCC had entered into an agreement with Connected Kerb to provide 7,000 EV charging points across West Sussex over the next 10 years. Connected Kerb would be planning, assessing sites, delivering and maintaining the network. Community landowners were being encouraged to suggest possible locations; the Clerk confirmed that she had registered an interest for the Village Hall, Three Crowns and Cricketers car parks, being

Parish Council land. Members expressed concern that the planned charging points would not be rapid charging.

g. Permissive Path (Newpound Lane to Durbans Road):

PD reminded members that paths across Sweephurst Farm land had been used for decades by residents but a couple of years ago, access had been restricted with locked gates due to the presence of livestock. This had caused disquiet in the village and the landowner had been encouraged to provide an informal permissive path. Despite the Parish Council offering to provide new signs, the original signs had deteriorated so that the route was unclear and access from Newpound Lane was overgrown making it difficult to use. The amenity value of these paths was acknowledged as being beneficial to many walkers. Members agreed that the Chairman should write to the landowner again to advise that the Parish Council was keen that the route becomes a formal permissive path registered with WSCC. The Landowner is to be asked to respond for discussion at the next meeting. If this proved unsuccessful, an application for a registered Public Right of Way was to be explored. **The action was delegated to the Chairman in view of the Clerk's friendship with the landowner.**

h. Clerk's Update:

- Co-option Update: The vacancy had again been highlighted in the March newsletter.
- Risk Assessments: Details had been circulated to Councillors to complete by 7th March to be reviewed at the March meeting.

8. New Items for Discussion:

a. Public Toilets:

In 2013 the public toilets were under threat of closure by CDC. After a publicity campaign and petition, they were saved. The Parish Council entered a 10-year Memorandum of Understanding from 1st April 2014 whereby the Parish Council assumed responsibility for the cleaning contract and costs. The building remained as a CDC asset who would remain responsible for building maintenance (including drains), insurance, electricity, water and up until recently, business rates (public toilets were now exempt). The CDC Cabinet recently discussed the district's facilities and confirmation has been received that there were no plans to close any of the existing public conveniences. After discussion, **members agreed that the current arrangement worked well and resolved to enter into a further agreement with CDC. Further discussion with CDC was delegated to the Chairman and Clerk.**

b. Songhurst Meadow:

The Open Space Management Plan detailed a 300mm ditch and bund to prevent unauthorised incursions. Runnymede Homes had advised that having installed the bund it was felt that a ditch would not add to the effectiveness, and that the appearance of a ditch would be more difficult and expensive for the Parish Council to maintain. Members discussed in detail. The installation of the bund/ditch had been discussed with the CDC Officer responsible for traveller incursions and if not completed whilst Runnymede Homes was on site, the opportunity would be lost. Should an incursion occur the Parish Council would be financially liable for any legal costs and for the installation of any additional protection. **Members voted and it was agreed that ditches should be provided as**

detailed in the Management Plan, ideally on a slope to allow water to run into the surface water attenuation ponds; Runnymede Homes to be advised.

Having walked into the site, AJ observed that the current section of Cedec path was showing evidence of deterioration, rabbits scratchings, and had the appearance of an unfinished surface, perhaps due to little use. He appreciated that it might be Runnymede's intention to re-roll and compact the surface when the whole route was complete but felt that this should be highlighted. **AJ was asked to draft details to be sent to Runnymede Homes by the Clerk.**

c. Heritage Trail:

It had been an aspiration for some time to create a heritage trail around the village (included in the Parish Action Plan following Neighbourhood Plan consultations). The History Society had now compiled some details that would enable a leaflet to be produced.

The Clerk became aware of an online App, TrailTale, that allowed this information to be available online as a guided walk (text and audio) and provide the opportunity for links to other online information. The Chairman and Clerk had an online meeting with the Managing Director; PD provided further explanation and highlighted that there was a route in Chichester. The cost, if the History Society provided all the details, would be £800 for 12 points including hosting for 5 years. There would be a charge for additional information points.

The Chairman and the History Society had indicated willingness to volunteer to produce the leaflet that could also provide details to link with TrailTale.

The anticipated cost for both was about £1,000. However, this would increase if it proved necessary to engage a graphic designer.

Members agreed that the Parish Council could contribute £500 and the Clerk and Chairman to investigate the options further and prepare a grant application. Members agreed that copyright should remain with the Parish Council and that written confirmation should be obtained from TrailTale.

d. Pond Willow Tree:

Members agreed to the removal of the old willow, as it was now unstable, with replanting in the autumn. The quotation from Mr Twelvetreets for £225 was accepted.

e. Grass Cutting Contract for the 2022 Season:

Sussex Land Services had submitted their quotation with a 4.75% on the 2021 contract price, which members resolved to accept. The benefits of using a village-based business were acknowledged.

f. Public Toilet Cleaning Contract for 2022/23:

Pyzer Cleaning Services had been cleaning the facilities since April 2014 and had not increased their charges during this time. A quotation for the next year's contract had now been received which was a 7.9% increase on the previous price. Members resolved to accept.

In terms of the additional weekend cleans, this price had increased substantially from £30 to £85. For 17 weekends, from the beginning of June to the end of September, this was an additional £1,445, an increase of £935 on previous years. **Members acknowledged the importance of the additional clean during peak times but in view of the cost increase, agreed that weekends should be selected to link with community events and the school**

holidays. It was also agreed that the Café should be made aware of this increased cost and asked to resume its donations as their business benefitted from the facilities.

9. Correspondence:

Correspondence – details of emails and letters received since the last meeting
<p>Cllr Susan Taylor – thanking the Parish Council for the opportunity to address the Council about the water resource issues in the northern parishes.</p>
<p>WSALC - Presentation delivered at the recent WSALC Chairs Forum by Dr Colin Hayes from the Campaign for the Protection of Rural Sussex about the Rampion Wind Farm and tourism study undertaken by Bournemouth Borough Council. The study demonstrated the likely impact on Bournemouth if the proposed Navitus Bay wind farm had gone ahead.</p>
<p>SDNPA January Newsletter – circulated.</p>
<p>Southern Water – Details of the emerging regional plan. Water companies across the region had been developing first region-wide plan to secure sustainable water resources for the future. Consultation from 17 January – concluding on 14 March. Consultation document, and supporting documents, available through wrse.org.uk and dedicated consultation platform.</p>
<p>Highlighted.</p>
<p>CDC – Local Plan Review update – circulated.</p>
<p>WSCC – Notification of Chichester County Forum on Tuesday 1st March from 5-6pm at The Grange in Midhurst. PD to attend.</p>
<p>WSCC – News Release – explanation to budget – circulated.</p>
<p>Andrew Griffith MP – Notification of Boundary Commission regional public hearings in Crawley. Details forwarded to PD.</p>
<p>Kirdford Road Resident – notification of boundary issues and hedge removed. Advised to contact CDC – it was not a Parish Council responsibility.</p>
<p>WSALC - The first Rural Crime Monthly Update for this year is now available: https://www.sussex.police.uk/police-forces/sussex-police/areas/campaigns/campaigns/.divisional-campaigns/rural-crime-team-monthly-update/</p>
<p>CDC – Notification from Tree Officer that an Ash Tree is to be felled on Durbans Road which is subject of a TPO – Ash Dieback. A suitable replacement to be planted.</p>
<p>Rural Services Network – The Rural Bulletin.</p>
<p>WSALC - Link to the WSCC consultation response to the Rampion 2 consultation and associated report. https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?Id=1352</p>
<p>CDC – Local Plan Newsletter.</p>
<p>SDNPA - on 15 January the Government published its response to recommendations made in the Landscape Review of Protected Landscapes led by Julian Glover. The Government’s response to these recommendations will have far-reaching, long-term impacts on the South Downs National Park, the other 9 English National Parks and the 34 Areas of Outstanding Beauty (AONBs) in England.</p> <p>The South Downs National Park will be considering these proposals in detail over the coming weeks and will be responding in full to the consultation, but you can find our initial response here</p> <p>Consultation closes on 9 April 2022.</p> <p>Details sent to Dr Jill Sutcliffe, Parishes Wildlife Group to review. Dr Sutcliffe would advise the Parish Council if there was any action required.</p>

WSSC - Reparation Coordinator West Sussex Youth Offending Service by supporting young people to give back to local communities. This service is a free service, all that we ask is that you pay for the materials required to do the task at hand. Looking to move to different areas and was wondering if we could meet with you to discuss anything that we could help you with in your local parish.

Meeting arranged for 23rd February at 10.00 am.

APCAG Gatwick Update – circulated

Rural Services Network – The Rural Bulletin.

Mulberry & Co – training programme for local councils – circulated.

WSALC – Levelling Up the UK White Paper summary – circulated.

SDNPA – February newsletter – circulated.

Press Release from Gatwick Airport –

- Gatwick Airport's South Terminal will reopen on Sunday 27 March as British Airways' short-haul routes return, alongside increased operations from easyJet, Wizz and Vueling
- From today, testing requirements removed for vaccinated passengers arriving into the UK
- Gatwick and its partners running ongoing recruitment campaigns, with more than 2000 new posts still available to help meet expected strong demand

Rural Services Network – The Rural Bulletin.

Paul Killingbeck who raised the flag has received notification from the College of Arms that some flag flying days had now been removed from the calendar, so no need to fly on government buildings, and just for the 2nd June to mark the Jubilee weekend.

Members agreed that, if Mr Killingbeck was willing to do so, the flag should continue to fly on all existing dates and for the 4-day Jubilee weekend whilst events were planned on the Green.

Society of Local Council Clerks – notification that the Section 137 Spending Limit for 2022/2023 is £8.82, increased from £8.41 (percentage increase in the retail index between September 2020 and September 2021, in accordance with Schedule 12B to the 1972 Local Government Act.

Highlighted.

10. Planning

- 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/21/03641/LBC - Other Dev - LBC's Alter/Extend	Mr & Mrs Osmaston 1 Brickyard Cottages , Fittleworth Road, Wisborough Green, RH14 OES Stabilisation of foundations, localised repair works and internal redecoration following subsidence related damage to the front porch and side gable wall. O.S. Grid Ref. 503760 / 124462 <u>No Objection</u>

b. Chichester District Council Decisions:

Application Number	Application Details	Decision
WR/21/02630/DOM - Case Officer: Oliver Naish	Mr O Betchley Meadow View Petworth Road Wisborough Green RH14 0BJ Proposed replacement of conservatory with new single-storey rear extension. Retrospective installation of close board fence. O.S. Grid Ref. 504667/125873	PERMIT
WR/21/03202/LBC - Case Officer: Sascha Haigh	D Penniall The Bat and Ball Country Pub Newpound Wisborough Green RH14 0EH Replacement of existing large timber bay window. O.S. Grid Ref. 506012/126960	PERMIT
WR/21/03135/FUL - Case Officer: Calum Thomas	Tracy Consentino Land Adjacent To 1 Newfields Newpound Wisborough Green RH14 0AX Change use of land to private gypsy and traveller caravan site consisting of 1 no. pitch. O.S. Grid Ref. 506049/127156	REFUSE No justification Unsustainable No demonstration of water neutrality
SDNP/21/03910/FUL – Case Officer: Charlotte Cranmer	Mark Howarth Ingrams Farm, Fittleworth Road, Wisborough Green, RH14 0JA Erection of a ground mounted solar array for generation of domestic electricity with 38 no. panels. O.S. Grid Ref. 503137/124418	PERMIT
WR/21/03134/TCA - Case Officer: Henry Whitby	Mrs Eva Hardman The Gatehouse School Road Wisborough Green Billingshurst Notification of intention to crown reduce by up to 40% (all round) on 1 no. Ash tree (quoted as T1). O.S. Grid Ref. 505060/126050	WITH DRAWN
WR/21/03155/OUT - Case Officer: Sascha Haigh	Mr Ian MacRae Northlands Farm House Newpound Wisborough Green RH14 0QJ Outline application (with all matter reserved accept Appearance) for a single storey high efficiency 3 bedroom dwelling. Grey water recovery and recycle system. Solar panel capture and heat system. O.S. Grid Ref. 506549/126270	WITH DRAWN

WR/21/03574/TPA - Tree Apps (TCA's and TPA's) Map Ref: (E) 504519 / (N) 125945	Mr A Slade 2 Carters Way, Wisborough Green, RH14 0BY Crown reduce (overall) by 20% on eastern sector on 1 no. Varigated Box Elder tree (T1), within Area A1, subject to 68/01110/TPO. O.S. Grid Ref. 504519 / 125945	PERMIT
--	---	--------

c. Enforcement:

Bat & Ball Public House: The Clerk had written to the owner, who had subsequently telephoned to provide an update; regulations now permitted public houses to erect marquees without planning permission to aid Covid recovery. He had been critical of the Parish Council that he thought was not supporting local business. The Clerk had contacted CDC for an update on the regulations particularly in relation to Listed buildings and the Conservation Area. AB advised that he had also been contacted by the owner.

11. Finance:

a. Bank Reconciliation:

HT confirmed that he had checked and agreed the bank reconciliation for the Barclays Community Account for the period ending January 2022.

b. Accounts for Payment:

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

Online payments for the Barclays Community Account

Payment entered on 15th February unless stated otherwise.

Payee	Amount £	Description
Cyan (Jati Ltd) (25 th January)	1,246.00	3 Benches, one plaque and teak protector
Pyzer Cleaning Services	504.30	Cleaning of public toilets & supplies
West Sussex County Council	1,909.55	Clerk's salary for January
L D Davies	176.89	IONOS Email, Printer ink, Dog waste bags, Vouchers for thank you gift
IFC Davies	168.00	To move grit & gritter to Kirdford
George Nicholls Tree Services	475.00	Tree work around the village green
William Drummond	50.00	Digitalising of village sign
Mill Farm Plants Ltd	168.60	Field Maple, tree stakes and compost
Kevin Twelvetrees	920.00	Pollarding of pond willows and replacement pond fence
WG Sports CIO	1386.00	CIL contribution for additional planning fee
	7,004.34	

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
19.01.22	29.54	Plusnet	Village Hall Broadband
01.02.22	8.89	Business Stream	Allotment Water (standing fee) – no water use
09.02.22	251.90	NEST	Pension contribution for period 01 to 31 Jan 2022
	290.33		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
08.02.22	30.00	New Allotment Tenant	Allotment deposit
	30.00		

c. Monthly Financial Statement:

The statement was circulated in advance of the meeting and displayed. Explanation was given to the bank balances and reserves. There were no further questions.

a. Donation Requests:

A list of requests received throughout the year, along with details of last year's payments, was circulated for consideration. Members resolved to make the following donations but to not make a donation to Age UK West Sussex, Hove & Brighton:

Local Government Act Section 137

BEAT Responders - £100

Arun & Chichester Citizens Advice - £50

Kent Surrey Sussex Air Ambulance - £100

4Sight Vision - £50

St Catherine's Hospice - £50

The Royal British Legion - £100 - donation for wreaths paid in November

St Peter's PCC - clock and churchyard maintenance - £1,250 (Clock - Parish Councils Act 1957, s2; Churchyard Maintenance S137)

Wisborough Green Minibus - £300 (Local Government and Ratings Act 1997, s2)

12. Other Reports:

- a. Village Hall: The Village Hall Annual General Meeting was held on 31st January; the Annual Report had been circulated. The Chairman was unable to attend due to Covid, so the presentation to the Village Hall Chairman, to acknowledge his huge contribution to the refurbishment project, was made by TW. The Committee was now planning an Open Day in April to promote the new facilities.
- b. Allotments: Members approved a small tool shed on Plot 2B.
- c. Health & Safety: AJ advised that the wall linked to the Gatehouse on School Road was leaning with evidence of movement that was damaging the path; it did not appear to be at risk of collapse. **The Clerk to inform the property owners.**
- d. All Parishes Meeting: The Chairman and Clerk attended the Zoom meeting on 7th February; the presentation slides had been circulated. There were no further questions.
- e. Chichester District Association of Local Councils: The Chairman had been unable to attend the meeting on 10th February.

13. Any Other Matters to Report:

- a. The Clerk advised that the delivery vehicle for a large resident caravan, presumably to Greenways Nursery, had parked at the side of the Green, forcing other vehicles onto the grass verge and pathway to Park Cottage. The Clerk had contacted the company involved that declined to provide compensation for the damage; repairs would need to be undertaken.
- b. Cones and signs left by WSCC Highways contractors had been reported via Cllr Duncton and were removed.
- c. Someone had urinated in the leaflet dispensers in the Information Kiosk. The Clerk would arrange for their removal and sanitisation. Members had previously approved expenditure for the replacement map and felt that this should be purchased in advance of a new logo; the logo could be added later.

14. Date of Next Meeting:

Planning Committee – Tuesday 1st March 2022 at 8.00 pm.

Parish Council – Tuesday 15th March 2022 at 7.45 pm

There being no further business, the meeting closed at 9.40 pm.

Signed by the Chairman: Dated: