

Wisborough Green Parish Council

Notice of Parish Council Meeting

To: All Members of the Parish Council

I hereby give notice that the Parish Council Meeting will be held in the Committee Room at the Village Hall on **Tuesday 17th January 2023 at 7.45 pm**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Signed: *Louise Davies*, Parish Council Clerk

Dated: 12th January 2023

PLEASE DO NOT ATTEND THE MEETING IF YOU ARE FEELING UNWELL.

Links to supporting documents have been provided through the Agenda but please also refer to the [Clerk's Report](#) for additional information.

AGENDA

(The figure in brackets indicates the minutes allocated to the agenda item)

1. Apologies for Absence **(1)**
2. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation **(1)**
3. Minutes of the last Meeting: to approve the [Minutes](#) of the meeting held on Tuesday 15th November 2022 **(1)**
4. Minutes of the Planning Committee Meeting: to approve the Minutes of the meetings held on [Tuesday 13th December 2022](#) and [Tuesday 3rd January 2023](#) **(1)**
5. [District/County Councillor](#): To receive an update and seek clarification on any District/County related matters **(10)**
6. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
7. Report on on-going matters:
 - a. Neighbourhood Plan: **(15)**
 - Update on the Local Plan housing allocation and implications for the NP process including financial. To agree response to CDC and next steps. (PD)
 - Local Green Space Assessment – to agree consultant engagement and receive grant funding update (Clerk)
 - b. Traffic Management Plan – Update on Speed Indicator Device, [review/agree SID Risk Assessment](#) and receive a Community Speed Watch update (SW) **(3)**
 - c. Village Green Drainage - update (MW) **(1)**
 - d. Songhurst Meadow – update on path installation and tree work required and to agree expenditure for fence installation (Clerk) **(2)**
 - e. Youth Provision – grant funding and project update. To agree 50% advance payment (Clerk) **(3)**
 - f. Clerk's Update: **(5)**

- Elections and publicity
- Annual Parish Meeting on Thursday 20th April – topic/speaker?
- Songhurst Meadow bins
- Road line re-painting
- Emergency Plan
- Agree next litter picking date – proposed as Saturday 1st April 2023
- February newsletter – content
- Any other matters since the publication of the Agenda

8. New Items for Discussion:

- Tree Maintenance Work – update on tree inspections, required work and to agree expenditure (Clerk) **(3)**
- Grass Cutting Contract for 2023 Season: to consider quotations and agree provider (Clerk) **(5)**
- Public Toilet Cleaning Contract for 2023/2024: to discuss current contract, agree action and consider 2023/2024 cleaner (Clerk) **(3)**
- Annual Risk Assessments/Inspections – to agree responsibility (Clerk)
- New Pavilion Lease – update on the meeting held with the Pavilion Trustees on 4th January, agree delegation of Lease discussions and expenditure (AJ)

9. Correspondence: To comment, and where necessary, agree action for [correspondence and reports](#) received by the Parish Council **(3)**

10. Planning **(20)**:

- To discuss and ratify response for the following:

Application Number	Application Details
WR/23/00005/PA3R - Case Officer: Sascha Haigh	Tanglewood Residences Limited Tanglewood Kirdford Road Wisborough Green Billingshurst Change of use of 5 no. buildings from agricultural to B8 storage - 62.75 sqm greenhouse, 61.6 sqm nissen hut, 52.94 sqm packing shed, 98.94 sqm tractor barn/log store and 17.96 sqm summer house. O.S. Grid Ref. 504538/126527 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RNWTHVER0ZU00
22/03114/FULEIA	Crouchlands Farm Rickmans Lane Plaistow West Sussex RH14 0LE Erection of 108 dwellings (Use Class C3), and associated access and street network, footpaths, open spaces, plant, landscaping and site infrastructure. https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RMRZ49ER0ZU00
22/03131/OUTEIA	Crouchlands Farm Rickmans Lane Plaistow West Sussex RH14 0LE Outline planning application (with all matters reserved except access) for the erection of up to 492 dwellings (Use Class C3), education provision including primary school (Use Class F1) and associated access, footpaths, open spaces, landscaping and site infrastructure.

	https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RMVO SOER10R00
WR/22/02892/FUL - Case Officer: Sascha Haigh	<p>Mr A Van Leeuwen Howfold Farm Newpound Lane Wisborough Green West Sussex Demolition of barn and construction of a dwelling as an alternative to approved Class Q dwelling (WR/20/01036/PA3Q). O.S. Grid Ref. 505690/126920 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RLEBVSEFVA00</p> <p>In light of the appeal decision and the principle of development being established, the Planning Officer has requested that the Parish Council review its previous comments.</p>

- b. [District Council Decisions](#): to receive details of the Planning Authority's decisions.
- c. Enforcement: to notify of any possible planning breaches or update on enquiries made by CDC.

11. Finance **(30)**:

- a. Bank Reconciliation - to confirm month end reconciliations for the end of December 2022 (HT).
- b. Accounts for Payment - to receive details and agree payment.
- c. Monthly Financial Statement - to receive the year to date compared to budget statement.
- d. Village Hall Broadband – update on new provider and charge, and to confirm new direct debit payment (Clerk)
- e. Fixed Rate Bond Opening – update (Clerk)
- f. Interim Internal Audit – to receive the [auditor's report](#) and to note required action and implementation (Clerk)
- g. [2023/24 Budget](#) - to agree the 2023/2024 budget and agree the Precept request (Clerk).

12. Other Reports **(5)**:

- a. Village Hall (Clerk)
 - Notification of the Annual General Meeting on Monday 30th January 2023 at 8 pm when the Chairman would be standing down
- b. Allotments (Clerk)
 - to report further shed thefts and agree if any action is required (Clerk)
 - to report action in relation to the meter and stopcock
- c. Health & Safety - any concerns to report (All)
- d. WS Association of Local Councils AGM on Friday 25th November (SW)
- e. Sussex Police All Parishes Meeting on 9th December (SW)

13. Any Other Matters to Report (No decisions can be made on matters raised under this item. For notification only or inclusion on the next agenda.)

14. Date of Next Meeting:

- Planning Committee - Tuesday 31st January 2023 at 8.00 pm
- Parish Council Meeting - Tuesday 21st February 2023 at 7.45 pm