
Draft – to be agreed on 18th July 2023

Date: Tuesday 20th June 2023

Present: Ms L Bartley (LB), Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman),
Mr A Jackson (AJ), Mrs S Winship (SW),
Mr M Watson (MW), Mr T Worrall (TW)

Apologies: Mr H True (HT)

Non-attendance: Mr M Ogden-Meade (MOM)

In Attendance: Mrs L Davies, Clerk
District Cllr G Evans
District Cllr C Todhunter

Members of Public: 6

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

1. Apologies for Absence:
Apologies were received and accepted from Mr True.
2. Declaration of Members' Interests:
AB was aware that a member of public was attending about a planning application which was adjacent to his property. No further interests were declared.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 16th May 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 Todhunter (in attendance from 7.45 pm until 9.30 pm) and Cllr Evans (in attendance from 8.00 pm until 8.46 pm) gave further explanation to some updates.

Local Updates:

- Land West of Cornwood, Kirdford 21/00466/OUT: Expected to go to planning committee in July.
- Lagoon 3: Reminder that the trial date was 23rd August 2023 at 10.00 am at Horsham Magistrates. Will update when there is further guidance.
- Crouchlands Proposed Developments and Foxbridge Golf Club: A meeting with the developer, Loxwood District Councillors and Senior Officers was taking place on 11th July. The Leader of the Council had also been invited and would attend time permitting.
- Loxwood Shop Update: CDC had advised that everything was in order from a planning perspective. The CDC solicitors had been working on the final outstanding details required

for the legal agreement and this agreement would be circulated shortly. CDC would advise when it was able to issue the decision.

- Stareveall barn/ Sole Copse Barn: At the applicant's request, Cllr Evans and Cllr Todhunter attended a site meeting as the application had been held up for two years. They would be asking when the application would be determined.
- Hyde Housing, Kirdford: Provided assistance to get an internal leak sorted for an elderly couple.
- Hyde Housing, Loxwood: Several repairs were required in a property due to severe mould and after months of inaction by Hyde, had now been booked.
- Verges and Hedges: Residents have been in contact regarding the cutting back of verges and hedges in the Loxwood Ward. Contact has been made with County Councillor Janet Duncton as to when Loxwood Ward is due to be cut back.
SW concurred with the observation on verges and hedgerows and had to experience reduced visibility on a daily basis. Cllr Todhunter advised that this was a WSCC issue and to inform Cllr Duncton.

CDC Wide Updates

- Midhurst: Following the fire at the Angel Inn on the 16 March, the road through Midhurst was still closed. The disruption to the town's businesses was significant and this was creating considerable unease in the town, with 31.7% of businesses in the town reporting over 50% losses to cope with on top of increasing bills. Economic Development had launched a £200,000 grant fund to assist Midhurst Town Centre businesses. Businesses located in Midhurst Town Centre are eligible to apply for up to £1,800 of funding. Work continued apace on the scaffolding to support the façade of the Angel Inn with contractors now working extended days until 7pm. The seven-week programme (from 15 May) was currently on track.
- Staff Starters and Leavers: Details were provided.
- Meet your District Councillors:
Cllr Evans had the following surgery dates scheduled:
Saturday 3rd June – The Stag, Balls Cross (12pm-2pm)
Saturday 17th June – Kirdford Village Stores, Kirdford (12pm-2pm)
Saturday 1st July – Old Mill Café, Wisborough Green (12pm-2pm)
Saturday 15th July – Ifold Stores, Ifold (12pm-2pm)

County Council: Cllr Duncton was not in attendance. Her report was circulated in advance of the meeting, summarised below.

- The new Fire and Rescue Centre, Platinum House, at Broadbridge Heath was nearing completion.
- Fly tipping was being targeted with the Environment Agency and Sussex Police.
- It was now some 500 days since the start of the War in Ukraine and WSCC was looking for more accommodation for some of the refugees. Further information on the WSCC website.
- WSCC provided respite days out for Carers. Unfortunately, many did not register. Carers should be encouraged to register with the Carers Support West Sussex which is a charity that works closely with West Sussex and was there to help.
- Trading Standards remained busy locating illegal goods especially tobacco.
- Budgeting workshops were now being held for 2024/2025's budget.
- In a recent interview, a Fracking site in West Sussex was mentioned. There was not and never had been a fracking site.
- Woodlands Mead School near East Grinstead was nearing completion and would take 500 special needs pupils.

- As the County Council representative on the South Downs National Park, there were a number of meetings that she attended reviewing past achievements and planning for the future.
- The SDNP had taken the lead on shoring up the façade of the Angel Hotel in Midhurst with contributions from CDC and WSCC. SDNP and CDC have put £200K in and WSCC £100 K. WSCC would also be addressing the road repairs. The facade was being stabilised to allow the road to re-open.

5. Public Questions:

Durbans Road Resident: In advance of the meeting, the resident had written to the Parish Council regarding his application to convert Stareveall Barn/Sole Copse Barn; details circulated and displayed. He gave explanation as to how the Parish Council's concerns had been addressed and based on this information asked the Parish Council to withdraw its objections entirely for the holiday let, make a site visit to consider its position or withdraw its objections on grounds of loss of ancient woodland and dangerous access. He explained that ancient woodland would not be removed, WSCC Highways had confirmed the access as being acceptable, the barn was part of the village's heritage, had no further agricultural value and had previously been inhabited for about 20 years. The District Councillors had already visited the site.

The Chairman advised that the Council was not able to comment and suggested that members might be willing to attend a site visit. He advised that councillors would not express an opinion but would report back to the next meeting for further discussion. LB, SW and TW agreed to attend; the Clerk to organise.

West road residents: Attended the meeting to listen to discussion relating to the west road. A letter had been sent to the Parish Council to raise concerns about speed, parking and condition of the road and possible solutions for the Council to consider. A spokesman for the residents advised that there was nothing material to add to the details already provided. Some residents unfortunately could not be in attendance due to illness or holiday, but fully supported the concerns raised. They all appreciated that it was not the residents' road and not theirs to control but felt that the Parish Council should be aware of the issues, demonstrated by the photographs and recordings, and were perhaps unknown by the Council. Members agreed with the Chairman's suggestion that clarification could be provided by the spokesman during the Council's discussion, if required.

6. New Items for Discussion:

a. The west road:

A letter and photographs from the residents had been circulated in advance of the meeting. Members discussed the concerns in detail. The residents' spokesman was asked to give further explanation to the traffic numbers, speed and parking. The Chairman advised that the road was part of the village green, and use was potentially in breach of the Byelaws if an Easement or Parish Council permission was not obtained. Members acknowledged that the road was used by those visiting the shop to turn around; reversing onto the A272 was dangerous. Restrictions could impact upon the shop and also cause further safety concerns. AB advised that the layby was used for the Seaford School bus in the morning and this resulted in cars using the west road to turn; he was concerned that restricting use would create more hazards. The Clerk advised that the bus, in the past, had pulled in opposite The Three Crowns, so cars parked in the car park.

It was noted that parking along the road damaged the kerb edge and grass, and restricted access to properties for residents. The elderly who parked on the road often had to walk some distance. It was the understanding that access to the Pavilion was restricted to staff and match officials, but customers were now using the Pavilion car park as the opening hours had been extended. The Wisborough Green Sports Chairman had confirmed that

even the staff now found it difficult to park. Changing the location of the bollards by the Pavilion had been discussed in the past to encourage Pavilion traffic to enter via Butts Meadow; it was not accepted by the previous owners of Ivy Cottage. The new owner was in attendance and advised that he thought this would have a detrimental effect on his property and value and would be against relocation of the bollards. The spokesman also felt that this would then encourage vehicles to turn in the centre of the road, creating further damage to the grass and edge. Sports parking was an issue; the stoolball team parked on the grass between the trees.

The issues had been considered previously and a gate dismissed, with preference for additional signs. In the past, parking stickers had been used when builders' vehicles had parked on the road. The residents felt that the signs were ignored, and other options needed to be explored. The installation of further posts was another suggestion. The speed of traffic was a safety concern for all users and residents.

Members discussed the pros and cons of different options in detail **and agreed:**

- **A trial to be undertaken. The Clerk to investigate different options and provide cost details at the next meeting.**
- **An email to be sent to the Stoolball team advising that parking was not permitted on the grass and/or on the west road.**
- **To raise again with WGS – signage to be improved.**

8.30 pm – One member of public left the meeting room.

b. The west road – formal name:

The Chairman explained that being part of the Village Green, the access road to the Pavilion was unnamed. After some discussion, it was agreed that the road should remain so. A name and nameplate would identify as an official road on maps and potentially increase the access and parking concerns. **Agreed not to be pursued.**

8.35 pm – the remaining members of public left the meeting room.

c. Byelaws:

Although it was acknowledged that enforcing Byelaws would be difficult, all agreed that having up-to-date laws in place provided a useful reference. The Byelaws were already displayed on the Village Green, but updating provided an opportunity to re-publicise them within the village so all were aware. An update would include modern elements, such as hot air balloons, drones and golf, as well as possibly increasing the fine, if enforced. The salient points could be published on the noticeboards with a QR code to access the full details. **It was resolved that the Model Byelaws, as adapted and tabled, should be submitted to update the Byelaws for the Village Green with the same Byelaws to also cover Songhurst Meadow.**

d. Litter and Dog Waste Bins:

Although CDC Planning supported the inclusion of dog waste and litter bins on Songhurst Meadow, CDC lacked the capacity to empty them. This was raised with Cllr Evans and Cllr Todhunter. TW attended an onsite meeting with a resident representative, Cllr Todhunter and Mr Andy Howard, Operations Manager, CDC Contract Services, on 23rd May. The concerns about dog fouling and lack of bin emptying were discussed, and a review of the Green's provision also undertaken. The CDC dog waste collection service was currently running at capacity, so CDC was unable to service the Songhurst Meadow bins. However, dog waste could now be placed in litterbins; dedicated dog waste bins were no longer required. CDC had raised concerns about the difficulty to empty some bins on the Green. Although a cost would be incurred to repair the current bins and provide new bins at Songhurst Meadow, removing the dog waste bins would save on the annual emptying

cost; details were provided. The bins at Songhurst Meadow were now being emptied on a weekly basis as a goodwill gesture. **The following was agreed:**

- **The Parish Council had previously reduced the number of litter bins on the Green and in the summer months the current provision was required; the number would not be reduced further.**
- **The Songhurst Meadow bins to be removed and new 100 ltr bins installed; bins previously removed from the Green were in store and could be used.**
- **Litter bins on the Green to be re-installed correctly and new liners purchased where needed. The cost of liners ranged from £75 - £90 depending upon the size.**
- **If considered necessary, bins to be relocated away from benches.**
- **Stickers to be applied to the bins (away from benches) to inform residents that litter and dog waste could be deposited.**
- **The dog waste bins to be removed from the Green when other improvements had been made.**
- **The expenditure for the above was approved as this was unlikely to exceed cost saving from the new emptying regimen. Members approved the contractor who undertook ad hoc maintenance for the Parish Council.**

e. Annual Fair:

The official day was Wednesday 20th September and just the one day had been requested by Mr Trickett. The Clerk believed that Mr Trickett would be attending with the full fair having reduced it in recent years due to Covid and then the drainage work on the Green. AB expressed his concern about the impact on the Green and wondered if Mr Trickett could be encouraged to re-locate to the northern end, as he had done previously. The Clerk understood that the Football Club was against this as any damage could impact upon the football season. With the new surface and a larger fair, it was likely that the football pitch was required. **The following was agreed:**

- **AB to obtain a collective view on the location from WGS, and if required, Mr Trickett to be approached with a request to re-locate. It was noted that this would be a request and the Parish Council was not able to enforce.**
- **The charge to be £270 for the one day only.**

7. Report on on-going matters:

a. Neighbourhood Plan (NP):

- The Clerk advised that the Steering Group had not met in recent months pending a meeting with CDC. This meeting had been requested to determine how the housing allocation of 75 homes could be achieved. The Clerk had several telephone conversations with the NP Officer and had now received a written response, which was read out (to be circulated and forwarded to Cllr Todhunter). The NP Steering Group Chair had raised strong concerns about the NP process, CDC involvement, losing trust in CDC and wasting public funds. Members concurred with the concerns and agreed that a response should be submitted, copied to Andrew Griffith MP. **Delegated to the Chairman and Clerk.**
- WSCC Community Highways Application: The revised document had been provided to members which highlighted the additional information requested to demonstrate consultation and how the scheme addressed WSCC outcomes. **It was agreed that the document, as tabled, should be submitted.**
- Kirdford Road Footway: The Stable Field developer had contacted the Parish Council to clarify the extent of the footway that the Council was requesting from the Stable Field development. Members agreed that the section of footway on the village green was necessary if the rest of the footway along Kirdford Road was achieved. It was only required because of the proposed development along Kirdford Road. WSCC had provided an indicative cost which members believed was high; another quotation to be

obtained. **Until the Community Highways Application had been determined, the Parish Council was unable to give a definitive answer on how the cost could be proportioned. It was acknowledged that details would need to be confirmed for NP policy.**

b. Youth Provision:

The surface and basketball net/goal combination had now been installed. It had not been without a few issues, primarily the goal crossbar had been installed out of level, but this had been rectified and the Chairman had undertaken the final inspection and approved the work. With the Cricket Club's permission, he had cut off metal protrusions from the post which were a safety concern for the play surface, and suggested that the cricket club be asked to paint the old galvanised basketball net green when they painted the nets. Signs had been ordered to stop use of the area during cricket net practice. One socket, outside of the area, was slightly proud but could be addressed. The Clerk advised that she now needed to submit a completion report to CDC to release the grant funding. The Fete Society had donated funds for the wooden storage box, and the Clerk would review the location. **AB confirmed that he would sow grass seed around the edge when prolonged rain was anticipated.**

c. Clerk's Update:

- Public Toilet Agreement: The Clerk was meeting with CDC Officers on Thursday at 2.30 pm.
- Songhurst Meadow Open Space:
 - Cedec Path: Runnymede Homes had now sprayed the path and confirmed that they would be recompacting the Cedec.
 - Dog Fouling: This had been a problem but would hopefully now be resolved with the availability of the bins. A note on the village Facebook page and also in the next Ad Vincula would publicise availability and the need to clear up. Notices had been placed on the bins.
 - Stones adjacent to paths: although some had been cleared, the stones were still creating a problem for the grass cutters. David Pegley had returned to re-roll for a short time, when the ground was hard and did not resolve the issue.
- West Sussex Young Offenders Scheme: The scheme had returned to the village and undertaken some stone clearance at Songhurst Meadow.
- Recent Water Loss: It was agreed that the loss should be used to publicise the advantages of registering a vulnerability with utility providers, although it was noted that some registered households did not receive water.

8. Policy Documents:

The Bench Donation Policy was reviewed. The policy was adopted as tabled with one further point: 3.12: A bench application is typically for people with a Wisborough Green connection. Each application will be considered on its own merits by Wisborough Green Parish Council.

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
Rural Services Network – weekly email bulletin.
Rural Services Network – weekly email bulletin.
Wey & Arun Canal News

Rural Services Network – weekly email bulletin.
Plaistow & Ifold Parish Council – copied in on emails to CDC – strong objection and representations for both Crouchland Farm planning applications. Highlighted.
WGS – paperwork for RunWisborough Green – insurance, risk assessments etc.
Cllr Duncton – update circulated.
Cllr Evans – response to inconsistent approach by CDC to dark skies and dusk to dawn blinds – circulated.
Rural Services Network – weekly email bulletin.
CDC – Recruiting for the Standards Committee. Circulated. Noted but declined.
WSSC – Notification of carers survey as WSSC and NHS are reviewing the way Carer Information, Advice, Assessment and Support Services are delivered to adult unpaid family and friend carers. Closing date 27 July. Poster to display. Available online https://yourvoice.westsussex.gov.uk/carers-support-service-review
WG Primary School – insurance and risk assessment for Saturday’s Fete.
Plaistow & Ifold Parish Council – objection documents for Crouchlands Farm.
Billingshurst Road resident – copy of correspondence to CDC regarding boundary issues with the Old Mill Development – escalating and reported to the police as criminal damage and trespassing. AB provided further details. Cllr Todhunter asked the Clerk to refer the resident to him.
Rural Services Network – weekly email bulletin.

10. Planning

- a. There were no planning applications to review.
- b. Enforcement Update:
 - Collards Field Tree Felling: CDC advised that the owner did seek permission to fell the immature Oaks which were about 25 years old. The trees covered by the area Tree Preservation Order were 65 years and older, therefore felling these Oaks did not require consent. The CDC Tree Officer advised that Area orders were from the date the order was served but self-set or planted trees after the date were not covered. He had provided details of all the covered trees in the Parish. The Clerk highlighted that there were now potentially more trees that were of importance in the landscape particularly as further Ash trees died. The CDC Officer had supported the suggestion of a survey of the original orders by volunteers with a view to identifying new tree orders. **Members acknowledged the value in undertaking a survey; details to be included in the next newsletter to encourage volunteers.**
 - Hoelands, Billingshurst Road: The garden clearance during bird nesting season had been reported to CDC. Only an acknowledgement had been received.
 - Cricketers Arms: Cllr Todhunter advised that he had reported the shelter at the Cricketers Arms (Listed building) and enforcement had requested that it be removed.
- c. Dark Skies: An inconsistency with a planning condition for dusk to dawn blinds had been highlighted to CDC. The response was circulated, which implied that CDC Officers could ignore the request as it was not Local Plan or National Policy, and as such, it could be appealed. The Chairman explained that there were only two areas nationally that had the Dark Skies designation and with the part of the Parish being in the South Downs National Park, and the village ‘in the setting’ of the park, he believed that it was incumbent on the Parish to support this policy. **It was agreed that a response should be sent to CDC and the SDNP. Delegated to AJ, the Chairman and Clerk.**

11. Finance:

- a. Bank Reconciliation: HT had checked and agreed the bank reconciliation for the Barclays Community Account for month ending 31st May 2023; displayed.

b. Accounts for Payment:

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

Online payments for the Barclays Community Account

Payment entered on 20th June 2023 unless stated otherwise.

Payee	Amount £	Description
Radford Ezynet Paid 1 st June 2023	12,664.62	Installation of new surface and installation of basketball/net combi
20th June 2023		
Sussex Land Services	1,498.80	Grass cutting Contract for April & May (The Green)
Society of Local Council Clerks	222.00	Clerk's annual membership
West Sussex County Council	2,044.11	Clerk's salary and oncosts for May
Wetton Cleaning Services Ltd	792.95	Public toilet cleaning contract for May
JWS Landscapes	320	Songhurst Meadow grass cutting contract for May & cut of tree area
Thomas Stride Garden Services	111.10	Verge cutting contract Songhurst Meadow for May
L N Davies	352.43	Email/website monthly fees, printer ink, padlocks for allotments, sign for new basketball area, no parking cones and dog waste bags
Keywood Tree Care	2,000.00	Removal and clearance of two diseased horse chestnut trees
Westcotec Ltd	4,123.80	Replacement speed indicator device
	£24,129.81	

The Clerk highlighted that she had gone slightly over budget by £15 on the no parking cones due to the hidden delivery charge; members approved.

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
19.05.23	189.99	British Telecommunications plc	Broadband and telephone contract
09.06.23	269.12	NEST	Clerk's pension for May
	£459.11		

Payments to Barclays Community Account

17.05.23	30.00	Allotment Tenant	Deposit payment
19.05.23	500.00	CDC	Coronation Grant
13.06.23	1.00	Wisborough Green Sports	Peppercorn rent for Easement
16.06.23	1.00	Mr G Banks	Peppercorn rent for Easement
	£532.00		

Bank Transfers

Date	Amount £	From	To
01.06.23	5,000.00	Barclays Reserve Account	Barclays Community Account
20.06.23	10,000.00	Barclays Reserve Account	Barclays Community Account

- c. Monthly Financial Statement: The statement was circulated in advance of the meeting and displayed. The Clerk explained that she had bought in £10,000 from the CIL reserve to cover the new recreation surface. Following payment of the grant, an adjustment could be made. The Clerk also highlighted the cost of providing dog waste bags, £25 for 800 every 3 weeks, about £430 per year. It was evident from a recent conversation that people were using as a general supply. Sign to put on the dispenser to take one only and note in newsletter.
- d. Natwest Signatories: **TW and MOM to complete as soon as possible.**

12. Other Reports:

- a. Village Hall – Update on the Old Workhouse Tenancy:
The Trustees were reviewing the current tenancy due to a change in the tenants' personal circumstances; a meeting was being held this week. An update would be provided at the next meeting.
- b. Allotments:
 - Tenancy Update: Most plots were being worked well. A notice to quit had been issued due to non-payment and cultivation. It would be re-allocated to a Wisborough Green resident.
 - Greenhouse Request: Members approved the request for a greenhouse on Plot 6 to grow produce for the foodbanks.
- c. Health & Safety: A resident was concerned about the pole in the new play surface. The dangerous protrusions had been removed and it was agreed that cushioning was not necessary on the post. There were no other concerns to report.

13. Any Other Matters to Report:

- a. Northern Parishes Police Meeting: SW advised that she attended the monthly meeting. She had picked up on the village Facebook page that number plates had been stolen from the Carters Way area. The police advised that it was important to report any incident so that details could be included on a national database.
Operation Crackdown could be used to report anti-social driving and parking. Details to be included in the next newsletter.
She was also provided with advice on how to mark the new Speed Indicator Device
- b. Kirdford Road Double Yellow Lines: Further to the query at the last meeting, the Clerk advised that the lines in Kirdford Road had been extended to the correct length.
- c. Village Hall Shed: The Clerk asked AJ to ascertain when the shed would be moved to the Scout Hut site.
- d. August Bank Holiday Monday Fete: The Fete Society was short of helpers and all Councillors were asked to consider helping for a shift during the afternoon.
- e. Green Drainage: AB advised that due to the hot weather and lack of rain, the trenches were beginning to shrink, again. This would be a continuing problem until the grass had grown over the trench line. The Cricket Club were proposing to top up the trenches, but AB expressed some concern that this could make the situation worse. The Clerk advised that this could again impact upon the August Fete running races.
- f. Parish Council Emails: The Chairman asked members to consider what was a reasonable expectation for councillors to look at emails. Members explained difficulties in reviewing due to work commitments. It was felt that looking at emails at a minimum of once a week was necessary. The Clerk would send a WhatsApp message if urgent review was required.

14. Date of Next Meeting:

Planning Committee – Tuesday 4th July 2023 at 8.00 pm (if required)

Parish Council Meeting – Tuesday 18th July 2023 at 7.45 pm

There being no further business, the meeting closed at 10.20 pm.

Signed by the Chairman: Dated: