

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on Tuesday 18th October 2022

Date: Tuesday 27th September 2022

Present: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ), Mrs S Winship (SW), Mr M Watson (MW)

Apologies: Ms L Bartley (LB), Mr H True (HT), Mr T Worrall (TW)

In Attendance: Due to Covid, the Clerk attended the meeting by Zoom.

Members of Public: None

The Chairman opened the meeting at 7.45 pm and welcomed all. A minute's silence was held as a mark of respect to Her Late Majesty Queen Elizabeth II.

1. Apologies for Absence:
Apologies were received and accepted from Ms Bartley, Mr True and Mr Worrall.
2. Declaration of Members' Interests:
AJ and the Clerk advised that they were Village Hall Trustees.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 19th July 2022 were approved as a correct record and signed by the Chairman.
4. Minutes of the Planning Committee Meeting:
The Minutes of the meeting held on Tuesday 16th August 2022 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Updates:

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

Chichester District Council Updates

- Communications: CDC would soon be launching a new cost of living campaign called 'Supporting You' to highlight the support available to those struggling with the current cost of living.
- Enabling Grants Scheme: Launched in April with the first application window open until the end of May. Twenty-one applications were received and 14 approved for funding, totalling £23,123.40. The scheme would be re-launched for a second application window at the end of September.
- Choose Work: The team continued to support residents into the workplace through a holistic approach that helped applicants take their next steps towards work or training. To

contact the Choose Work team, email choosework@chichester.gov.uk or call on 01243 534889.

- Details of CDC staff changes across the different departments.

Local Updates

- Crouchlands Farm, Plaistow: An application for the regeneration had been submitted which included the glamping site, rural food and retail centre and equestrian centre; it was not the housing development application which would be submitted separately.
- 22/01726/FUL | Erection of 32 no. residential dwellings on land at Little Farm, Loxwood: Cllr Evans was receiving a high number of objections to this application.
- Loxwood Post Office: Following the resignation of the current postmaster, it would be temporarily closing on Saturday 17th September. No further information on reopening known at this time.
- Foxbridge Golf Club Development: No further update.
- Lagoon 3: A meeting took place on 7th July. CDC was unable to update on legal matters and arranged a further meeting in August which was subsequently cancelled. Cllr Evans was following up.
- Land West of Cornwood, Townfield, Kirdford: Cllr Evans had issued a red card due to the level of public interest so that the application was determined by the Planning Committee.
- Hyde Housing Complaints: Residents should complain in the first instance directly to Hyde. If this route did not resolve the issue, residents could raise with their District Councillor.
- District Councillor Surgeries:
Saturday 1st October – Plaistow Stores, Plaistow, 12-2pm
Saturday 15th October – The Foresters, Kirdford 12-2pm
Saturday 5th November – Old Mill Café, Wisborough Green, 12pm-2pm
Saturday 19th November – The Stag Inn, Balls Cross 12pm-2pm
Saturday 3rd November – 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

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

- Meetings were cancelled during the state mourning and were now rescheduled.
- Six new retained Fire Fighters had been trained; further opportunities were available.
- Electric blankets were being tested at several venues during October. Call the Prevention Team on 0345 8729719 to book an appointment.
- Details of the Government's 'warmer homes programme' was available to view now on www.warmerhomes.org.uk/programme. The phone number was 0800 0385737.
- Secondary education applications for year 7 closed on 31st October.
- Ash Die back was a big concern and further information was available on the WSCC website.
- Shoreham Air Show inquest to take place during November/December over a 3-week period.
- CDC Update - 'Supporting you'; leaflets available for distribution.
- CDC was also working with partners such as Citizen Advice Bureau and Voluntary Action Arun and Chichester (VAAC) and local business associations to highlight Pop Up Pantries and Food Banks.

- Cllr Duncton could be contacted on janet.duncton@westsussex.gov.uk or jduncton@chichester.gov.uk. Mobile 07979152898.

There were no further questions but SW, having previously raised the re-painting of the white and double yellow lines with Cllr Duncton, noted that the yellow lines had not been re-painted. The Clerk to follow up on this as well as the re-painting of the zig-zag lines outside the school which had been requested earlier in the year.

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

7. Report on on-going matters:

a. Neighbourhood Plan (NP):

As a result of the Health Check, changes had been made to the draft Plan as suggested by the examiner. Pre-notification of discussion items had been sent to CDC with a view to meeting in late October. Parish Council members met the Tanglewood developers. They were proposing a scheme in line with the draft NP but were keen to engage with the village. The NP Group would review at their next meeting.

Explanation was given to the allocation of Local Green Space in the Plan and the suggestion from the Health Check examiner that an independent assessment be undertaken.

Members acknowledged the importance and supported this action recommended by the NP Steering Group. Quotations had not been received so expenditure of up to £2,000 was approved; it was acknowledged that grant funding or a support package through Locality might be available.

b. Traffic Management Plan:

Petworth Road Buffer Zone: WSCC confirmed that no objections were received when the scheme was advertised in June/July. The signs and road markings would be installed in early October, weather permitting.

The resident at Shurlands corner raised concerns about the traffic speed up Fittleworth Road off the A272, reporting two near misses with overtaking when turning into his driveway. He asked for a change to the road junction to slow traffic. The Clerk had informed him of the buffer zone that would hopefully reduce speed when approaching the corner and that the Parish Council had previously highlighted concern over the corner and accident rate, which resulted in resurfacing. From the Parish Council's experience, it was very unlikely that WSCC would consider road changes without an identified accident rate as a result. Suggested monitor the impact of the buffer zone. **Members supported this response.**

School Parking & Traffic: The flyer was published in the Ad Vincula and distributed to all School and Climbing Bear parents/carers. Parking cones had been placed on the pavement at the front of the school, and HT and the Clerk attended for the first afternoon to highlight the flyer and availability of the Songhurst Meadow car park. The Clerk and SW were currently monitoring the situation and parking. The removal of the parking cones was required, and this might result in a return to the pavement parking. Unfortunately, two Garmans residents regularly parked half on the pavement.

Speed Indicator Device (SID): Now received and included on the Council's fixed asset register and insured. A Risk Assessment for use has been prepared but SW would

check/amend after the first installation for Parish Council approval at the October meeting. SW would install with CSW members for the first time outside Great Meadow as this site could be used for 2 directions. The Licence permitted the SID to be at a location for 3 weeks and could not return within 3 months. **SW to obtain a stepladder and waterproof padlocks.**

Great Meadow Parking Concerns: Over the summer, the Clerk was contacted by a resident in one of the Greenoak properties. There appeared to be covenants in place that restricted parking for Greenoak housing, and with a trade vehicle, the resident was unable to park in his narrow driveway. Greenoak residents were being encouraged to park off site. In discussion with the Chairman, the Clerk wrote to Greenoak which confirmed the position. No information had been provided in the S106 Agreement and the Clerk had just received a copy of the tenancy agreement to review.

Request for Additional Road Signage: A resident, involved in Community Speed Watch, noted 'Twenty's Plenty' signs when on holiday and hoped that the Parish Council would support in the village, for school traffic.

Members did not support further signage as exceeding 20mph was not possible due to congestion at School times and signs would be additional street clutter in a Conservation Area. It was agreed that options to refresh and update the two poster signs (by the allotments and shop) should be explored with WSCC.

c. Village Green Drainage:

With thanks to MW, the Parish Council/Wisborough Green Sports (WGS) benefited from a charitable donation of 20 tonnes of sand which was used to fill trenches just prior to the August Fete. This went a considerable way to make the area safer. Further sand was required and a working group was organised on Saturday 24th September to fill the trenches, seed and fertilise primarily on the football pitch. This area had been roped off for 6-8 weeks to allow the grass to establish. AB advised that the Cricket Club would be organising a further working party in a few weeks to finish off the remaining area, which would address all other trip hazards. **AB agreed to encourage the working party to start as soon as possible and would confirm the start date, he also confirmed that he would ensure that all potential trip hazards were addressed.**

The area was not 100% flat due to the trenches and grass growth. The proposal was to verti-drain and lightly roll when the ground was a little softer; a core sample taken at the weekend confirmed that it was currently too dry. AB was looking for suitable equipment and would obtain a quotation. The Football Club had requested to fund an application of sand and fertilizer on the football pitch.

AB advised that once the grass roots had established it would help to bind the trenches, however, another extremely dry summer may cause further shrinkage but to a lesser extent.

Members supported the roping off to allow the grass to establish and the Football Club's proposal. The Clerk and MW to get the A272 gully cleared.

d. Songhurst Meadow Open Space:

The Clerk provided the following update:

Land Transfer: The transfer had been completed and the S106 funds of £55,000 and the additional £8,000 donation for the path installation received from Runnymede Homes.

Legal Costs: Although the solicitor originally quoted £1,500 + VAT for the legal work, the work became more complex than anticipated due to inactivity by Runnymede's solicitor and land ownership complexities. In discussion with the Chairman, the Clerk disputed the higher bill with both the solicitor and Runnymede Homes but was unable to negotiate any reduction. **Members noted and supported.**

Track Installation: MW and the Clerk met the contractor and measured the route of the path; a couple of bends would be included to ensure that the peripheral path was 750m. The work was anticipated to start on Monday 3rd October but the length of time onsite could not be confirmed at this stage.

Dog & Litter Bins: CDC advised that it was unable to add additional bins to the weekly collection, citing staff shortages and maximum weight capacity; it was not a statutory requirement to empty bins. The Clerk had closed the bins for the time being, but people were still trying to use them. The Clerk had been advised to contact CDC later in the year. The Clerk has contacted Biffa but they are unable to help; a further enquiry has also been made with a Chichester company, but no response to date.

Grass Cutting Specification: The Clerk has arranged for the north field to be cut at the end of August, and the Ragwort removed. In discussion with the Chairman, a quotation had been accepted from Sussex Land Services for the remainder of this year to cut both fields and mow along the verge for £220+vat per cut with 2 cuts in September and 2 cuts in October. This would keep the grass/weeds under control for the remainder of the year and will inform the contract price for next year. The grass cutting specification now required further thought to obtain a contract price. There was only a small section of Oxeye daisies in the north field this year and many thistles and dock leaves.

Members discussed and agreed for 2023:

Southern and northern field: Grass cutting specification for the Green – Area 2 but excluding Oxeye Daisy area in northern field.

Northern field: Oxeye Daisy area – one cut at the end of August and remove clippings.

Road verges and around car park: Grass cutting specification for the Green – Area 2 which could be undertaken by a Songhurst Meadow resident; Clerk to make further enquiries.

If used for junior cricket, the grass may require further cutting but to be reviewed over 2023 as the current surface may not be suitable without additional work.

Other Maintenance Requirements:

- Hedge Cutting – arranged for Friday 30th September prior to the path installation. Previously advised of an hourly rate of £45 but an updated price had not been provided. **Members authorised the work.**
- Tree Inspection – this had been undertaken and confirmed that two Ash trees needed to be felled; costs would be provided for the next meeting. The Tree Warden suggested that the low Oak branches be kept, offering added interest for children;
- Low-level Fence Installation: Quotation yet to be received.
- Newpound Lane Shrub Border: **Members agreed with the suggestion to use the Songhurst Meadow resident who undertook local garden work. Cost to be obtained.**
- Southern Field: **Members agreed with the proposal to seek advice on weed/thistle treatment from a previous Parish Councillor, an agronomist.**

Trees: About 20 of the 30 saplings had survived the summer along with the Field Maple thanks to watering efforts by Songhurst Meadow residents. Other trees were also watered although an assessment would be required in the spring as some showed signs of stress. There was a nettle and thistle problem around the saplings which was difficult to control; it had previously been the site of a manure heap. **Members supported the proposal to cover the area with weed suppressant and woodchip to allow the trees to establish without competition.**

Pedestrian Bridge: Options to cross the drainage ditch had previously been discussed. The contractor undertaking the track installation suggested the installation of a 600mm diameter twin wall piped culvert to form the crossing, similar to the existing bridge, with a safety fence of post and cleft chestnut rails on either side at a cost of £1,955 plus VAT, to be undertaken at the time of the track installation. This removed slip and maintenance issues in the future. **Members approved this action and expenditure.**

Traveller Incursion Prevention: Following the incursion on the Green, Songhurst Meadow residents were concerned about unusual activity by an unknown family. The Clerk made the decision to install a temporary barrier at a space at the car park and a couple of additional posts at other vulnerable points. Permanent solutions will need to be considered after the new path has been installed. **Members noted and approved this action.**

Official Opening: **Members supported an 'soft' official opening as an event to promote the area to the village although the date could not be confirmed at this time. Possibly a Sunday afternoon in late November. A badge to be provided to all with a coffee/tea van in attendance.**

e. Parish Council Logo

Further details had not been provided. To be included at the October meeting.

f. Youth Provision:

Further surface quotations were being obtained. For discussion and grant application approval at the October meeting.

g. Clerk's Update:

- Renegades Sign Request: As approved by email, a request had been received to place a large promotional sign in the playground. The reverse to be coloured green, to remain in place for a maximum of 6 months and could be removed at any time, at the Parish Council's discretion.
- Traveller Incursion on the Green: The Clerk had been notified by a resident at about 3.30 pm on Friday 19th August 2022. CDC and the police were informed immediately and the removal process started. New legislation came into force on 1st August which gave the police additional powers. There were some altercations with residents, the RSPCA was also called and there was an incident involving children in the playground; the police were informed. The travellers were moved on by the police early evening on Monday 22nd August and CDC attended the site to ensure it was left clean. Should it occur again, residents were advised to report incidents directly to the police. **Details to be provided in the next newsletter.**
Members supported the CDC Officer's opinion that the Green's appearance should not be changed for such an infrequent occurrence.

- August Fete: The Clerk thanked all for their help. It had been an extremely successful Fete, which was well attended and raised substantial funds for local charities.
- School Road Watershed Application: WSCC Officers attended to review the concerns and were now preparing a specification to obtain quotes for grant funding.
- Pond Re-pointing: Completed.
- War Memorial Cleaning and Repair: Completed on 24th September. A report had just been received with a recommendation for discussion at the next meeting.
- Remembrance Day Road Closure: The application was submitted before the summer holidays; arrangements to be confirmed at the next meeting.
- Balloon Landings on the Green: Over the summer the Virgin Balloon had landed twice without Parish Council permission. The Clerk had spoken to the pilot; no request for permission had been forthcoming. The Clerk had spoken to Mr Smith, the Balloon Festival organiser, who did not advocate landing on the Green due to limited space and the need to fly low over the surrounding properties. As previously requested by the Parish Council, he would ensure that the area was identified for emergency use only. AB provided a photograph which showed that the basket had caused damage. **Clerk to write to advise that the Parish Council would not permit use as a landing site and to request a donation as the Green had been damaged.**
- Visiting Fair: Due to the state funeral, Mr Trickett had attended with a few rides only and located the Fair behind the Pavilion to avoid using the cricket outfield. Members had agreed, by email, to waive the fee; however, Mr Trickett had made a £60 donation to the public toilets, received with thanks.
- Community Litter Pick: Organised for Saturday 8th October at 2 pm on the Sundial Green. Members were encouraged to attend.
- Ukrainian Flag: The flag had been removed for State mourning. **Members agreed that the flag should be flown for the duration of the war and authorised the expenditure of about £280 to purchase a new flag that would not fade.**
- Public Toilets: As the number of additional weekend cleans had been reduced this year, **members agree that a deep clean should be arranged.**
- Hedge and Ditch Opposite the Cricketers: Members approved the action to have the hedge cut when the contractor attended on Friday and ditch cleared. The Clerk was trying to obtain a cost for the ditch clearance.
- Major Emergency Plan: Disappointingly, only two couples had offered to help following the article in the August newsletter. The Clerk would now organise a meeting with the MEP Team to review the Plan and equipment.
- Winter Management Plan: The grit audit had been submitted to WSCC. The Clerk was now reviewing the Plan to submit by 3rd October; **members agreed no change to the previous arrangements.**
- November Newsletter: To include: Traveller update, elections, volunteering.
- Forthcoming Meetings: The Clerk would now schedule meetings for the Finance Committee, Green Coordination Group and Pavilion Trustees.
- 2023 Meeting Dates: circulated.
- Elections May 2023: Members were reminded that all terms of office would finish. To advise the Clerk if not intending to stand for election.
- Playground Fence: Unfortunately, a young man had driven into the playground fence by the maintenance gate. He was arranging the repair.
- WSCC Young Offenders Service: Had returned in the summer and re-stained the bus shelter.

- Butts Meadow Parking Cones: A local resident had provided cones to prevent Friday evening cricket parking. **Members agreed that they should now be removed.**

8. New Items for Discussion:

a. Byelaws:

In June 2021, members had agreed not to update the Byelaws (adopted in the 1960s) at that time but to consider as a future project. As the Songhurst Meadow Open Space was now open, **members agreed a working group should be formed to consider the process and Byelaws for both areas and to involve PD, SW, the Clerk and perhaps LB.**

b. Asset of Community Value:

CDC advised that the status of 'Community Asset' was time limited by legislation to 5 years and therefore the shop had now been removed from the list. An application to renominate the property could be made following its removal.

The shop owner had verbally advised the Clerk that having studied his Deeds in further detail, the property could not be sub-divided and he would not support re-registration.

Members were disappointed by this response and agreed that the formation of a Community Land Trust should be considered further at the next meeting.

c. Warm Hubs

WSCC had advised that it would be opening libraries as warm hubs for those who would experience financial hardship and difficulties in keeping warm this winter. Some Parish Councils were opening hubs particularly where a need had been identified. SW highlighted that The Three Crowns had recently been posting on Facebook that it wished to support the village, asking for ideas. **It was agreed that SW should speak to the 3 public houses to ascertain if they might be willing to assist.**

d. Minibus Request:

The marking of the designated parking space in the Village Hall car park was faded and therefore the space was often taken, or access blocked by others, particularly the lunch club day when access for very infirm members was required. **Members agreed that bold paint on the end wall was not appropriate but agreed the expenditure of approximately £30 for a sign and £80 to repaint the lines.**

e. Tree Inspection:

Tree Warden, Mike King, and Tree Surgeon, George Nicholls, recently undertook their annual tree inspection. It had identified that some maintenance work was required this year, and another diseased tree needed to be removed; a quotation would be provided. There were 3 further trees showing signs of internal decay and a Picus test was recommended. This would help to determine future maintenance, and in one case, possible removal of a large tree in School Road. Two quotations had been obtained and a third requested; details were provided. **Members approved expenditure of up to £475 (excluding VAT).**

f. Request to Use The Green:

A local trainer had made a request to use the Green for one weekday morning to hold a circuit training class for approximately 10 people. Concern was expressed that this was a commercial activity on the Village Green and that this type of class often involved dragging equipment which could damage the surface. The area behind the Pavilion was available but

was very wet in the winter. Songhurst Meadow was a possibility but certainly not until the track had been installed, and again, could be very wet in the winter. **After further discussion, it was agreed that the class could not be accommodated at the present time but Songhurst Meadow might be a possibility in 2024.**

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 – Notification that Subsidised Tree Scheme now open. 50% cost of the trees, bundles of 10,20, 25 trees up to 20 bundles. Details publicised in the Parish Council newsletter.
GACC Newsletter – update on consultation – circulated to all.
Rural Services Network – The Rural Bulletin.
Andrew Frost, CDC – acknowledgement to the Parish Council’s email of March (following chasing) regarding infrastructure and housing. “We are continuing to work on the remaining evidence to support the local plan strategy and I would emphasise that no decisions about housing numbers have yet been made. I can confirm that we have received the correspondence sent to us and will consider it carefully as part of the local plan process.”
School PTA – thank you for allowing use of the Village Green - £6,600 raised.
Local resident – expressed concern at hedge in School Road. Clerk visited resident and it will be cut back a little harder and try to get off the pavement as much as possible without killing it.
Rural Services Network – The Rural Bulletin.
SDNPA – Summer Planning Newsletter.
CDC - Councillor Eileen Lintill, Leader of the Council wrote to the Chief Executive of National Highways on 28 July 2022 expressing the Council’s concern at the delayed timescale for the A27 Chichester Bypass options development work to be completed for the Roads Investment Strategy Pipeline project for Chichester. She also requested that public consultation should include both online and offline options and take place as soon as possible. CDC received a reply from Chris Taylor, Director, Complex Infrastructure Programme of National Highways on 9 August. A copy of the letter was attached but it explains that: <ul style="list-style-type: none"> Options development work for the A27 at Chichester is continuing and has not been paused. A full options appraisal is being undertaken including online, offline and hybrid options. There will be further discussion with the stakeholder reference groups in due course. Potential public consultation on viable options will be post Spring 2023. Schemes to be included in RIS3 must be agreed with DfT.
Rural Services Network – The Rural Bulletin.
SDNP August News.
Rural Services Network – The Rural Bulletin.
SDNPA – No longer going to publicise pre-application enquiries. Only Planning Authority locally and nationally that does, and the resultant work undertaken by the Authority in responding to enquiries from interested parties has become disproportionate to the service provided and we have had reports of unnecessary neighbourhood issues as a result of publicising pre-application advice.
Resident in village centre – concerned about noise from The Three Crowns and location of covered motorbike opposite the shop. Clerk responded with CDC contacts for noise and advised that the motorbike was parked on highway land.

Letter of thanks for the public toilets and cleanliness. Much appreciated. Comments forwarded to the cleaner.
Rural Services Network – The Rural Bulletin.
Mulberry & Co – training programme – circulated.
Open Space Society – August Newsletter.
APCAG – notification of new date for AGM due to technical problems on Tuesday 27 th September at 6pm.
Rural Services Network – The Rural Bulletin.
Mulberry & Co – training programme details – circulated.
CDC – notification for cancellation of All Parishes Meeting due to state mourning.
Rural Services Network – The Rural Bulletin.
CDC – notification of new funding (Rural England Prosperity Fund) has been announced as a successor to EU funding from the LEADER and Rural Development programmes. The fund builds on and complements the UK Shared Prosperity Fund. Chichester District has been identified as eligible for the funding due to its designation as a rural authority and has been given an indicative allocation of £718,472 to cover two years from 1 st April 2023. The fund can be used for capital projects only and cannot be used for any projects which have already benefitted from other current DEFRA funding. Match funding is encouraged. Due to the tight timescales and the number of actions required in developing and submitting the addendum, we are asking that you submit your projects by 6pm on Friday 23 rd September, in order that we can evaluate submissions. Details forwarded to Wisborough Green Sports.
Horsham District Council – notification that the Steyning Neighbourhood Plan passed referendum on 7 th September.
Rural Services Network – The Rural Bulletin.
Scribe – details of free online conference on 14 th October 10 am – 3 pm – 10 x 5 min to 30 min presentations. The Clerk will attend.
Andrew Griffith MP – letter about Cost of living, Traffic speeds, The Rural Fund, Platinum Jubilee Village Hal Improvement Fund, Village Fetes. Circulated.
Loxwood resident – email to local PC Chairs, councillors - I am writing to ask for your support and help on a recent planning application which will affect us all. I have also cc'd in our local councillors for their reference. Application - 22/01726/FUL Erection of 32 no. residential dwellings has been submitted by Thakeham Homes in Loxwood. This application is outside the Loxwood Local plan and if granted would set a precedent which would affect all the surrounding villages, not just Loxwood, in the Chichester District council (CDC) area. Encouraging Parishes to work together to stop over development of the villages and countryside. Clerk to email Cllr Evans.
WSALC – notification of CDALC meeting on 26 th October on Zoom.
WSCC – Ash Dieback – notification of A272 survey to identify trees that require attention near to the highway, either WSCC responsibility or landowner.
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
WR/22/00098/DOM - Case Officer: Louise Brace	Mr Ben Harnan 7 Council Cottages Durbans Road Wisborough Green Billingshurst 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. O.S. Grid Ref. 504969/126630 <u>No Objection.</u>
WR/22/02114/ELD - Case Officer: Sascha Haigh	c/o Andrew Black Tanglewood Kirdford Road Wisborough Green West Sussex All existing glasshouses and buildings on site and associated land as Agricultural (Sui Generis) use. O.S. Grid Ref. 504538/126527 <u>No Objection.</u>
WR/22/00596/DOM - Case Officer: Louise Brace	Mr David Sloan Farnfold Billingshurst Road Wisborough Green West Sussex 2 storey extension, double garage, open gazebo with pitched roof, pitched roof over existing flat roof annex, electric entrance gates with piers and walls and internal alterations. O.S. Grid Ref. 505294/125749 The Parish Council had no objection to the proposal for the house but requested dusk to dawn blinds to prevent the egress of light on the roof lantern. However, members strongly objected to the proposed gate piers and electric gates being out of keeping for a rural area and in a prominent position at the village entrance.
WR/22/02199/TCA - Case Officer: Henry Whitby	Mr Peter Corthine Blakeney Petworth Road Wisborough Green Billingshurst Notification of intention to reduce height by 2m and south sector by approx 1m on 2 no. Sycamore trees (quoted as T1 and T3). Reduce height by 1.6m and south sector by approx 1m on 1 no. Sycamore tree (T2). Reduce height by 1.8m and south sector by approx 1m on 1 no. Sycamore tree (T4). Reduce all sectors by 1m on 1 no. Copper Beech tree (quoted as T5). Reduce height by approx 0.4m on Beech hedge (quoted as H6). O.S. Grid Ref. 504800/125924 <u>No Objection.</u>

- b. Crouchlands Farm Planning Application 22/01735/FULEIA: Members delegated the response to the Clerk, SW, LB and TW.

c. District Council Decisions:

Application Number	Application Details	Decision
WR/21/00117/FUL	Mr & Mrs B Osmaston Lowfold Farm Fittleworth Rd Wisborough Green RH14 0ES Proposed conversion of existing barn into a residential dwelling.	NOT PROGRESSED FILE CLOSED
WR/20/02859/FUL	Mr Richard Chandler Malthouse Plantation Barn Fittleworth Road Wisborough Green Change of use from agricultural / forestry building to holiday accommodation.	WITHDRAWN NO REASON GIVEN
SDNP/21/04148/TPO	Mr Daniel Howarth Sandpit Copse, Fittleworth Road, Wisborough Green, Fell 4 no. Ash trees (T10/297, G12/299, T13/300 and T14/301), 1 no. Lawson Cypress tree (T15/302) and 1 no. Scots Pine tree (T17/304) within Woodland, W1 subject to WR/04/01125/TPO.	APPROVED
21/03969/ADV	Pallingham Manor Farm Pallingham Lane Wisborough Green RH14 0EZ 1 no. static free-standing information board.	APPROVED
WR/21/03670/DOM WR/21/03671/LBC	Tricia Dixon Old Tanyard Farm Petworth Road WG RH14 0BH Replacement extension to north-west elevation of existing dwelling and erection of oak framed porch. Alterations to existing annexe.	PERMIT
WR/22/00375/DOM	Dr Neal Bowes Yaffles Billingshurst Road Wisborough Green Billingshurst Proposed rear extensions.	PERMIT NO MENTION OF BLINDS ON ROOFLIGHT
SDNP/22/01962/HOUS	Ms Claire Cooper Farringtons Copse , Horsebridge Hill, Bedham, Wisborough Green, RH20 1JP Refurbish outbuilding to create additional space. Higher ridge line, creation of 2 no. new dormers, 3 no. conservation style rooflights and fenestration changes.	APPROVED BLINDS ON ROOFLIGHTS
WR/22/01290/TCA	Mr Simon Doyle Forrest Place Durbans Road Wisborough Green Notification of intention to crown reduce (back to previous pruning points) on 1 no. Yew tree.	NO TPO

WR/22/01396/TCA	Siani Barkway-Fox Ivy Cottage Petworth Road Wisborough Green Notification of intention to fell 1 no. English Oak tree (T3).	NO TPO
WR/22/01315/FUL	Mr Robert Wilkins Shipbourne Farm Fittleworth Road Wisborough Green Change of use of land from agricultural to equine and construction of new outdoor arena and erection of horse walker on existing outdoor arena.	PERMIT
WR/22/01802/DOM	Hutchinson Hidden Cottage School Road Wisborough Green Proposed PV panels on pitched roof of south facing elevation.	PERMIT
SDNP/22/03109/FUL	Mr Jonathan Stackhouse Old Spencers Crimbourne Lane Wisborough Green RH14 0HY Demolition of existing detached ancillary annexe and replacement with oak framed detached ancillary annexe.	WITHDRAWN

- d. Enforcement Update: CDC advised that the swimming pool at Burdocks, Brick Kiln Common, was a pool refurbishment.

11. Finance:

a. Bank Reconciliation:

AJ confirmed that he had checked and agreed the bank reconciliations for the Barclays Community Account and Barclays Reserve Account for month ending August 2022. HT had checked and agreed the Natwest accounts.

b. Accounts for Payment:

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

Online payments for the Barclays Community Account

Paid on 27th September 2022 unless stated otherwise

Payee	Amount £	Description
Sussex Land Services Paid 24.08.22	700.80	June grass cutting contract
Pyzer Cleaning Services Paid 24.08.22	594.90	Cleaning of public toilets, supplies and 2 extra cleans
Mr T C Stride Paid 16.08.22	25.00	Mowing/strimming around the sapling area

Surrey Hills Solicitors Paid 16.08.22	2,700.00	Songhurst Meadow legal fees and £50 for general advice in July 21
Arun District Council Paid 16.08.22	161.28	Printing of August Newsletter
L N Davies Paid 16.08.22	12.39	IONOS Email charge and printer ink
WSCC Paid 05.09.22	1,951.20	Clerk's salary for July
Sussex Land Services Paid 05.09.22	700.80	July grass cutting contract
Pyzer Cleaning Services Paid 05.09.22	594.90	Cleaning of public toilets, supplies and 2 extra cleans
WSCC Paid 14.09.22	1,951.20	Clerk's salary for September
Arun District Council Paid 14.09.22	17.58	Printing of school parking flyer
Pyzer Cleaning Services Paid 14.09.22	594.90	Cleaning of public toilets and supplies
Westcotec Limited Paid 14.09.22	4,998.00	Speed Indicator Device, solar panel, Bluetooth download & brackets
Moore	480.00	External Audit Fee for year end March 2022
G Sutton Builders Ltd	4,020.00	Pond re-pointing
Sussex Land Services	1,210.80	August grass cutting contract & mow Songhurst Meadow wildflower meadow
L N Davies	144.19	IONOS Email charge, Printer ink, bus shelter stain, flowers, office supplies, dog waste signs and postage
Independent Memorial Inspection	2,785.32	Cleaning, letter repainting and repair of War Memorial
WSCC	1,951.20	Clerk's salary for September
Greaves Design Ltd	106.80	Mourning page for website
I F C Davies	472.80	Installation of noticeboard, 2 new benches, repair of verge, clear allotment shed and post & rails at Songhurst Meadow
TOTAL	£26,174.06	

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
27.07.22	201.36	Business Stream	Village Green Premises Licence
03.08.22	255.58	NEST	Clerk's pension
19.08.22	32.28	Plusnet	Village Hall Broadband
19.08.22	157.43	British Telecommunications plc	Telephone and Broadband contract
06.09.22	255.58	NEST	Clerk's pension
20.09.22	32.28	Plusnet	Village Hall Broadband
TOTAL	£934.51		

Payments to Barclays Community Account

Date	Amount	Payee	Description
09.08.22	63,000.00	Surrey Hills Solicitors	Runnymede S106 payment & donation for path
16.08.22	366.00	Wisborough Green Sports	50% of sand
16.09.22	35,000.00	Chichester District Council	Precept (second instalment)
16.09.22	164.25	James Garside Planning	VAT refund (deregistered)

20.09.22	1.00	Churchgates	Easement payment
26.09.22	60.00	Mr Trickett	Donation to public toilets
TOTAL	£98,591.25		

c. Monthly Financial Statement:

The statement was circulated in advance of the meeting and displayed. The Songhurst Meadow contributions and Precept receipt was highlighted. There were no further questions.

d. Insurance:

Members resolved to enter into a 3 year long term agreement with the current provider.

e. External Audit for Year End 2022:

The completion of the audit with no comments was noted. The Clerk confirmed that the Notice of Conclusion of Audit had been displayed on the noticeboard and website.

f. Internal Audit:

Members resolved to appoint Mike Platten of April Skies Accounting to undertake the internal audit for year end March 2023. Letter of engagement to be completed.

g. External Auditor:

Under the Local Audit (Smaller Authorities) Regulations 2015, the Small Authorities' Audit Appointments (SAAA) was responsible for appointing external auditors to all applicable opted-in smaller authorities. The next 5-year appointing period ran from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. **Members resolved that the Council should remain in for the next 5-year period.**

h. 2023/2024 Budget Preparations:

A Finance Committee Meeting would be arranged for early November. Members were asked to consider future projects or other items for inclusion in next year's budget.

12. Other Reports:

a. Village Hall:

- Members welcomed the installation of a History Society display case. However, there were some concern about appearance in a prominent position and ongoing management. **Further information about location, appearance and use was requested.**
- Members were grateful to the Village Hall for facilitating the battery charging and storage for the Speed Indicator Device. It was felt that the battery re-charging would take very little power, particularly as the unit was supported with a solar panel. **SW to review the instruction manual to determine whether a donation to the cost was required.**
- Historically, as the landlord, the Parish Council had not paid Hall Hire charges. Charges had recently been discussed at a Clerk's briefing and with the current economic situation, she raised this for consideration. Members agreed that there was a unique arrangement in place that meant that the Hall now benefited from a proportion of the Old Workhouse rental income. The Parish Council had financially supported the Hall in the past, especially during the recent refurbishment, and was not aware that it was currently experiencing financial difficulties. **It was agreed that the current arrangement should remain.**

- **Members agreed that the History Society could use the Committee Room television to facilitate their meetings. The plug would be fitted with a lock and other requests to be directed to the Parish Council and considered on a case-by-case basis.**

PD advised that he was happy to install the television, although an electrician was required to install the ducting and key switch. To be organised by the Hall but members agreed that the Parish Council would fund.

b. Allotments:

- The Clerk and LB recently undertook an inspection. A general email had been sent to all, but in discussion with the allotment supervisor, Mike King, individual emails had been prepared to send where there was a concern. **This action was supported.** There were currently two vacant plots.
- **Members approved the request for allotment holders to donate spare produce to the Horsham Foodbank via one of the tenants who volunteered for the charity. The charity was now supporting village residents.**
- The Clerk explained that the plot left vacant for Ukrainian refugees had not been utilised this year and was proving difficult for the volunteer to manage. A friend, who was a Wisborough Green resident, had asked if it would be possible to help and use the plot to grow vegetables for those in need in the village. **In principle, members agreed to this request but asked for further information as to how produce would be made available, who would manage the plot and donation distribution, noting that it could potentially support the Horsham Foodbank.**

c. Health & Safety:

The Clerk advised that she had noted that one of the football goals was not secured against the Pavilion and had contacted the Chair of Wisborough Green Sports.

There was still a trip hazard by the cricket nets – **members agreed that this should be rectified by WGS.**

13. Any Other Matters to Report:

- The Chairman was aware that S106 funding from Great Meadow was still available for an art installation (to be spent by 21st January 2029) and the Village Hall had previously been identified as the recipient. He had recently seen metal artwork by Christopher Townsend which could be considered.
- The Chairman was aware that local estates painted property in their ownership in a certain colour, such as Cowdray estate being the golden yellow. Having painted the public toilets a tasteful green, this could be considered for use as Wisborough Green green.
- The Clerk advised that the playground inspection report had been received and there were no high-risk items identified. A review of the report would be included at the next meeting.
- The Clerk expressed thanks to Mr Twelvetrees who had kindly moved the basketball net back to the winter position with the help of some footballers.

14. Date of Next Meeting:

Planning Committee - Tuesday 4th October 2022 at 8.00 pm (only if required)

Parish Council Meeting - Tuesday 18th October 2022 at 7.45 pm

There being no further business, the meeting closed at 9.48 pm.

Signed by the Chairman: Dated: