

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 21st June 2022

Date: Tuesday 17th May 2022

Present: Ms L Bartley (LB), 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)

Apologies: Mr A Burbridge (AB)

In Attendance: Mrs L Davies, Clerk

Members of Public: None

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

1. Apologies for Absence:

Apologies were received and accepted from Mr Burbridge. Mr Jackson had advised that he would be slightly late to the meeting.

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 Ms Bartley. Mr Drummond confirmed that he was willing to stand. As there were no further nominations, he was unanimously elected as Chairman. 'A Declaration of Acceptance of Office' was signed. 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.

Mrs Winship was nominated by Mr Drummond, seconded by Mr True.

Mrs Winship confirmed that she was willing to stand and as there were no further nominations, was therefore elected. A 'Declaration of Acceptance of Office' was signed.

4. Declaration of Members' Interests:

No interests were declared.

AJ arrived at 7.56 pm and declared no interests.

5. Minutes of the Last Meeting:

The Minutes of the meeting held on Tuesday 19th April 2022 were approved as a correct record and signed by the Chairman.

6. Minutes of the Annual Parish Meeting:

The Minutes of the meeting held on Thursday 21st April 2022 were approved as a correct record and signed by the Chairman. There were no matters raised that required further consideration.

7. Minutes of the Last Planning Committee Meeting:

The Minutes of the last meeting held on Tuesday 3rd May 2022 were approved as a correct record and signed by the Chairman.

8. District/County Councillor Updates:

District Councillor: Cllr Evans sent his apologies. His report had been circulated in advance of the meeting, summarised below.

- Land West of Guildford Road (including Retail Unit), Loxwood: Cllr Evans asked for a statement to be read out by Adrian Moss on his behalf at the planning committee meeting which was approved by all members of the planning committee.
- Loxwood Claypit Application: Will go to the WSCC Planning Committee on 18th May and Cllr Evans would be attending to speak in opposition.
- Land South of Townfield: A meeting between the applicant and officers of the planning department took place on 5th May to discuss the proposed solution for the Water Neutrality issue. No further information had been provided.
- Lagoon 3: The next scheduled meeting was planned for Thursday 7th July at 2pm.
- Foxbridge Golf Course: Residents had received a flyer regarding a proposed health, eco leisure and accommodation destination at the old Foxbridge Golf Course with a public consultation from 18th May - 1st June 2022. Cllr Evans would be hosting an in-person event at Kelsey Hall, Chalk Road, Ifold, on 18th May 2022 from 2 pm. Residents would be able to view plans, speak with members of the team and offer feedback.

District Wide Updates

- Ukrainian Refugees: Chichester was named the most generous place in the country for housing Ukrainian refugees. West Sussex County Council (WSCC) was co-ordinating the response across the county, with support from Chichester District Council (CDC).
- Energy Bill Rebate: CDC's Revenues, Benefits and Finance teams was working hard to issue the Government's £150 rebate to eligible people. The payment was intended to help with energy costs. CDC had created a short video taking people through the scheme and listing the eligible groups at: www.chichester.gov.uk/energybillsrebate2022
- Email Newsletter: CDC was encouraging residents to sign up to their email newsletter 'initiatives+' which were issued every month. Sign up at www.chichester.gov.uk/newsalerts
- Enabling Grants: CDC would be launching this year's Enabling Grants scheme later this month. Businesses would be able to apply online between 9 and 30 May and guidance notes would be available.
- Mental Health Awareness Week: This month CDC was supporting Mental Health Awareness Week (9 - 15 May). Walks, drop-in and other events had been organised.
- Surgery Dates: Cllr Evans had now published details for his surgery dates:
 - Sat 21st May (12-2pm) The Stag Inn, Balls Cross
 - Sat 11th June (11-1pm) Old Mill Cafe, Wisborough Green
 - Sat 18th June (12-2pm) The Onslow Arms, Loxwood
 - Saturday 2nd July (11-1pm) The Coffee Cup, Ifold (village shop)
 - Saturday 23rd July (12-2pm) The Half Moon, Northchapel

Cllr Evans was happy to visit residents at their homes/alternative venue or arrange a telephone call/zoom conversation. He could be contacted by phone 07958918056 or by email gbevans@chichester.gov.uk

County Council: Cllr Duncton sent her apologies. Her report had been circulated in advance of the meeting, summarised below.

- Children's and Young People in Care Service: An Ofsted focused visit was held at the end of March which concentrated on two elements; The quality and effectiveness of assessments, care planning and the support provided to children and young people in care, and the quality, timeliness and impact of supervision, management oversight and decision making, social work capacity and caseloads.

Cllr Duncton advised that the experience of children in care had significantly improved. Voice of the children heard and responded to. Performance reporting was thorough. Reviews of arrangements for children and young people was improved and was being sustained. More stable and permanent workforce was in place. Visible changes in the culture of the organisation. Virtual school was having a positive impact on children and young people in relation to their education and wellbeing. Political and Corporate support, including investment is supporting practice improvement. There was more work needed to improve health assessments for children, placements for children that were not regulated and audits.

- Roads and Potholes: Taken on two velocity road patching machines across West Sussex to proactively see and fill potholes before the regular inspections of Highways teams.
- Schools: Nine out of 10 applications for children starting school got their first choice.
- Broadbridge Health Fire Station: Build progressing well.
- For the District: Cllr Duncton was pleased to visit the new units built in Chichester next to Westward House for short term homeless families and single people. There were 17 new units and 3 refurbishment units at Westward House.
- Horticultural Sites: District Councillors had an interesting day visiting horticultural sites in the Chichester area to see initiatives to reduce carbon footprint, which included the use of robots and new packaging.
- Petworth Ukraine Relief: Had now dispatched it's seventh HGV load to Ukraine and particularly medical supplies were still being collected. Cllr Duncton was happy to help with collection.

9. Public Questions:

There were no members of public present.

10. Policy Documents:

Members resolved to adopt the following policies as tabled, with the changes as detailed:

- a. Standing Orders – NALC update to Section 18 noted and approved.
- b. Code of Conduct
- c. Financial Regulations
 - Section 8.3 was amended to "A member of the Finance Committee will, on a quarterly basis, reconcile all online bank balances with the monthly accounts statement provided to council." (It was noted that the Barclays Community Account was reconciled on a monthly basis.)
 - Section 11.1 e & f – scribed through text relating to the tendering process removed.
 - Section 11.1 h – Value of £100 increased to £500.
- d. Investment Policy

11. Councillor Interests and Committee Membership:

- a. Members' Areas of Interest: The following were agreed:

Planning Committee	LB/AB/PD/AJ/HT/MW/SW/TW
Finance Committee	PD/AJ//HT/MW
Green Co-ordination Group	AB/MW
Local Council Associations/Outside Bodies	PD – agreed that PD would represent the Parish Council and have voting rights at the West Sussex ALC AGM and at other association meetings, as necessary. Voting rights transferred to the Vice-Chair if PD unable to attend.
Traffic Management Plan Group	LB/HT/SW/Clerk
Neighbourhood Plan Review Group	LB/AJ/Clerk/Community Members
Youth Activities	AB
Major Emergency Plan	AB/TW/HT/Clerk
Winter Management Plan	LB/HT/TW
New Pavilion Project	AJ/MW
Pavilion Trustee Liaison	AJ/MW
Village Hall	AJ/Clerk
Monthly Bank Reconciliations	HT
Community Speed Watch Coordinator	SW
Gatwick Airport	PD
Communications	PD/TW
Playground Inspections	Resident and the Clerk
Allotment Supervisor	Ex-councillor, Mr M King, to continue in this role.
Tree Warden	Ex-councillor, Mr M King, to continue in this role.

- b. Finance Committee: Membership of the Committee was agreed under item 9a. PD was nominated as Chairman, proposed by TW, seconded by LB. 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 Co-ordination Group: Membership of the Committee was agreed under item 9a. The Terms of Reference were adopted unchanged.
 - e. Neighbourhood Plan Review Steering Group: The Terms of Reference were adopted unchanged.
12. Report on on-going matters:
- a. Neighbourhood Plan (NP):
The Clerk advised that the draft Plan had been amended following the Regulation 14 consultation and was now being proofread. The Basic Conditions Statement, Site Selection Report and Consultation Statement were nearing completion and would be reviewed by James Garside, Planning Consultant. The Parish Council's application for grant funding was successful which would fund this consultancy work. The technical support application was also successful so the draft Plan would have a further 'Health Check' in anticipation of submission to CDC when the housing number had been confirmed. The NP Review Steering Group had reviewed an initial idea for Ansell's Yard and submitted comments to the developer, highlighting where it was contrary to the draft NP; the developer had been invited to consult further with the Parish Council. The Tanglewood site owner confirmed

that the site had been sold to a developer and they would hopefully exchange contracts at the end of May; the developer had been asked to contact the Parish Council.

b. Traffic Management Plan:

Durbans Road TRO Process Enquiry: Cllr Duncton had now responded to the Parish Council's process enquiry; full details had been circulated. It was noted that Cllr Duncton had not supported the application which meant that the County Local Committee, whilst offering initial support, was not provided with the opportunity to review the speed data. Members discussed this disappointing response, questioned whether correct procedure had been followed, and expressed concerns at the safety on the sharp bend, previous accidents, and misleading signage. SW highlighted that Community Speedwatch (CSW) on the road, not only helped to enforce the speed limit but, as was the case for the A272, collecting speed data demonstrated that CSW was making a positive difference. **It was agreed that the Chairman and Clerk would write to Cllr Duncton, copied to the Cabinet Member for Highways and Transport.**

Speed Indicator Device (SID): SW attended a Sussex Police Summer Road Safety briefing and was advised that a new SID was being manufactured which contained an Automatic Number Plate Recognition (ANPR) camera; not only would the speed be displayed but also the number plate of the vehicle being measured; the intention was to make drivers take more notice. She believed that the device was manufactured by Westcotec but was waiting for further clarification from the police relating to possible data protection issues. The cost and ramifications might be prohibitive. **The Clerk to obtain a quotation for discussion at the next meeting.**

Community Speedwatch: As advised at the last meeting, SW asked that the Parish Council purchase a body camera to be worn by one member in the group; intimidating behaviour by motorists had been reported by the volunteers. SW had undertaken some research and the costs ranged from £80 to £200; she felt that audio and Wi-Fi capability would be desirable. **Members approved the purchase up to the value of £200 and delegated the decision to SW and the Clerk.**

c. Songhurst Meadow Open Space:

Runnymede advised that they were unable to fund the installation of the low-level fence alongside the drainage ditch. **Members requested that the Clerk obtain quotations.** The litter and dog bins, details of which had been circulated by email, had been ordered by Runnymede, and the Clerk was obtaining an updated quotation for the peripheral track installation.

d. Youth Provision:

Indicative costs to improve youth provision on the village green (enlarge the basketball area, install a new combined basketball net and football goal, and possibly a table tennis table) had been provided. **Members agreed that:**

- **The project should be undertaken, without the table tennis table at this stage.**
- **Some budget provision had been made but grant funding to be explored and any shortfall funded from Community Infrastructure Levy.**
- **Clerk to obtain further quotations and explore funding.**

e. Parish Council Logo

The Chairman had circulated a logo brief for consideration. SW advised that she had identified 5 graphic designers in the village. **Members agreed:**

- **The brief with the inclusion of a further paragraph to identify Wisborough Green's qualities; LB to write.**
- **The brief to be sent to 5 local graphic designers initially; SW to provide details to the Clerk.**
- The Clerk observed that, for some people, the reference to 'Parish' associated the Council with the Church. She was aware that the name could be changed, perhaps to 'Village' Council. **Members agreed that this should be explored for discussion at the next meeting.**

f. Clerk's Update:

- Playground maintenance and surfacing repairs: The required repairs (new swing chains, platform, safety device, bolt covers) had been completed. Quotations for surfacing repairs had indicated a cost in the region of £4,000. Initial repairs to remove the safety concerns had been undertaken using 'wetpour' kits, purchased online. Members agreed that this was an option for the remaining area next to the brick edging. **Clerk/MW to review.**
- Friday evening cricket practice: A resident had raised concerns about the parking and traffic congestion around the Green and at the entrance to Butts Meadow. Photographs had been circulated and an email sent to the Cricket Club and the Chairman of Wisborough Green Sports; he advised that Stable Field could not be used for parking as it was already allocated for 28 days permitted use, however the Cricket Club would be considering further at a meeting this week. Members were pleased that the Friday evening was well attended but agreed that traffic management should be monitored. **Clerk to request WSCC re-paint the double yellow lines at the junction, the white narrowing lines in Newpound Lane (pedestrian safety) and the zig-zag lines outside the school.**
- Review of Register of Interests: Members were reminded to review their register and advise the Clerk of any changes.
- Donated Bench: WGS was donating a bench in memory of Mr Vickery and the family asked that it be positioned under a tree in Durbans Road with the dog waste bin being moved elsewhere. The Clerk gave explanation to the site. **Members agreed that they could not identify another practical place for the dog bin and suggested that the new bench be located under the other available tree. WGS to be advised.**
- Jubilee Arrangements: WGS had publicised the events for the weekend. There appeared to be slight confusion over the 'Big Lunch' event on the Sunday and that it should be promoted as a community event, WGS proposed to circulate a separate flyer in the Parish magazine. Members agreed that the Parish Council would fund the distribution fee of £100, if this were charged.

13. New Items for Discussion:

a. Meeting Room Layout:

The layout and provision of new furniture and display equipment for the Committee Room, to aid viewing, discussion and public attendance, was considered. **Members agreed:**

- **To purchase 10 chairs with arms (as already available in the Village Hall) at a cost of £74 per chair.**

- **To purchase a Samsung 75inch Smart television at a cost of £749 to be located on the solid wall. This was to replace the existing projector which was now 8 years old and did not provide a clear image. The screen linked wirelessly to the Parish Council's laptop with a Mircosoft, or similar, dongle. It would not be used as a TV and consequently, a television licence would not be required, however, the Clerk to speak further with the Village Hall Committee Chairman in this regard. To be fitted with a key switch to restrict access.**
- TW generously offered to provide a suitable mounting bracket free of charge.
- **To retain the existing table and assess the room's layout after the new chairs and screen were in use.**

b. Donated Bench:

An application had been received from a resident to donate a bench in memory of his deceased wife. The request was to locate on the west road outside the resident's property to replace the bench on which they both used to sit together. The current bench was dedicated to 'Mum' but the family/donors were unknown. **Members agreed that the original bench could be re-located to the gap in Kirdford Road and accepted the donated bench with thanks. However, the resident would be required to pay the additional charge to re-locate the original bench. Clerk to make the arrangements.**

c. Use of the Green:

A request had been received from the School to hold a cross-country race around the Green during the afternoon of Thursday 26th May; they would also advise Wisborough Green Sports. **Members were pleased to support the event; an agreement form to be completed.**

14. Correspondence:

A list detailing the correspondence and updates received since the last meeting was circulated and displayed. Members were reminded to request any information of interest if it had not been circulated.

Correspondence Received
Rural Services Network – The Rural Bulletin.
The Renegades Organiser – 27 emails of photographs.
Rassasy Deli and Farm Shop, Ferring – enquiring into the possibility of visiting the village. Clerk suggested that they contact the village market organisers as this might be a way to assess demand in the village.
Newpound Lane resident – copy of email sent to the school about parking which impacted upon The Weald bus – it could not get through and he had to help the driver to negotiate a small gap which she could not do safely with the children around. Suggesting that double yellow lines are extended. Clerk emailed the resident to ask if he had received a response from the school. Gave explanation to the Songhurst Meadow car park and PC's intention to produce a flyer for the village and all school parents. 13.05.22 – He did not hear back from the school. Feels that a few double yellow lines are better than an injury or worse. Members had previously agreed to request WSCC re-paint the lines.
Rural Services Network – The Rural Bulletin.
Gatwick Area Conservation Campaign – notice of AGM on 16 th May at 7pm in Charlwood. PD was unable to attend.
SDNP – Planning Newsletter.
WSALC – notification that WSALC was unable to recover the cost of the discounted licence for Parish Online and was therefore ending the arrangement – some Parish Council's received free access through BHIB insurance.
Parish Online – Only learned of WSALC decision yesterday despite renewal being due in February. Parish Online felt that there had been a miscalculation and 50% discounted rate still applied, so offering renewal. Members supported renewing the subscription. Access details to be forwarded to TW. PD recommended all members obtain a login and password from the Clerk.
Rural Services Network – The Rural Bulletin.
Barns Green Youth F C – enquiring into the availability and hire charges for the Green from September onwards as they were looking for a new venue for their under 12's football team. In discussion with the Chairman, the Clerk forwarded details to WGS to follow up, not for hiring but potential to bring under WGS for junior football to return in the village. Asked that the PC was kept informed. Members supported this action.
PCSO Neil Billingham's April update – circulated.
WSCC – notification that Loxwood Clay & Quarry application being considered at the Planning and Rights of Way Committee on Wednesday 18 th May.
Rural Services Network – The Rural Bulletin.
Loxwood Parish Council – copy of email sent to CDC regarding infrastructure concerns – circulated.
Chichester District Association of Local Councils – notification of AGM on Monday 6th June – PD unable to attend. SW to attend.
Cllr Evans – District Council update for May meeting – circulated.
Cllr Evans – Water neutrality offsetting update – circulated.
Rural Services Network – The Rural Bulletin.
Rural Engagement Officer, West Sussex Fire and Rescue – role formed to locate and engage with vulnerable rural residents. Want to work with rural communities to help identify those to help them remain independent and safe at home. Visits can be arranged and offer free equipment such as smoke detectors, deaf alarms. Clerk has requested a poster to be displayed and published in the Ad Vincula.

15. 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/22/00825/DOM - Case Officer: Sascha Haigh	Mr O Betchley Meadow View Petworth Road Wisborough Green West Sussex Installation of timber 5 bar gate. O.S. Grid Ref. 504667/125873 <u>No Objection</u>

b. District Council Decisions:

Application Number	Application Details	Decision
WR/21/03641/LBC - Case Officer: Sascha Haigh	Mr and Mrs Osmaston 1 Brickyard Cottages Fittleworth Road Wisborough Green RH14 0ES 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	PERMIT
SDNP/22/00566/LIS - Case Officer: Lauren Cripps SDNP/22/00565/HOUS	Sarah King Glasshouse , Fittleworth Road, Wisborough Green, West Sussex, RH14 0HB Amendment to location of approved single storey extension (under SDNP/20/01894/HOUS) from west to south elevation, with the continued removal of a northern extension. O.S. Grid Ref 503197 122878	PERMIT
SDNP/22/00565/HOUS - Case Officer: Lauren Cripps	Sarah King Glasshouse , Fittleworth Road, Wisborough Green, West Sussex, RH14 0HB Amendment to location of approved single storey extension (under SDNP/20/01894/HOUS) from west to south elevation, with the continued removal of a northern extension. O.S. Grid Ref 503197 122878	PERMIT
WR/22/00411/TCA - Case Officer: Louise Brace	Mr George Nicholls Tasman Cottage Kirdford Road Wisborough Green Billingshurst	NO TPO

	Notification of intention to fell 4 no. Lawson's Cypress trees (T1-T4). O.S. Grid Ref. 504770/126177	
WR/22/00260/DOM - Case Officer: Sascha Haigh	Mr & Mrs G & E Fox Highbury Kirdford Road Wisborough Green RH14 0DD Demolition of existing detached garage, erection of two storey side extension with carport. O.S. Grid Ref. 504321/126690	PERMIT

c. Enforcement: There were no concerns to report.

16. Finance:

a. Society of Local Council Clerks:

Members approved the expenditure of £215.00 for the Clerk's annual membership.

b. Bank Reconciliation:

HT confirmed that he had checked and agreed the bank reconciliation for the Barclays Community Account for month ending 30th April 2022.

c. Accounts for Payment:

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

Online payments for the Barclays Community Account

Payment entered on 17th May 2022 unless stated otherwise.

Payee	Amount £	Description
Fenland Leisure (Online Playgrounds) Paid 27.04.22	112.80	Swing seat chains
Pyzer Cleaning Services Paid 27.04.22	541.50	Public toilet cleaning and supplies
The Acorn Workshop Paid 27.04.22	1,218.00	New noticeboard
WSCC	1,951.20	Clerk's salary for April
Active Grounds Maintenance	832.80	Supply & spread fertilizer on the village green
Arun District Council	225.80	Annual Report printing
Open Spaces Society	45.00	Annual subscription
Parish Online	60.00	Annual subscription
SLCC	215.00	Society of Local Council Clerks – Clerk's annual membership
L N Davies	168.71	IONOS Email charge & postage
Farsight Consulting	209.16	Year-end Internal Audit
Wisborough Green Sports CIO	702.00	Return of drainage overpayment
	£6,281.97	

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
21.04.22	33.33	Plusnet	Village Hall Broadband

26.04.22	63.72	Business Stream	Allotment water charge
03.05.22	550.53	Public Works Loan Board	Playground loan repayment
05.05.22	255.58	NEST	Clerk's pension
09.05.22	3,567.25	Public Works Loan Board	Workhouse loan repayment
	£4,470.41		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
26.04.22	30.25	Allotment Tenant	Allotment rent
27.04.22	27.50	Allotment Tenant	Allotment rent
28.04.22	46.25	Allotment Tenant	Allotment rent & deposit
28.04.22	57.23	Allotment Tenants	Allotment rents
03.05.22	43.50	Allotment Tenant	Allotment rent
09.05.22	19.75	Allotment Tenant	Allotment rent
12.05.22	13.75	Allotment Tenant	Allotment rent
16.05.22	23.00	Allotment Tenant	Allotment rent
16.05.22	1.00	Resident	Peppercorn rent for access
	£262.23		

d. Monthly Financial Statement:

The statement was circulated in advance of the meeting and displayed. The use of the Maintenance Reserves for the noticeboard purchase and General Reserve for the drainage refund was highlighted. There were no further questions.

e. Debit Card:

Members approved the Clerk's request for a Debit Card linked to the Barclays Community Account to facilitate online purchases and monthly payments for, for instance, the website and HP Instant Ink; the authority level was agreed at £500. Expenditure using the card would be in line with the Financial Regulations.

f. Direct Debits: **Members approved continuance of the current Direct Debit** payments to NEST, Plusnet, Business Stream, British Telecommunications, Public Works Loan Board, Information Commissioner and Chichester District Council.

g. Contract Payments:

Members authorised that annual contract payments for the public toilet cleaning and grass cutting.

h. Internal Auditor's Year-end Report: The Clerk confirmed that Mr Mike Platten of Farsight Consulting had undertaken the annual internal audit. His full report had been circulated in advance of the meeting, along with the AGAR for 2021/2022. The only item raised related to the QuickBooks system. The Clerk confirmed that a new 'company' had been created, but as the system was not designed for Parish Councils and VAT 126 returns, advised that it would not necessarily resolve the VAT recording. With regard to the AGAR, there was not a requirement to publish the information on a website, although this was done and, as such, was not covered in the audit. **Members noted the report and Clerk's actions.**

i. Annual Governance Statement for 2021/2022: The statement had been circulated to all in advance of the meeting and displayed. **Members reviewed the wording of all assertions**

and resolved that a 'Yes' response should be given to all statements and signed by the Chairman and Clerk.

- j. Accounting Statements for 2021/2021: The statement had been circulated to all in advance of the meeting and displayed. The Chairman proposed that the Account Statements be approved, and the Annual Return submitted. **All were in favour. Clerk to send details to the External Auditor and display the statutory notice.**
- k. Community Infrastructure Monitoring Report for year-end March 2022: The report, showing both income and expenditure, **was approved;** Clerk to submit to CDC and display on the website.

17. Other Reports:

- a. Village Hall: The updating work had, unfortunately, created a sound problem; an acoustic ceiling was therefore being installed in the servery area. Additional acoustic panels may also be required in the main hall as the curtains were being replaced with blinds; PD had provided details of a Petworth project to the Committee. Thought was also being given to closing off the servery area from the main hall to give unencumbered access to the Committee Room when the main hall was in use. The Committee Room floor was being sanded and re-polished.
Mr Keith Carter had advised that he would be standing down as the Committee Chairman at the Annual General Meeting in November; he would remain as a Trustee. Members acknowledged the work undertaken by Mr Carter and hoped that a replacement could be found.
- b. Allotments: Most of the plots were being well worked. Unfortunately, one plot had not been worked despite reminders being sent. The tenant had paid the annual rent but was now in breach of their agreement due to non-activity and a developing weed problem. If it was necessary to terminate the tenancy, members supported this action.
The plots allocated to Ukrainians that might move to the village were not being worked by the volunteers and weeds were developing; the Clerk would contact the volunteer who had agreed to manage in the interim.
- c. Health & Safety: There were no concerns to report.
- d. Summer Road Safety Briefing: SW attended the online meeting on 28th April 2022. Sussex Police was cracking down on traffic speed and relaunching Operation Downs Link to promote safe riding and driving. The police were proposing to use more drones over the summer months, and she did wonder if signage would be beneficial; promoting awareness could potentially reduce speed so she would enquire. There was also more activity regarding Goodwood and their Breakfast Club meets. She was pleased that Wisborough Green was being well supported and recent police attendance was noted. SW had been contacted regarding the promotion of the Walk to School initiative this week, with a view to organising CSW sessions in support. The police were intending to have a presence at drop off and pick up to promote road safety to the children, being aware that rural schools often missed receiving this information. Wisborough Green appeared to be receiving support which SW believed was due to the village having an active CSW Group which demonstrated that

speeding was a concern, and the community was prepared to assist. There was another meeting in June with Chief Constable Jo Shinner which SW hoped to attend.

18. Any Other Matters to Report:

There were none.

19. Date of Next Meeting:

Planning Committee – Tuesday 31st May 2022 at 8.00 pm – the Clerk advised that she would be unable to attend due to a personal commitment.

Parish Council Meeting – Tuesday 21st June at 7.45 pm

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

Signed by the Chairman: Dated: