

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 17th May 2022

Date: Tuesday 19th April 2022

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

In Attendance: Mrs L Davies, Clerk
Cllr Gareth Evans

Members of Public: One

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

1. Apologies for Absence:
All members were in attendance.
2. Declaration of Interests:
Being involved in Wisborough Green Scouts, AJ declared his interest in the Renegades request, item 7a.
TW advised that he knew the Renegades organiser and was also a friend of the Stable Field planning applicant.
AB advised that he was the next-door neighbour of the Soel Copse Barn and a friend of the Stable Field planning applicant.
MW advised that he had worked with the Stable Field planning applicant in relation to the new Pavilion and Green drainage proposal.
The Clerk declared her close friendship with the landowner in relation to the Permissive Path.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 15th March 2022 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Updates:

District Councillor (In attendance from 7.45 pm until 8.00 pm). Cllr Evans' report had been circulated in advance of the meeting, summarised below.

- Land West of Guildford Road, Loxwood: The last update he received from CDC cited Water Neutrality issues. He had asked for a further update.
- Townfield Planning Application, Kirdford: The last reply from CDC in early March demonstrated that the applicant had not resolved the water neutrality issue and meetings were being held to determine how to proceed. Cllr Evans now believed that the applicant had found a solution that was being reviewed. He believed that CDC was reasonably happy with the solution.

- Land Southwest of Willets way, Loxwood: Residents had raised concerns at the proposed solution to the water neutrality issue by sinking five 3000-gallon tanks on the site with no details as to how they would work. There were concerns about noise. Cllr Evans was waiting for the Parish Council response.

Hyde Housing: Several residents had approached over concerns with the communication process and the quality of the housing stock. He was working with the Cabinet Member and CDC to apply pressure on Hyde and had since received communication from Louise Rudziak, CDC Director of Housing and Communities, who had agreed to investigate the growing issues not just in this Ward but across the district.

- Lagoon 3, Plaistow: – a meeting between parish councils, CDC and EA took place on 14th April. The landowner had still not responded to the legal team, who were now progressing with legal action.
- Loxwood Claypit: WSCC Planning was working towards the application being considered at the committee meeting by 26th April 2022.
- Fracking: Further to a question raised by Wisborough Green Parish Council, the following response from CDC had been received:

As fracking is a minerals operation, planning control falls to the County Council, and any necessary planning application would be submitted to that authority to consider. CDC would likely be a consultee if within our district, however on previous applications we have responded that we do not have the necessary specialist technical expertise in our Environmental Strategy Unit to make comment on such applications. There is no specific District Council policy in relation to fracking.

- Chichester District Updates

Full Council Meeting (Budget)- At the council meeting on 8th March the Lib Dem group were successful in getting to motions through. These were:

- 1) To employ a full time Growth and Sustainability Officer to promote economic growth in the District by supporting Local businesses and the creation of local apprenticeships and jobs - all in the context of supporting the Climate Emergency Action Plan
- 2) To employ a full time Landscaper Officer to provide specialist landscape design advice on development management matters and to monitor and manage the discharge of conditions on development sites

£150 Energy Bills Rebate 2022: The Chancellor announced on 3 February 2022 that Band A to D council tax payers in would receive a one-off payment of £150 to support rising energy bills. It was also confirmed that this rebate will not need to be repaid. Good progress has been made on the preparations for administering the energy rebate scheme and CDC will be starting this work in early April.

Water Neutrality: On 16 March 2022 Natural England (NE) published updated advice on Water Quality and Nutrient Neutrality for 27 protected Habitat Sites, including the Solent. The advice issued by NE amends the methodology used to calculate whether a proposed development would be nutrient neutral. <https://www.chichester.gov.uk/nutrientneutrality>

CIL Spending Plan: Projects in the published IBP CIL Spending Plan have been approved by Full Council in principle (as at that stage the full details of a project are not normally known).

DEFRA Consultation on New Environmental Targets: DEFRA is currently consulting on long-term targets as proposed by the Environment Act 2021. The consultation, which closes 11

May 2022, is seeking views on a number of new targets (biodiversity on land, biodiversity in the sea, water quality and availability, woodland cover, resource efficiency and waste reduction and air quality). <https://consult.defra.gov.uk/natural-environment-policy/consultation-on-environmental-targets/>

- Surgery Dates: Cllr Evans had now published his next round of surgeries. The next surgery would be held at The Half Mood, Northcahpel on Saturday 23rd April 12 – 2 pm. Cllr Evans is always happy to visit residents in person or arrange a call/zoom conversation. I can be contacted by phone 07958918056 or by email gbevans@chichester.gov.uk
- In response to a question about the Loxwood Shop, Cllr Evans advised that the current Post Office closed this summer and he understood that the planning applicant was off-setting water neutrality with Fishers Farm. He believed that a shop would be forthcoming.

County Council: Cllr Duncton had sent her apologies and a report, summarised below:

- West Sussex Children's Services had improved to the extent that it would not be taken into Trust Status. However, there was still work to do.
- Cllr Duncton continued to push for road and pothole improvements.
- All 6 Primary Schools in Cllr Duncton's division had achieved Good from their OFSTED report; the grading changed and so Good was a very high standard.
- The construction of the new Fire Station at Broadbridge Heath was due to start. It would include training facilities to be hired by other Fire and Rescue Services.
- Trading Standards had been alerting people to scams and identifying stores which sold illicit tobacco products, resulting in several prosecutions.
- The Fire and Rescue Service had now caught up with its community work, such as visiting vulnerable people and advising on home safety improvements.
- On 1st April, the West Sussex Transport Plan 2022 to 2026 was passed.
- WSCC was working hard to support Ukrainian refugees and she was pleased to report that many local groups were offering support with the provision of goods and clothing. Should anyone want to offer accommodation the e-mail at County was Ukrainesupport@westsussex.gov.uk.

5. Public Questions:

Dr Jill Sutcliffe, Chair of Keep Kirdford and Wisborough Green and the Parishes Wildlife Group, stressed the importance of wildlife in the village in relation to the Stable Field planning application. She highlighted the existence of species at risk and protected by UK legislation, the water neutrality concerns, and that the development proposal was within an identified local green gap.

The Chairman thanked Dr Sutcliffe for attending the recent South Downs National Park (SDNP) workshop on the Parish's behalf.

6. Report on on-going matters:

a. Neighbourhood Plan (NP):

Analysis of the Regulation 14 consultation comments and policy amendments had now been completed; further advice had been requested from CDC but no response to date. In relation to sites: Tanglewood Nursery was on the market and there had been some development interest, the outcome was unknown; the Ansells Yard site was now being progressed and NP Steering Group members had met the developer that morning. The developer was keen to ensure that the design met with village support and would like to make a presentation to the Parish Council at a public meeting in due course. The Parish

Council would be considering the Stable Field application later in the meeting; it would be interesting to hear CDC's response to the water neutrality issue. **Members agreed that an application for grant funding and technical support should be made to Locality to take the Plan forward to examination.**

b. Traffic Management Plan:

Durbans Road TRO Process Enquiry: Cllr Duncton had not responded to the Parish Council's enquiry; **the Clerk to follow up.**

SW advised that unfortunately the Durbans Road residents who had joined the Community Speedwatch had stepped down from the group. They had not been joined by any other neighbours and were slightly disillusioned at the lack of response by WSCC. Unfortunately, this meant that speed data was no longer being collected.

A motorbike accident had occurred outside the village shop at the weekend; a motorbike hit the side of a car turning in the road. The Air Ambulance had landed on the Green.

c. Village Broadband Gigabit Scheme:

TW confirmed that the WSCC Coordinator would attend the July Parish Council meeting to update the Council. The other two companies that had shown an interest had not responded.

d. Village Green Drainage and Levelling:

AB confirmed that Wisborough Green Sports (WGS) members had undertaken the first cuts of the new grass, and fertiliser had been applied. Due to the dry conditions, it was very immature grass so some watering might be required to allow cricket to be played in 2 weeks; he would review.

Further work was now required, some of which related to the drainage contract, the other general maintenance. To complete the drainage work, re-seeding of the cricket outfield was required, at a cost of £798 plus VAT. **Members therefore agreed that the retained £1,500 should be used for this cost and the balance returned to WGS.**

For general maintenance, the whole Green required 24 bags of fertiliser to be spread at a cost of £694 plus VAT which would feed the grass for the whole summer; this was undertaken every year. There was weed establishing in the new grass that required an application of weed killer, at a cost of £400 plus VAT. **Members approved the expenditure of £1,094 from the Green Maintenance budget. AB to send the quotation details to the Clerk to authorise the work.** AB advised that 'earthquaking' would be required in the Autumn.

The Football Club would like to fund the application of sand to the football pitch, either 40 or 60 tonnes. AB confirmed that it was acceptable to do at this time of year. **Members approved this action.**

e. Youth Provision:

As a result of the 'Young Lives Matter' survey, an idea to improve youth provision on the village green had been circulated; increase the size of the basketball area, install a combined 5 a side football net/basketball net, an equipment storage box, and possibly an outdoor table tennis table. Members considered the proposal and discussed whether an all-weather surface, suitable for netball, could be provided on the Green, which would be of benefit for more users. As this would be a larger project and have more impact upon the appearance and use of the Green, it would require further consultation and take a longer time to achieve. **It was therefore agreed that improving youth provision sooner rather than later was important and as such, costings for the proposal should be obtained for**

further discussion. AB to assist the Clerk and obtain indicative prices for a compacted type 1 surface with artificial grass.

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

Villagers had, historically, used the paths for over 20 years and many were keen that the route should have unhindered access. At the 15th February Parish Council meeting, members agreed that the landowner be asked to register as a Permissive Path with WSCC and if this request was not accepted, to explore a Public Right of Way. The emails exchanged between the Chairman and landowner were displayed. The Parish Council was grateful to the landowner for allowing access, but the lack of signage and overgrown access in Newpound Lane had caused difficulties for users. Members appreciated why gates were required and suggested stiles or a kissing gate could be installed. **Members therefore agreed that establishing as a Public Right of Way to be investigated. Due to the Clerk's interest, the Chairman to contact the resident who made the initial enquiry in the hope that they would assist.**

g. Speed Indicator Device:

In 2019 it was agreed to purchase a Speed Indicator Device (SID) to be moved around the village. New Homes Bonus funding towards the cost was received from CDC. Two possible options were identified but due to Covid, members were unable to visit the Parish Council that operated both devices. Further opinion has now been sought from other Parish Councils with the WSCC preferred device, Westcotec, being well received. The Clerk confirmed that the WSCC Licence to operate on the highway had already been obtained. **Members agreed that the Westcotec device should be purchased with Bluetooth to enable easier downloading of data and sufficient brackets to locate on existing posts; additional posts to be considered later. The solar option to be reviewed. The decision delegated to the Clerk, PD and SW.**

h. Parish Council Logo:

Although advertised in the last newsletter, no ideas or interest from local graphic designers had been forthcoming. **Members therefore agreed that the Chairman draft a brief to be circulated to all for comments and approval. Budget set at £175. SW to prepare a list of local graphic designers to approach these designers initially or use LogoTournament which reached designers around the world.**

i. Clerk's Update:

- Ditch opposite the Cricketers: The brambles had recently been cleared which revealed that the ditch had become silted; some silt from the grate was removed to allow the water to flow. It would need to be cleared this summer; the Clerk would obtain quotations.
- Annual Parish Meeting: Members were reminded of the public meeting this Thursday, 21st April at 8.00 pm; MW and LB gave their apologies. The Chairman would organise the refreshments. Members were asked to arrive slightly early to set up.
- Local Plan response to CDC: The Clerk confirmed that an email identifying infrastructure concerns in the village had been sent to CDC; out of office replies had been received but no further comment.
- Jubilee Events: The events on the Green had been publicised in the last Ad Vincula; Race Night, Music Festival, KidsFest and village picnic. The organisers were keen to advertise as widely as possible and had asked if signs would be permitted around the village

centre. **Members agreed that larger signs could be displayed. Clerk to request details and make the decision based on discussion.**

- Songhurst Meadow Planting: The Clerk had heard that the planting at the entrance to Newpound Lane had now been completed as per the plan. She would follow up on the ditch fence, ditch by the bunds and the track installation.

7. New Items for Discussion:

a. Scout Hut:

An email from the Renegades Youth Group organiser has been circulated which gave details of the activities being undertaken and a request to the Parish Council for a 25-year Lease of the Scout Hut as it was not being used.

The Scout Hut and land was Leased by the Trustees of 1st Wisborough Green Scout Group from the Parish Council; the Scout Hut belonged to the Scout Group. The original Lease was lost, so the Parish Council entered into a new Lease dated December 2021 for 99 years. Within the Lease there was a requirement to keep the building in good repair and not to underlet the premises or any part, although the Trustees may let or hire the building for charitable, religious or educational purposes, but such lettings or hiring shall not continue for more than 48 hours in anyone case, without the Parish Council's prior consent.

As Chairman of the Scout Group, AJ had circulated a note to explain that the group had been affected by Covid, how the District Team was now active to keep the Group operational and plans to repair, maintain and update the building with a view to re-opening later in the year with Beaver, Cubs and Scouts.

Members were delighted to hear that the Group was now receiving District support and acknowledged that it was not within the Parish Council's gift to direct the Scout Group.

However, to facilitate any discussion, members agreed that the Parish Council would consider some adaptation of the Lease terms, if required, should the Scout Group wish to permit use of the Hut by the Renegades. The Renegades organiser to be encouraged to approach the Scout Group directly.

Members agreed that as the Parish Council/Village Hall shed located in the car park was no longer required, it should be re-located at the Scout Hut to provide additional storage for the Scouts and storage for the community chairs and Fete tables.

b. Use of the Green:

A request had been received from the School Parent-Teacher Association (PTA) to hold an Easter Egg Hunt around the Village Centre on Monday 26th April. Members were delighted to support the event. **Clerk to issue an Agreement form.**

c. Use of the Green:

A request had been received from the Horticultural Society to hold plant sales on 21st May and 8th October on the Little Green. Details would be similar to previous years. Members were pleased to support the events. **Clerk to issue Agreement form.**

d. Use of the Green:

A request had been received from the School PTA to hold the School Fair on the Green on Saturday 18th June. Arrangements would be like previous years, with set up from 8 am, the parade from the school to the Green at about 12 noon and finishing by 4 pm. The date had been agreed with the Sports Association. Members were delighted to support the event.

Clerk to issue an Agreement form.

e. Infrastructure Business Plan:

The CDC Plan had been circulated with the agenda and members asked to review the Wisborough Green projects. **It was agreed that the projects completed could now be removed and that Youth Provision should be added. Clerk to submit details to CDC.**

8. Correspondence:

Details of emails and letters received since the last meeting.
Cllr Dunton – details for wildflower grant to promote Bees for those in the National Park.
WSCC - West Sussex County Council is undertaking a review of the West Sussex Transport Plan (WSTP). During summer 2021, the County Council published a Draft West Sussex Transport Plan 2022-2036 for consultation and invited feedback on its contents. The details have now been published. Further information about the consultation and the review of the Plan is also available at: www.westsussex.gov.uk/wstpconsultation .
Dr J Sutcliffe, KKWG – flagged that Boxal Bridge had appeared on the 2021/22 WSCC Plan. Clerk responded “I’ve just had a look through the meeting notes and the last meeting with WSCC in September 2017 indicated that they would be progressing to the design stage despite our protest. Looking at the next Forward Plan for 2022-2023 (https://www.westsussex.gov.uk/media/17245/highways_trans_plan_del_prog_22_23.pdf) it doesn’t appear to be listed but please do double check this report to make sure I haven’t missed it.”
CDC – Planning for the future – financial update by CEO, Diane Shepherd – circulated.
Sussex Clubs for Young People – totally understood the Parish Council’s decision not to have the Purple Bus but was available to help with the possibility of opening the pavilion; support and guidance around navigating the safeguarding hurdles, policies and procedures.
Cllr Gareth Evans – response to fracking question posed at the last meeting – circulated. “As fracking is a minerals operation, planning control falls to the County Council, and any necessary planning application would be submitted to that authority to consider. CDC would likely be a consultee if within our district, however on previous applications we have responded that we do not have the necessary specialist technical expertise in our Environmental Strategy Unit to make comment on such applications. There is no specific District Council policy in relation to fracking.
West Sussex Fire & Rescue - has formally adopted its Community Risk Management Plan 2022 – 2026.
PCSO Neil Billingham – March update – circulated.
Rural Services Network – The Rural Bulletin.
CDC – Local Plan Review Newsletter – circulated.
Sussex Police - hosting a Summer Road Safety Stakeholder Virtual Briefing event on the 28 th April 2022. Details forwarded to SW.
Rural Services Network – The Rural Bulletin.
SDNP – April Newsletter – circulated.

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/21/03622/FUL - Case Officer: Sascha Haigh	Mr D Tredinnick Soel Copse Barn Formaly Starveall Barn Newpound Wisborough Green Replacement of existing barn and associated structures and erection of 1 no. self-catering holiday let. O.S. Grid Ref. 505487/127777 Members agreed that the objections raised for the previous application were still valid and therefore objected to this application. The response was delegated to AJ, PD and the Clerk.
WR/22/00618/FUL - Case Officer: Calum Thomas	Land At Stable Field Kirdford Road Wisborough Green West Sussex Erection of 8 no. dwellings with associated vehicular and pedestrian access, infrastructure, car parking and landscaping. O.S. Grid Ref. 504704/126406 Explanation was given to the changes made since the previous application. The site had been included in Neighbourhood Plan consultations and was included in the draft Reviewed Neighbourhood Plan, although the Plan had not completed the adoption process. Members had no objection to the application, although the inclusion of street lighting would not be permitted. The response was delegated to AJ, PD and the Clerk.

b. Hospitality Marquees:

AB confirmed that he had visited all 3 public houses to discuss the planning changes relating to the use of marquees at public houses and the rules relating to Listed buildings; he had shown the email advice received from CDC.

Bat & Ball: The marquees in the car park had been removed; the owner implied that he would apply for planning permission for permanent structures.

The Three Crowns: AB had been unable to speak to the owner but had been told that the structures would be taken down this week.

The Cricketers Arms: A different situation in that marquees were erected on Parish Council land. The publican was happy with the current arrangement to request permission from the Clerk for ad hoc events.

Members agreed that a follow-up letter should be sent to the establishments.

10. Finance:

a. Bank Reconciliation:

HT confirmed that he had checked and agreed the bank reconciliations for the four Parish Council Bank Accounts for the year-end 31st March 2022.

b. Accounts for Payment:

The Clerk displayed the Payment List for April that was approved.

Online payments for the Barclays Community Account

Payment entered on 19th April unless stated otherwise.

Payee	Amount £	Description
St Catherine's Hospice Online payment failed twice	50.00	Donation agreed 15.02.22 Paid 28.03.22 Cheque No 100014
28.03.22 Chichester District Council	2,275.10	Annual litter and dog bin emptying charge
West Sussex County Council	1,909.55	Clerk's salary for March
Sussex Land Services	228.00	Ditch clearance
Pyzer Cleaning Services	504.30	Cleaning of public toilets & supplies
I F C Davies	200.40	Treatment & installation of 2 benches and 3 new verge posts
L N Davies	109.65	Printer ink, Ukrainian flag, stamps. Tools for WSCC Offenders Scheme
St Peter's PCC 29.03.22	100.00	Distribution of March newsletter
James Garside Planning	165.76	Neighbourhood Plan support
19.04.22 Mulberry & Co	48.00	Planning training for T Worrall
Karl Paukner, Passion4IT	45.00	To resolve computer back-up issues
GACC	10.00	Annual membership fee
WSALC Limited	504.47	WSALC & NALC annual membership fees
WSCC	55.59	Payroll charge – 1 Oct 21 – 31 Mar 22
L N Davies	6.29	IONOS Email charge & postage
	£6,212.11	

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
21.03.22	29.54	Plusnet	Village Hall Broadband
	29.54		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
18.03.22	250.00	CDC	Jubilee grant payment
25.03.22	30.00	New allotment tenant	Allotment deposit
28.03.22	5,000.00	Transfer from Business Premium Account	To Community Account
01.04.22	94.83	Allotment tenants	Rent for one year from 1 st April
01.04.22	1.00	WG Scouts Group	Peppercorn rent payment 1year from 01.04.22
04.04.22	79.25	Allotment tenants	Rent for one year from 1 st April
04.04.22	3,843.00	Village Hall	Lease payment – 6 months
05.04.22	85.75	Allotment tenants	Rent for one year from 1 st April
07.04.22	7.50	Allotment tenant	Rent for one year from 1 st April
08.04.22	35,000.00	Chichester District Council	First instalment (50%) Precept payment
11.04.22	1.00	WG Sports	Peppercorn rent payment 1year from 01.04.22

11.04.22	21.75	Allotment tenant	Rent for one year from 1 st April
13.04.22	24.00	Allotment tenant	Rent for one year from 1 st April
14.04.22	4,695.19	HM Revenue & Customs	VAT refund 01.11.21 to 31.03.22
14.04.22	12.75	Allotment tenant	Rent for one year from 1 st April
	£49,146.02		

c. Year-end Position:

A report for the year-end 31st March 2022 had been circulated in advance of the meeting and was displayed. **The figures and transfers to reserves were approved.**

SW noted the donation to the public toilets. She wondered if other donations would be forthcoming if a QR Code was provided in the facilities; **Clerk to investigate.**

d. Fixed Asset Register:

The Register for year-end 31st March 2022 had been circulated in advance of the meeting and was displayed. Explanation was given to the original and insurance valuations. The Clerk advised that she would seek clarification on the disposal of assets from the internal auditor. **Members noted and approved the Register.**

e. Playground Inspections:

The Clerk had been advised of an inspection training opportunity in Southwater but the resident who undertook the weekly inspections was unable to attend. Explanation was given to the current process whereby a record of the weekly inspection and any faults was maintained. The annual RoSPA inspection, undertaken in August, was used as the baseline each year, with the weekly inspection being undertaken by the resident who was considered competent; weekly inspections by the same person provided continuity and familiarity with the equipment. **Members agreed that they were satisfied with the current arrangements. The Clerk confirmed that actions identified in the risk assessment had been undertaken and it was just the wet pour surfacing repairs that remained.**

11. Other Reports:

- a. Allotments: Two plots had now been allocated for Ukrainian village support and would be tended by volunteers in the interim. Generally, all plots were being worked and rents being received.
- b. Health & Safety: TW highlighted a pothole in the road outside the village shop. He was asked to report directly to WSCC as he knew the location.
- c. South Downs National Park Workshop: Dr Jill Sutcliffe had attended the workshop on 16th March; her report was circulated. She had submitted a personal response to the government's consultation.

12. Any Other Matters to Report:

- a. Wisborough Green Ukrainian Support: TW attended a public meeting in the Village Hall in March, and as a result, had set up a Facebook Page for Ukrainian support in the village. Personally, he had made contact with a family but had also applied through the government scheme. He was now talking to the family on Zoom on a regular basis and was delighted that they had received their visas. However, the family were in a dilemma as the war was not

currently in their area and they did not wish to leave their country. WSCC had been in contact with TW to undertake the necessary checks and to provide further information to help the family settle. It was known that a Ukrainian had been housed in Billingshurst and Petworth had an active support group that was linking families.

- b. Community Speed Watch Body Cameras: SW reported intimidating behaviour towards the volunteers and asked what the process would be for the Parish Council to consider purchasing body cameras. Members were sorry to receive this report and asked SW to undertake further research to be included for consideration at the next meeting.
- c. Streetlighting: Although a note about streetlights and the operating times had been included in the last newsletter, there had been no response from Carters Way residents.

13. Date of Next Meeting:

Annual Parish Meeting – Thursday 21st April 2022 at 8.00 pm.

Planning Committee – Tuesday 3rd May 2022 at 8.00 pm (if required).

Parish Council Annual Meeting – Tuesday 17th May 2022 at 7.45 pm

There being no further business, the meeting closed at 9.50 pm.

Signed by the Chairman: Dated: