

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 15th November 2022

Date: Tuesday 18th October 2022

Present: 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)

Apologies: Ms L Bartley (LB)

In Attendance: Mrs L Davies, Clerk
Mr G Merrett, West Sussex County Council (WSSC) Digital Infrastructure Team
District Cllr G Evans

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 Ms Bartley.
2. Declaration of Members' Interests:
No interests were declared.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 27th September 2022 were approved as a correct record and signed by the Chairman.
4. Project Gigabit:
Mr Greg Merrett, a member of the WSSC Digital Infrastructure Team, attended the meeting to provide an update on the roll out of Gigabit Broadband. He gave an overview of broadband technology, how this related to Wisborough Green, the commercial marketplace and an update on Project Gigabit and the next steps. In summary, the voucher scheme had been paused and the Government intended to introduce a new scheme which involved both commercial and subsidised roll out. Unfortunately, this was all taking time and WSSC did not anticipate being able to confirm any details until Summer 2023. However, Mr Merrett gave assurances that WSSC remained focused on the best outcomes for the Parish of Wisborough Green. Mr Merrett left the meeting at 8.20 pm.
5. District/County Councillor Updates:

District Councillor: (In attendance from 7.45 pm until 8.30 pm). His report had been circulated in advance of the meeting, summarised below.

Local Updates

- 22/01726/FUL Erection of 32 no. residential dwellings on land at Little Farm, Loxwood: He was receiving a high number of objections and would follow up to ensure he represented

residents' views. Loxwood Parish Council had objected and at the last count there were over 100 other objections. It was likely to go to committee some long time in the future due to a number of issues, including water neutrality.

- 21/02849/FUL Land Southwest of Willets Way, Willetts Way, Loxwood: The Chichester District Council (CDC) Planning Committee asked for the application to be deferred to a future committee meeting to enable a site visit to take place, which Cllr Evans had requested.
- 22/02346/OUT Foxbridge Golf Club Development: The application was now being considered and responses could be submitted. Cllr Evans has been meeting residents who expressed concerns, many of which he shared. He would be following the application very closely.
- Land South of Townfield Development, Kirdford: No further updates.
- Hyde Housing Complaints: Residents should complain in the first instance directly to Hyde - <https://www.hyde-housing.co.uk/complaints/>. If this route did not resolve the issue, residents could raise with their District Councillor.

Chichester District Council Updates

- Trial Evening Meetings: There was a trial of evening meetings beginning at 6pm, which Cllr Evans was delighted to attend. He was disappointed that it was for only 3 meetings and that several members did not engage with the process and were quite hostile. For context, 95% of councils across England and Wales currently had evening meetings. Cllr Evans believed that a mix of evening and daytime meetings would make local politics more inclusive to allow residents to have an option to serve as a councillor and to have their voice heard. Cllr Evans would continue to push for this.
- Communications: CDC was launching a new cost of living campaign called 'Supporting You'; it aims to highlight the range of support available to those who might be struggling with the current cost of living, including help with finances; saving money on household bills; housing; health and wellbeing; and for businesses. CDC would be delivering this campaign in partnership with the Observer Series.
- District Councillor Surgeries:
Saturday 5th November – Old Mill Café, Wisborough Green, 12pm-2pm
Saturday 19th November – The Stag Inn, Balls Cross 12pm-2pm
Saturday 3rd December – The Coffee Cup, Ifold 12pm-2pm
Cllr Evans was also available for home visits or one to one meetings at alternative dates/venues upon request. Contact him: gbevans@chichester.gov.uk / 07958 918056

Cllr Evans confirmed that he had contacted the CDC Planning Officer in relation to the entrance proposal at Farnfold, Billingshurst Road. The Clerk advised that she had contacted Cllr Evans with a view to his 'red-carding' the application should the Planning Officer be minded to propose permitting it. The officer had advised that a new proposal was being considered.

When reviewing the Foxbridge Golf Club application details, HT noted that there had been out of area support comments which were all very similar and, presumably, as a result of developer lobbying.

Cllr Evans had also noted this and would be encouraging residents to respond; technically anyone could comment on any application. Attention was being diverted by the current Crouchlands application and its forthcoming application for 600 properties.

County Council: Cllr Duncton was not in attendance. Her report had been circulated in advance of the meeting, summarised below. It provided an update on the first County Council meeting held since the summer break last Friday, which included two presentations.

- Children's Services: The Cabinet Member's presentation gave reassurance regarding a problem in a Crawley Children's home last Spring. The OFSTED inspector who made an unannounced visit was happy with the action taken. Children's Services had an interim OFSTED inspection which went well, and a full OFSTED was anticipated early in 2023.
- Fire and Rescue Service: Also inspected and His Majesty's Inspectorate was now satisfied that the identified improvements had been addressed. The recruitment of Retained Fire Officers was difficult, so anyone interested should contact County Hall, Chichester. The department was now up to date with home safety visits.
- Budget: Although it was a challenge, Cllr Duncton was reasonably sure that County would get a well-balanced budget for 2023/2024, but it was anticipated that future years would be more difficult. Member workshops continued to feed residents' comments into the process.
- Clarity on New Rules: Cllr Duncton proposed a motion at the County meeting to support the Leader and the Cabinet Member for Adult Services to write to the Government Department to ask for clarity on the rules governing resident contributions for Care. The vote was unanimous.
- Community Forums: Set up to replace the County Local Committees, these forums did not work well and had now been discontinued. This would save money and staff time.
- Armed Services Covenant: In association with the District and Borough Councils, WSCC aimed to help Veterans on leaving the Services, for example, with housing applications, writing Curriculum Vitae for job applications and other support. The Council had received a Gold Award for its Covenant.

District Council Matters

- Rough Sleepers: As at mid-October, the number was only 4 or 5 in Chichester; a team actively monitor the situation.
- Sparks: This promoted the cultural heritage of the district with events throughout the Summer in Selsey, Chichester, Midhurst and Petworth. It also included celebrations for Pallant House Gallery celebrating 40 years and Chichester Festival Theatre celebrating 60 years.
- Cllr Duncton could be contacted on janet.duncton@westsussex.gov.uk or jduncton@chichester.gov.uk Mobile 07979152898.

It was agreed that Cllr Dunston's reports were often difficult to read and she be requested to provide subject headings and only items relevant to Wisborough Green.

6. Public Questions: There were no members of the public present.

7. Report on on-going matters:

a. Gatwick Airport:

PD advised that he attended the Association of Parish Councils Aviation Group (APCAG) Annual General Meeting on 27th September 2022; the minutes had been circulated. He had been involved in the establishment of APCAG about 7 years ago, and depressingly, very little progress had been made. It appeared that the Noise Management Board, on which he had originally sat, was a tick box exercise for Gatwick Airport and it was general opinion that Gatwick was just going through the motions. New people and energy were required to continue the campaign.

b. Village Green Drainage:

MW was disappointed and frustrated that Wisborough Green Sports (WGS) was not proactive in addressing the drainage trench concerns and that it had been necessary for him to be assertive to maintain momentum. If he had been aware of this apparent apathy in advance, he would not have supported, or been involved with the project. The Chairman thanked MW for his efforts, expressing appreciation on behalf of the village.

MW's primary concern was for public safety, having received several complaints about near twisted ankles owing to trenches being obscured by grass growth. He advised that the surface was now looking better, and most trench voids had been addressed; a further working party had been trench-filling on the Green on Saturday 16th October 2022.

AB believed that the project was undertaken for the whole village and not just for WGS. The Clerk clarified that the project had been instigated by WGS and that the Parish Council was involved as the landowner, providing funding, and commissioning the work to allow the VAT element to be reclaimed (legal opinion had been sought in this regard).

AB explained that considerable man hours had been provided by WGS members to address the concerns and believed that criticism of WGS was unfair. He said he had made it clear from the outset that trench shrinkage was likely to occur during dry weather, and this had been exacerbated by the driest summer in many years.

The Chairman advised that he had been an enthusiastic supporter and felt that these initial concerns would be outweighed by the long-term benefits for the whole village.

AB and MW both confirmed that the surface was now safe and that moist/warm weather over the next 2 weeks would allow the grass to establish on the cricket outfield.

AB confirmed that no further work would be required on the surface this year, although the Football Club would fund spreading sand and fertilizer on the football pitch, which was authorised at the last meeting.

c. Songhurst Meadow Open Space:

Track Installation: The track was currently being installed. PD explained that the perimeter path was meant to be exactly 750m long (2 circuits being an Olympic mile – 1500m). An error was made in measuring the existing path which meant the path, as planned, was going to be 797.5m long. As the Clerk was laid low with Covid, he was asked to visit the site and agree where the path could be shortened, effectively cutting a huge corner. After much discussion, he realised that with the addition of just over 7m the path would equal half an Imperial mile. **Members supported this action.**

Official Opening: **Members supported an opening on Sunday 20th November in the afternoon and approved expenditure of approximately £60 to purchase 200 badges. PD to circulate possible badge wording/design for approval.**

d. Parish Council Logo

Revised designs were displayed. **Members supported design 1 but with yellow martlets. Artwork to be supplied both as shown but also with the 'diamonds' in a straight line.**

e. Youth Provision:

The Chairman had met two contractors on site to discuss the proposal to extend the current cricket net area to provide an all-year-round area for football and basketball. In addition to the surfacing, the existing basketball post would be re-sited, the new goal/basketball net installed and all trip hazards in and around the existing area would be addressed. Details would be presented at the next meeting.

f. Warm Hubs:

SW confirmed that she had visited the three public houses to discuss the provision; all were supportive albeit to differing degrees; details provided. The warden at Wyatt House had also been approached who was enthusiastic as this would also encourage social interaction by the residents who had been more isolated since Covid; he would canvas further opinion and advise the Clerk. A notice had been prepared for the next newsletter, which was displayed, and also offered a reminder of Xpresso Coffee and the Lunch Club.

Members supported this action.

g. Community Land Trust (CLT):

The Chairman explained that the formation of a CLT was started in relation to the provision of affordable housing in the village. However, it was not possible to fund the purchase of the Section 106 housing for the village and as such, the process was not completed. A CLT provided a management structure that could be used for other projects in the village, such as the provision of a community shop. Completing and retaining as a dormant entity would be advantageous for the village and allow a project to progress more quickly; Kirdford had established one some time ago. **This action and expenditure were supported.** The Chairman asked for Trustee nominations. **HT and MW offered to be the initial Trustees, unanimously agreed.**

h. Clerk's Update:

- Remembrance Day Road Closure: A Road Closure had been granted. The A272 would be closed from Durbans Road to opposite the shop for 5 minutes from 10.58 to 11.03 am on Sunday 13th November. The Clerk, SW, HT, AJ and TW offered to help.
- National Clerk's Pay Award: The Clerk highlighted that pay negotiations were in progress. There would hopefully be confirmation in time for the Finance Committee meeting.
- King Charles III Coronation: The publicised date was Saturday 6th May 2023. The provision of a budget for a celebration would be considered at a later meeting.
- Ditch Opposite The Cricketers Arms: The hedge cutter had cleared the brambles from the ditch which revealed that it was silted up. The Clerk was struggling to find contractors to clear the ditch but hoped at least one quote would be forthcoming; the fence would need to be taken down. **Members supported this action.**
The Park Hill owner had declined the offer of the hedge cutting contractor to cut the hedge along Kirdford Road and would undertake the work himself; this needed to be cut back hard to allow access to clear the ditch.
- Christmas Arrangements: **Members supported the projection on the Church. The Clerk to discuss with the Vicar.**
- Newsletter: Currently being prepared. Further content suggestions welcomed.

8. New Items for Discussion:

a. Village Engagement:

SW was keen to promote the Parish Council's work and proposed that meeting details were posted on the village Facebook page. **This action was supported.**

- b. War Memorial:
The memorial had now been cleaned and repaired; the full report had been circulated. **Members supported the suggestion that soil should be built up around the base for protection and to improve the aesthetics. To be arranged for next Spring.**
 - c. Playground Inspection Report:
The playground had been inspected in the summer; the full report had been circulated. It was noted that there were a few low and very low risks. **Members agreed that they should be addressed and instructed the Clerk to arrange, authorising expenditure up to £500.**
 - d. Telephone Box & Finger Post Sign:
The telephone box and fingerpost sign in the village both required repainting; a detailed quotation had been received from the contractor who undertook the telephone box restoration. **Members supported the proposal to repaint in the Spring at a cost of £555. It was specialist work so obtaining further quotations was problematic.**
 - e. CDC Tree Scheme:
Details of the scheme had been circulated. **Members considered a request from a resident but agreed not to purchase further trees now.**
 - f. Civility & Respect Pledge:
Details of the national campaign has been circulated. Members considered and **resolved to support it.**
9. 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 – Details of emails and letters received.
CDC – Update about casual vacancy after 9 November.
SDNP – consulting on Equestrian Development Technical Advice Note – closing date 10 Nov 2022.
Rural Services Network – The Rural Bulletin.
Loxwood Parish Council – copy of letter sent to CDC regarding Self and Custom Build for consideration in Local Plan. Circulated. Highlighted.
Loxwood Parish Council – noted at CDC Planning Committee meeting that believe CDC no longer have a 5-year housing land supply. Details circulated. Highlighted.
WSALC Admin – Autumn training programme – circulated.
Rural Services Network – The Rural Bulletin.
WSSC - To facilitate the delivery of local transport improvement projects, have identifying schemes that may have a greater chance of success if the Parish Council agree to work with us through funding/part funding projects using money they have received through the Community Infrastructure Levy (CIL). List of potential schemes through the Local Transport Improvement Programme (LTIP). These include active travel (cycling and walking); passenger transport; safety (road casualty reduction); schools' accessibility, general access/junction improvements and bus infrastructure improvements. Schemes are assessed against several criteria such as deliverability, community support, stakeholder support and funding availability.

There may be potential schemes in your parish, and we would like to discuss the possibility of working together to support their delivery. Please contact me by phone or email if you would like to discuss this further.

The Clerk confirmed that the Kirdford Road footway was being considered by WSCC as a possible Local Transport Improvements Project. Members agreed that a future meeting might be useful – Clerk to arrange.

South Downs National Park October newsletter.

Gatwick Newsletter – Gatwick in Touch – October.

Carters Way resident – Questioning energy saving by switching off streetlights. **Clerk responded that opinion was sought on streetlights and timing in the March 2022 newsletter. One response was received from a non-Carter's Way resident. The resident was asked to report if the time switches appeared to be wrong. Members supported this response.**

Rural Services Network – The Rural Bulletin.

10. 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
SDNP/22/03131/HOU S – Case Officer: Lauren Cripps	Sarah King Glasshouse, Fittleworth Road, Wisborough Green, RH14 0HB Proposed 1 no. new greenhouse. Rebuild existing garage substantially on the same footprint, but pivoted round to be better orientated. O.S. Grid Ref. 503197/122878 <u>No Objection</u>
SDNP/22/03132/LIS - Case Officer: Lauren Cripps	Sarah King Glasshouse, Fittleworth Road, Wisborough Green, RH14 0HB Proposed 1 no. new greenhouse. Rebuild existing garage substantially on the same footprint, but pivoted round to be better orientated. O.S. Grid Ref. 503197/122878 <u>No Objection</u>
WR/22/02421/TCA - Case Officer: Henry Whitby	Mrs Annette Olney 1 White House Cottages School Road Wisborough Green Notification of intention to fell 1 no. Conifer tree (quoted as T1). O.S. Grid Ref. 505101/126017 <u>No Objection</u> but members questioned the replacement of a tree so close to the property. If this was wanted by the applicant, the Parish Council would request a native species, rather than another conifer.
Plaistow And Ifold PS/22/02346/OUT - Case Officer: Jane Thatcher	Foxbridge Golf Club Foxbridge Lane Plaistow West Sussex Outline application for a wellbeing and leisure development comprising up to 121 holiday units; the construction of a spa with accommodation of up to 50 bedrooms; the conversion of the former clubhouse into a restaurant and farm shop; the formation of a new vehicular access from Foxbridge Lane, new internal roads, footpaths, cycle routes and car parking areas; the construction of a concierge building and new hard and soft landscaping, including the formation of new ponds. All matters reserved except for means of access. O.S. Grid Ref. 502087/130091

	<p>It was resolved that the Parish Council would object to this application for the following reasons:</p> <ul style="list-style-type: none"> • Impact upon the local road network. • Size of development and impact upon the rural landscape & tranquillity. • Cumulative effect linked with the Crouchlands application. <p>Response delegated to the Clerk with input from Councillors as required.</p>
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b. District Council Decisions:

Application Number	Application Details	CDC Decision
WR/21/02315/FUL	Mr R. Compton Northlands Farm Newpound Wisborough Green RH14 0QJ Formation of access track to field.	PERMIT
WR/22/01063/FUL	Mr & Mrs M Fowler Laundry Cottage Harsfold Lane Wisborough Green Ground floor rear extension and change of use of outbuilding to holiday let.	PERMIT Ancillary to main house and occupancy time restriction
WR/22/00098/DOM	Mr Ben Harnan 7 Council Cottages Durbans Road Wisborough Green 2 storey side and rear extension, loft conversion with dormer window, front entrance porch, and associated landscaping including new rearranged driveway and access. Relocation of existing garage.	PERMIT

c. Enforcement Update:

Burdocks, Brick Kiln Common: It was reported that the sand school currently appeared to be used for waste disposal, potentially linked to the owner's swimming pool business; Google earth pictures had been provided and forwarded to CDC to consider further.

Goose Cottage, Durbans Road: CDC had served an Enforcement Notice dated 3rd October 2022 as the planning condition to use the land and buildings for the keeping of poultry and the garden shed for storage was not being complied with. The land and garden were being used for residential accommodation and all residential related items to be removed within 3 months.

11. Finance:

a. Bank Reconciliation:

HT confirmed that he had checked and agreed the bank reconciliations for the Barclays Community Account for month ending September 2022.

b. Accounts for Payment:

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

Online payments for the Barclays Community Account

Paid on 18th October 2022 unless stated otherwise

Payee	Amount £	Description
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BHIB Ltd (Paid 28 th September 2022)	1,304.92	Annual insurance
Mr P Townsend	25.17	Allotment tap repairs
Sussex Land Services	1,228.80	September grass cutting contract & Songhurst Meadow cutting
Pyzer Cleaning Services	551.51	Cleaning of public toilets and supplies
WSCC	48.96	Payroll charge from 1 April to 30 Sept 2022
Mulberry & Co	42.00	Chairmanship and meeting training for S Winship
The Play Inspection Company Ltd	83.40	Annual playground inspection
Nick Tiller	288.00	Songhurst Meadow hedge cutting
St Peter Ad Vincula PCC	200.00	Newsletter distribution
L N Davies	79.33	IONOS Email charge, litter picking gloves and Ukraine flag
	3,852.09	

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
06.10.22	255.58	NEST	Clerk's pension
	£255.58		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
03.10.22	32.00	WG Fete Society	Garage rent
	£32.00		

c. Monthly Financial Statement:

The statement was circulated in advance of the meeting and displayed. There were no further questions. The Finance Committee would review further at its November meeting.

d. Direct Debit Payment:

Members resolved to make future payments to IONOS for website and email hosting by monthly Direct Debit. Clerk to arrange.

e. 2023/2024 Budget Preparations:

No projects were suggested. The Finance Committee to discuss future objectives at the meeting on 1st November for discussion at the November Parish Council meeting.

12. Other Reports:

a. Village Hall: Members reviewed the details for the History Display case and **were pleased to support the proposed case.**

b. Allotments:

Community Allotment: Members considered the request to use an allotment to grow produce for those in need in the village. **Members agreed to this request on the basis that no charge for produce was made, this was not permitted in the Tenancy Agreement. Produce could be distributed via a table outside the allotment gate, which could also be used by other allotment holders for surplus produce, or via the allotment holder who was already supplying surplus produce to Horsham Foodbank. The produce table to be managed by the Community Allotment holder. Continuance of the arrangement to be reviewed in Autumn 2023.**

Fence Request: Members considered and declined the request to install a low-level fence to divide a plot as subdivision with a fence introduced further structures.

c. Health & Safety:

After the litter picking session, PD and SW both inspected the area around the Pavilion. Although WGS had been asked to secure the goal posts, this had not been done and PD secured it with cable ties. Cable ties were obviously being used as the used ones had been left on the ground, but he did not feel that this was an acceptable means to secure the posts. Members agreed that this was a health and safety concern and WGS should be requested to look at other means of providing permanent fixings, perhaps with motorbike padlocks or lockable clamps.

PD felt that the whole area around the building was a concern. Various items had been left out and it was generally untidy. PD questioned how WGS and the sports clubs could be encouraged to keep the area clean and safe and whether this should be an allocated responsibility within the organisation. **It was agreed that the matter should be discussed further with the Trustees; meeting to be organised by the Clerk.**

13. Any Other Matters to Report:

There were no further matters to report.

14. Date of Next Meeting:

Finance Committee	- Tuesday 1 st November 2022 at 7.30 pm
Planning Committee	- Tuesday 1 st November 2022 at 8.00 pm (only if required)
Parish Council Meeting	- Tuesday 15 th November 2022 at 7.45 pm

There being no further business, the meeting closed at 9.55 pm.

Signed by the Chairman: Dated: