

DRAFT MINUTES TO BE AGREED ON 19TH SEPTEMBER 2023

Date: Tuesday 18th July 2023

Present: Ms L Bartley (LB), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ),
Mr M Ogden-Meade (MOM), Mr H True (HT), Mrs S Winship (SW), Mr T Worrall (TW)

Apologies: Mr A Burbridge (AB), Mr M Watson (MW)

In Attendance: Mrs L Davies, Clerk
District Cllr G Evans
County Cllr J Dunton

Members of Public: 1

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

1. Apologies for Absence:
Apologies were received and accepted from Mr Burbridge and Mr Watson.
2. Declaration of Members' Interests:
LB declared that Glasshouse was a neighbouring property to her home.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 20th June 2023 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Updates:

District Councillor: A report had been circulated in advance of the meeting, summarised below.
Cllr Evans (in attendance from 7.45 pm until 9.11 pm) gave further explanation to some updates. Cllr Todhunter had sent his apologies.

Local Updates:

- Land West of Cornwood Townfield Kirdford: Was expecting to go to planning committee in July however has now been given a time extension until 30th September. Reasoning seems connected to CDC staffing levels and fighting appeals.
- Land South of West of Willets Wat, Willets Way, Loxwood: Cllr Evans attended and spoke at the planning committee meeting on Wednesday 12th July to raise concerns on behalf of residents regarding this application. These concerns centred on the issues surrounding infrastructure and sustainability of this development. The planning committee was split but the chair had the casting vote.
- Lagoon 3: Reminder trial date is 23rd August 2023 at 10.00 am at Horsham Magistrates. Will update when there is further guidance.
- Crouchlands Proposed Developments: A meeting with the developer, Loxwood Ward District Councillors, the Leader of the Council and a Senior Officer took place on the 11th July. At the meeting it was outlined that the determination date of 30th July was likely to be

extended again as there are still several issues to resolve not least Water Neutrality, roads infrastructure and ecological matters.

- Old School House, Loxwood: Refused on the grounds it is a locally significant heritage asset and any future application need to take its status as a locally listed building. It also was refused due to the cramped layout and location outside the settlement boundary.
- Loxwood Shop Update: There has been a further delay to the S106 but the CDC are proactively keeping us up to date.
- Bittlesfield, Balls Cross: We visited a resident who is having challenges getting a planning application through to renovate their house that they purchased in 2019. There are several inconsistencies in CDCs determination approach.

CDC Wide Updates

- Midhurst: Reopened ten days ahead of schedule.
- Next Full Council Meeting – Tuesday 18th July
- Meeting your District Councillors:
Cllr Evans has the following surgery dates scheduled from 12pm-2pm:
Saturday 19th August 2023 – Northchapel Club, Northchapel
Saturday 2nd September 2023 – The Onslow Arms, Loxwood
Saturday 16th September 2023 – Kirdford Village Shop, Kirdford
Saturday 7th October 2023 – Stag Inn, Balls Cross

County Council: A report had been circulated in advance of the meeting, summarised below.
Cllr Duncton (in attendance from 7.45 pm until 7.58 pm) gave further explanation to some updates.

- Cllr Duncton continued to report potholes and drain issues. There were now 3 Patcher machines working to address the potholes which were more efficient and the finished gave longevity. *The Chairman asked Cllr Duncton to report that the surface in Wakestone Lane required attention.*
- Recently attended a Locality meeting for the Chichester District. Population figures and house prices were reviewed. The average price in the district was now £700,000 with the most expensive village being Wisborough Green. There were many facts and figures and it was taking some time working through the 2021 Census.
- Cllr Duncton had also received an update on the local Afghan and Ukraine refugee situation. At one time there were 2250 from Ukraine but this had about halved. Some returned to Ukraine or Europe. Some of the families who gave accommodation had come to the end of their 6 months, so homes were still needed. The Afghan numbers were unknown but were mostly here to stay. Some had good qualifications and were being given training, for example, to work in the NHS.
- Cllr Duncton had recently visited the new Fire and Rescue Centre in Broadbridge Heath which was called Platinum House. It was the state of the art. Bookings had already been made as a training centre.
- Woodlands Mead, the new special needs school near East Grinstead, was due to be completed on 23rd August.
- Foster parents were always needed; details on the WSCC website.
- WSCC was supporting Carers of all ages. There were several thousand in the County but it was known that more could receive support if known about.
- The first budget meeting was being held next week.
- *In answer to the Clerk's query, Cllr Duncton advised that as she was no longer a District Councillor she was unable to follow up on the Southern Water meeting; she had no contact details to pass on.*

5. Public Questions:

Dr Jill Sutcliffe, Chairman of the All Parishes Wildlife Group, attended the meeting to listen to the planning discussion. She advised that many of the objections raised for the Glebe Field application, with reference to bats, were relevant to both the Soel Copse Barn and Glasshouse applications.

6. Report on on-going matters:

a. Neighbourhood Plan (NP):

The Local Plan Regulation 19 consultation results had now been released and links had been circulated to members; it demonstrated a poor response rate and objections. The NP Group met on Monday for the first time in a few months. The request to meet CDC Officers to discuss site options for the 75-housing allocation had been declined but in the interim, CDC would be undertaking their own site assessments (impact upon the landscape and historic environment) for the identified sites as well as new sites that had been offered through the Local Plan consultation. CDC refused to share new site information with the NP Steering Group although some landowners were making direct contact with the Parish Council. The outcome of the Local Plan examination would determine if the whole process needed to be repeated. A Freedom of Information request had been submitted to CDC to determine when the 75-housing allocation was first mooted and when agreed, to get a better understanding of the decision timeline; the Parish Council was only informed of the increase at the beginning of January 2023.

As agreed at the last meeting, the Chairman and Clerk were preparing a strong response to CDC. **The letter to be circulated for approval prior to sending. To be copied to Mr Brisbane, Cabinet Member for Planning, the Council Leader, as well as Andrew Griffith MP.**

Cllr Evans advised that Mr Brisbane was meeting Loxwood Parish Council on 11th August.

b. Gatwick Airport:

The Chairman provided an update on the current airspace consultation which related to airspace over Southern England. He was consulting with members of the Association of Parish Council Aviation Group (APCAG). **The consultation response was delegated to the Chairman and the Clerk.**

c. The west road:

Following discussion about speeding and access at the last meeting, details of different options to address both concerns had been provided in the meeting briefing notes. The residents had discussed further and welcomed the opportunity to trial a restriction at the entrance and just before the Pavilion car park using traffic cones and signs. This would then give further guidance for a permanent solution. It was noted that the Pavilion car park lacked signs to restrict use. The email sent to the Stoolball Club appeared to have addressed the Wednesday evening parking issue. AJ highlighted that in the past it was just the larger events, such as the Fête and RunWisborough, that were asked to provide traffic management but now many sporting activities probably warranted this consideration.

After some discussion, it was agreed:

- **Traffic cones to be used for a temporary trial; crowd control barriers, available on loan, could be the next option. The resident representative to manage and monitor the cones; damaged or missing cones to be replaced by the residents.**
- **Parish Council approved signs to be provided by the residents.**

d. Village Green Drainage:

The Chairman had undertaken an inspection and spoken to AB who had drainage experience. Due to a second extremely dry spring and summer, the clay had again

contracted, causing the trenches to widen and the sand to sink. The lack of rain had prevented grass from establishing. Having walked across the area, the Chairman felt that there were no major trip hazards and that further sand tamped down would address the concerns. AB had suggested including some grass seed and advised that in 'normal' summers with rainfall the trenches would not be a problem; stick with it and top up. The Chairman felt that, once the trenches had been topped up and tamped down, the green would be suitable for the Fete running races although this was, obviously, the Fete Society's decision. **After a short discussion about the inclusion of topsoil and irrigation, it was agreed that the Parish Council would share the cost with Wisborough Green Sports for a further supply of sand, with the Cricket Club organising a working party to fill the trenches.**

e. Clerk's Update:

- Public Toilet Agreement: The Clerk met CDC Officers on 22nd June and advised them that the Parish Council was keen to continue with the current agreement. The officers were not forthcoming about CDC's plans and agreed to forward the costs associated with running the building; not received to date.
- Byelaws: An email had been sent to the Department for Communities and Local Government; no response to date.
- Litter and dog waste bins: CDC had confirmed acceptance of the Parish Councils proposal as discussed at the last meeting. The Clerk was organising the changes.
- Next Newsletter: This had now been compiled and checked by SW.
- Any Other Matters to Report: Notification about a television licence had been received for the Village Hall. The Village Hall Committee confirmed that the Hall had no need, and as the television in the Committee Room was only used for projection, with a locked switch, a 'No Licence Declaration' had been submitted. Members supported this action.

7. New Items for Discussion:

- a. Request to use the Green: Wisborough Green Sports (WGS) had submitted a request for a Summer Fun Day on Sunday 23rd July 2023 from 12 – 5 pm. There would be an inflatable assault course, bouncy castle and various summer games. **Members were pleased to support the event but requested WGS provide traffic management including the use of cones to create the Kirdford Road passing place and Stable Field for parking. Agreement form to be issued.**
- b. Request to use the Green: WGS had submitted a request to hold RunWisborough on Sunday 9th June 2024. Arrangements would be like previous events although the management committee had changed. **Members were delighted to support the event. Agreement form to be issued.**
- c. Replacement Trees: It was a planning requirement that the removed trees were replaced in the Autumn. Members agreed that the Horse Chestnut was synonymous with Wisborough Green but this species was also suffering from disease. **The Clerk was asked to seek advice from a local tree surgeon with a view to replacing the horse chestnut trees, in School Road and opposite the Cricketers Arms, with different species.**
- d. Fingerpost Signs: **Members approved the budgeted expenditure of up to £560 to have the two signs in Fittleworth Road restored using a known contractor for this specialist work.**
- e. Northern Parishes Meeting: The benefits of meeting on a quarterly basis were discussed and supported. Although a more informal meeting, it was agreed that an agenda should be required to guide discussion and suggested that each parish prepare a briefing on their

own specific issues, lasting up to 5 minutes and any Parish ‘successes’. Although joint training was welcomed, attendance would depend upon the subject. Members benefited from training available through West Sussex Association of Local Councils (WSALC), which was recommended to all. **It was agreed that members would be happy to attend a quarterly online Northern Parishes meeting to update the other parishes, and that group training could be useful on a subject not provided through WSALC. MOM agreed to attend New Councillor training.**

8. Policy Documents:

It was resolved to adopt the following policy documents as tabled:

- a. Anti-Harassment and Bullying Policy
- b. Disciplinary Policy
- c. Employee Absence Policy
- d. Employee Code of Conduct
- e. Equality and Diversity Policy
- f. Grievance Policy

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
Kirdford Parish Council – men in hi viz seen by Boxal Bridge.
Plaistow & Ifold Parish Council – copy of further representation for the Foxbridge Golf Club planning application.
GACC Press Release about Gatwick expansion plans. Circulated.
Rural Services Network – The Rural Bulletin.
WSCC – Notification of bridleway 433-2 closure due to resurfacing – Malham Farm to B2133. Notice put up on Facebook.
Gatwick Airport Limited - Airspace Change Proposal (ACP 2018-60) to redesign the arrival and departure routes in line with the UK Airspace Modernisation Strategy. Engagement letter and details of forthcoming online workshops forwarded to PD.
WSALC – minutes of CDALC meeting on 29 th June, forwarded to SW/PD.
Gatwick Airport – confirmation that they have submitted their Development Consent Order (DCO) application for the Northern Runway Project to the Planning Inspectorate (PINS). Details forwarded to PD.
Andrew Frost, CDC – Copy of email sent out to all CDC Councillors. “I am writing to update you in relation to progress by the Council on the draft Submission Local Plan. Following the Regulation 19 consultation on the draft Plan earlier this year, the Council is continuing the process of analysing the representations received and preparing a response to them. A full schedule of all the representations received are expected to be published on the Council’s website very shortly. The Council is also working to address key matters raised through the consultation process so that the plan can be submitted for formal examination as soon as possible. For further information about the ongoing work, can I draw your attention to the Council meeting on 18 July where it is intended that a progress update report on the draft Plan will be provided.” In answer to a further question raised by Cllr Bates “The National Planning Policy Consultation closed on 2 March 2023. When will we know of any updates to Sections 3 and 4 of the current NPPF, which

were due in Spring 2023? These will have a major impact on planning decisions currently going through your department and the Planning Committee, on which I sit. Please advise.”

Mr Frost’s response: “We are continuing to monitor any updates from government on the likely timescale for publication of the revised NPPF.

Usually, the next stage would be publication of the government’s response to the consultation, on which I understand there were a very large number of responses. Given that parliament will be going into recess on 20 July, time is clearly running out for its publication. At this point therefore, it looks unlikely that the revised NPPF as consulted on earlier this year will be published in final form until later in the year.”

CAGNE – update on Gatwick Airport proposal for a 2nd runway by moving the emergency runway 12m north and Development Consent Order – circulated.

Resident – raising safety concerns about condition of the drainage trenches.

Rural Services Network – The Rural Bulletin.

CPRE – raising awareness of Gatwick expansion plans.

Agent for Land in Durbans Road – making the Parish Council aware that the land adjoining Songhurst Meadow has been put forward for development potential. Aware of Local Plan delays.

Relate – promotion of counselling services – posters to be displayed.

Rural Services Network – The Rural Bulletin.

Newpound Lane resident – unable to attend the meeting but disappointed that the drainage was still an agenda item. Pleased that the new surface was being well used and thanked the PC for undertaking the project. Enquiring about bin provision at Songhurst Meadow and flowerbed weeding – the Clerk had provided an update.

Andrew Griffith MP – Letter to the Chairman. Provided details of:

- Find a Grant service
- Community defibrillators
- Travellers and unauthorised encampments
- UK Shared Prosperity Fund
- Unsuitable planning
- Ask your MP – willing to attend event in WG Village Hall – non-political.

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/23/02184/LIS Case Officer: Lauren Cripps	Sarah King Glasshouse, Fittleworth Road, Wisborough Green, RH14 0HB Single storey pool pavilion and associated works. Grid Ref: 503197 122878 The reasons for refusing the application below were noted. It was agreed that many of the reasons cited were also relevant to this application. CDC to be advised accordingly.
SDNP/23/01552/HOUS Case Officer: Lauren Cripps	Sarah King Glasshouse, Fittleworth Road, Wisborough Green, Billingshurst, West Sussex, RH14 0HB Proposed swimming pool, hard and soft landscaping and associated development thereto. Grid Ref: 503197 122878 It was noted that CDC had already issued a refuse decision for the application.

b. Enforcement Update:

- Hoelands: CDC advised planning permission was not required for the ground clearance work that had been carried out as it was not defined as 'development' under Section 55 of the Town and Country Planning Act 1990; consequently, it was not controlled by planning enforcement and no action could be taken. The removal of trees and shrubs during the nesting season was a Police matter if there was evidence of a wildlife crime. Members had noted that the planning application stated that no mature trees would be removed and that clearance would be undertaken in September. The Clerk confirmed that this had been highlighted to CDC when raising the concern. **SW agreed to seek advice from a police contact, having raised it initially.**
- Collards Field: Several residents had reported that a shepherd's hut, connected to mains water, had been installed. The rules pertaining to this installation were unknown and it was agreed that the **Clerk should seek clarification from CDC.**

c. Soel Copse Barn:

Application Number	Application Details
WR/21/03622/FUL - Case Officer: Sascha Haigh	<p>Mr D Tredinnick</p> <p>Soel Copse Barn Formaly Starveall Barn Newpound Wisborough Green</p> <p>Replacement of existing barn and associated structures and erection of 1 no. self-catering holiday let.</p> <p>O.S. Grid Ref. 505487/127777</p> <p>LB, SW and TW attended an on-site meeting at the owner's request. Photographs were displayed and an update given. Members agreed that there was no fundamental change to the issues raised in the Parish Council's objection letter, and therefore the previous objections would not be retracted. In fact, having viewed the site, further concerns had been highlighted:</p> <ul style="list-style-type: none">• The Ancient Woodland designation – although there were young trees present, it was still classified as Ancient Woodland and development would have an impact.• Impact of construction vehicles – the proposed access was through the Ancient Woodland.• Light pollution - six skylights were proposed which would have a significant impact upon the dark area and potentially bats.• Although WSCC had approved the access, the Parish Council still had concerns. Speeds exceeding 70mph had been recorded by the Speed Indicator Device located outside Bellmans Auctioneers, less than half a mile away.

9.11 pm – Cllr Evans and the member of public left the meeting room.

11. Finance:

- a. Bank Reconciliation: HT confirmed that he had checked and agreed the bank reconciliation for the Barclays Community and Reserve Accounts and the Natwest Current and Reserve Accounts for month ending 30th June 2023.

b. Accounts for Payment:

The Clerk displayed the Payment List for July 2023 that was approved.

Online payments for the Barclays Community Account

Payee	Amount £	Description
Sussex Land Services	749.40	Grass cutting contract for June (The Green)
West Sussex County Council	2,044.11	Clerk's salary and oncosts for June
Wetton Cleaning Services Ltd	792.95	Public toilet cleaning contract for June
JWS Landscapes	245.00	Songhurst Meadow grass cutting contract for June
Thomas Stride Garden Services	111.10	Verge cutting contract Songhurst Meadow for June
L N Davies	72.65	Website monthly fees, printer ink, envelopes, chain and padlock for SID, computer ink
Royal Mail Retail	396.00	PO Box delivery annual fee
Keywood Rural Contractors	1,085.00	Stump ground 3 horse chestnut stumps
Shredder Waste Paper	43.80	Confidential shredding
Mrs P Windust	30.00	Allotment deposit refund
Mr I Davies	483.90	Allotment gate, clear drains, post installation, playground repairs, bench installation and bench repair
	£6,053.91	

The Clerk highlighted that the stump grinding had exceeded the quotation as she had requested that the small stump by the A272 was also removed when on site; **members supported this action.**

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
03.07.23	70.00	Chichester District Council	DD - Premises Licence (village green) annual charge
04.07.23	3.60	IONOS	Card – Monthly email fee
06.07.23	269.12	NEST	DD - Clerk's pension for June
	£342.72		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
22.06.23	1.00	1 st WG Scout Group	Peppercorn rent for the Scout Hut
22.03.23	1.00	Mr G Banks	Peppercorn rent for easement
26.06.23	30.00	Allotment tenant	Deposit
29.06.23	33.48	Allotment tenant	Annual rent
10.07.23	30.00	Allotment tenant	Deposit
14.07.23	60.00	Mr B Harris	Donation to the public toilets from grateful traveller
17.07.23	4,311.96	HMRC	VAT refund 01.04.23-30.06.23
28.06.23	1.00	Mr & Mrs Foxon	Peppercorn rent for easement (To Natwest Account)
	£4,468.44		

- c. Monthly Financial Statement: The statement was circulated in advance of the meeting and displayed; explanation was provided with regard to the Sundry Income figure (insurance claim) and Other Projects in expenditure relating to the Coronation event band.
- d. Natwest Signatories: **MOM to complete as soon as possible.**
- e. Internal Audit: **Members resolved to engage April Skies Accounting to undertake the internal audit for year end March 2024.**

12. Other Reports:

a. Village Hall

- Old Workhouse Tenancy: The Clerk advised that the tenants' change in personal circumstances required a new tenancy. Henry Adams had been engaged to assist and undertake a rent review.
- Proposed use of the Great Meadow S106 Art Funding: The Village Hall Committee were considering options and proposed to change the entrance doors with etched glass to characterise Wisborough Green. Being on the outside of the building, it would be visible to everyone. Further details would be provided in due course.

b. Chichester District Association of Local Councils meeting: SW attended the Zoom Annual General Meeting on 29th June 2023. Some time was taken to appoint officials, it was agreed to waive the annual subscription as sufficient funds were held, and there was a proposal to form a steering group to make CDALC 'more relevant'. SW could not understand the rationale for forming a steering group which appeared to be meeting duplication. She also highlighted that holding a meeting in June to gauge attendance was perhaps the wrong timing with many people heading away before schools broke up.

c. Health & Safety: There were no concerns to report.

13. Any Other Matters to Report:

- a. SW noted that an access had been created on the B2133. The Clerk confirmed that planning permission had been obtained.

14. Date of Next Meeting:

Planning Committee – Tuesday 1st August 2023 at 8.00 pm (if required)

Planning Committee – Tuesday 15th August 2023 at 8.00 pm (if required)

Planning Committee – Tuesday 5th September 2023 at 8.00 pm (if required)

Parish Council Meeting – Tuesday 19th September 2023 at 7.45 pm

There being no further business, the meeting closed at 9.23 pm.

Signed by the Chairman: Dated: