
DRAFT MINUTES TO BE AGREED ON 19TH SEPTEMBER 2023

Date: Tuesday 15th August 2023

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

In Attendance: Mrs L Davies, Clerk

Members of Public: None

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

1. Apologies for Absence:
All members were in attendance.
2. Declaration of Members' Interests:
PD declared that he knew the Horsebridge House applicants.
HT declared that he was the direct neighbour of 1 Carters Way.
TW advised that he knew the neighbour of Brook House.
AB advised that one of the Wilton Cottage applicants worked for his wife.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 18th July 2023 were approved as a correct record and signed by the Chairman.
4. Public Questions:
There were no members of public present.
5. Report on on-going matters:
 - a. Neighbourhood Plan (NP)/Local Plan:
The Chairman advised that three weeks' ago a complaint letter was sent to Mr Andrew Frost, Director Planning and Environment at Chichester District Council (CDC), copied to other members of CDC, our local councillors and our MP, Andrew Griffith. Mr Frost had opened the email, but there had been no further acknowledgement or response. A Freedom of Information (FOI) request had been submitted for minutes and emails relating to the allocation of 75 houses to Wisborough Green; the response had been circulated. It advised that there were no emails and that only informal and unminuted briefings had been held. The Chairman expressed his disquiet at the lack of transparency and that such important decisions and briefings were not being recorded. The lack of response to the complaint letter suggested that CDC was not taking the Parish Council's concerns seriously; agreed by all. Throughout the NP process, the NP Group had tried to engage with CDC, as demonstrated by the NP Group minutes which had been circulated. The Chairman appreciated the difficulties that CDC had experienced with the Local Plan and the circumstances that had changed the goalposts but Mr Frost's lack of engagement and transparency brought into question his ability to continue to lead the process.

It appeared that CDC was purely working towards the January 2023 reveal of new numbers and was disregarding the NP process and local opinion. The justification, argument or evidence for the different growth scenarios in the northern parishes was non-existent. In answer to AJ's query about the purpose of the challenge, the Chairman read the final summary in the complaint letter:

WGPC Requires:

That CDC immediately:

- commit to complete transparency over the LP process affecting Wisborough Green
- share all relevant materials
- affirm their commitment to the importance and relevance of both NPs generally and Wisborough Green's specifically
- ensure that the LP process allows sufficient time for WGPC to complete its new/revised NP.

Community engagement and involvement was discussed. In answer to MOM query, it was confirmed that the village had been kept fully informed throughout the process by updates in the Parish Council's newsletter. The Local Plan and implications were complex subjects and to engender community engagement was difficult; the Parish Council was the village's representative. It had not objected to the 75-housing allocation but raised serious concerns; without a Local Plan in place and a 5-year housing land supply, the village was vulnerable to speculative development. The housing land supply was currently 4.7 years, but the latest figure was anticipated in the autumn.

The Chairman explained that ultimately it would be the Local Plan examiner who would determine the housing allocation, but it should be a local issue to determine the sites. There was concern that CDC had identified the Glebe Fields on the Housing and Economic Land Availability Assessment (HELAA). MOM highlighted that the Government had changed the strategy; targets removed, development of town centres, redundant retail and office spaces. There appeared to be a massive disconnect between the Government's statement and CDC, which he could not understand. It appeared that our MP, Andrew Griffith, supported the Parish Council's concerns.

After further discussion, members resolved:

- **The Northern Parishes to be informed of the Parish Council's concerns. To ascertain if they would support the Parish Council.**
- **The Chairman to speak to Diane Shepherd, CDC Chief Executive – points to raise to be circulated and agreed.**
- **Advise Ward Members, Cllr Evans and Cllr Todhunter, of intentions.**
- **Amend original FOI request to widen scope.**
- **Submit a FOI request for developer contact relating to the Glebe Fields.**
- **TW to distill the main details from the Levelling Up Bill for discussion with CDC to ascertain how CDC had changed and adapted planning policy based on new government directives; it was known that about 50 other councils had paused their Local Plan process pending this Bill.**

b. The west road:

Following discussion about speeding and access at the last meeting, the residents had now provided details of suggested sign wording, agreed to meet the costs and supervise the trial. The details were reviewed. Some concern was expressed at the possibility of misuse of the moveable signs. The following was resolved:

- **Suggested wording approved.**
- **Signs to be white with black wording and red border.**
- **Sign/cone locations to be altered to determine optimum location.**

- **Parish Council cones to be provided.**
- **The trial to be fully supervised by the residents.**
- **To be trialled for 2 months after the Fete.**

c. Stable Field Planning Application:

CDC advised that the footway provision across the open space and in front of Park Lodge was part of the planning application and would be provided by the developer. However, it was not possible to include a S106 condition for the open space in any consent as there was no policy to which this related; details could therefore not be included in a Section 106 agreement. If this could not be achieved, CDC had been advised that the Parish Council would object to the application, forcing the decision to the Planning Committee. CDC had further discussions with the developer who agreed to enter into a legal agreement with the Parish Council to secure the provision for the village. The developer's solicitor would draft the agreement and the Parish Council's solicitor had been engaged; the developer had agreed to pay the Parish Council's reasonable costs. The Heads of Terms drafted by the developer had been circulated and were discussed. **It was agreed to seek legal opinion on the following:**

- **Point 1 – To add 'or as the transferee directs.'**
- **Point 6 – what is the definition of nuisance in this context?**
- **Point 7 - definition of what constitutes authorised user?**
- **Points 9 & 10 – seek legal opinion on time limit, qualification on what constitutes or triggers payment – the trigger needed to be defined.**
- **Liaison with the solicitor, checking and signing the agreement was delegated to the Clerk, Chairman and AJ.**

d. Clerk's Update:

- Annual Fair: AB had confirmed to the Clerk that Wisborough Green Sports requested that the Fair be located on the northern area of the Green. The Clerk highlighted that if a larger Fair arrived there was every possibility that it would need to be located on the football pitch. Wet ground would also mean that the area behind the Pavilion could not be used. The Clerk had made this request in writing to Mr Trickett but had yet to receive a response. AB advised that he was willing to meet the Fair on arrival.
- Any Other Matters to Report:
 - The fingerpost sign and the telephone box in the village centre had now been repainted along with the fingerposts at Crimbourn and Wakestone Lanes.
 - Quotations for the ditch clearance opposite the Cricketers Areas were being obtained.
 - The hedge cutter had been contacted with a view to attending Songhurst Meadow in September. The Clerk highlighted that the hedge along Kirdford Road now prevented ditch clearance and needed to be cut back hard vertical to the ditch edge. The resident had declined this minimal expenditure last year and then failed to cut back hard as requested. **AB agreed to address this with the owners.**
 - Woodchips for the flowerbed in Songhurst Meadow were being arranged but spot spraying of the thistles was required in the first instance.

6. 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/22/02535/FUL	Mr H Sugden Lowfold, Fittleworth Road, Wisborough Green, West Sussex, RH14 0ES

	Retrospective change of use of existing ground floor agricultural store for use as garaging with alterations to fenestration. <u>No Objection.</u>
WR/23/01367/DOM - Case Officer: Freya Divey	Mr and Mrs Martin Brook House Newpound Lane Wisborough Green Billingshurst Two storey rear extension, change of use of garage to create habitable accommodation, extension to front porch, remodelling of roof and installation on PV solar panels, with various alterations including additions and changes to fenestration and cladding. O.S. Grid Ref. 505645/126674 <u>The Parish Council had no objection</u> , but in view of its support of dark sky policies and initiatives, requested automatic dusk to dawn blinds be installed on the roof lights to prevent the egress of light at night.
WR/23/01700/DOM - Case Officer: Miruna Turland	Mr Ross Palmer Wilton Cottage Kirdford Road Wisborough Green Billingshurst Single storey rear extension with connecting corridor/link to the existing house. O.S. Grid Ref. 504659/126330 <u>The Parish Council had no objection</u> , but in view of its support of dark sky policies and initiatives, requested automatic dusk to dawn blinds be installed on the roof lights to prevent the egress of light at night.
WSCC/026/23	Wisborough Green Primary School, Newpound Lane, West Sussex, RH14 0EE Installation of wet pour rubber safer surfacing to the existing trim trail. Grid Ref: 505174 126003 <u>No Objection – the application was supported.</u>
WR/23/01341/DOM - Case Officer: Miruna Turland	Mr & Mrs Brown 1 Carters Way Wisborough Green Billingshurst West Sussex Demolition of existing attached garage and erection of a two storey side extension, single storey front extension, and external associated works. O.S. Grid Ref. 504625/126106 <u>The Parish Council had no objection</u> , but in view of its support of dark sky policies and initiatives, requested automatic dusk to dawn blinds be installed on the roof lights to prevent the egress of light at night.
SDNP/23/03134/LDE – Case Officer: Jemma Frankland	Mr & Mrs Embiricos Horsebridge House , Fittleworth Road, Wisborough Green, West Sussex, RH14 0HD Existing lawful development certificate for the use of land as residential garden. <u>No Objection</u>

b. Enforcement Update:

- Hoelands: Members were reminded that planning conditions not to remove vegetation during the bird nesting season has been ignored. CDC had advised that it was a police matter and SW had followed up with the Rural Crime Team. The police had advised that it was a breach of planning and a Council issue, and that no crime had been committed. Members expressed concern that CDC had not addressed the matter and acknowledged

that after development it would be re-landscaped. The Chairman expressed thanks to SW.

SW had also visited the site as a resident was concerned about alarming nighttime activity; the site had been targeted by fly tippers. The site was now secure, and the foreman confirmed there would be minimal weekend work.

- Collards Field – Shepherd’s Hut: Having made further enquiries, it appeared that planning permission was required and the Clerk had therefore referred to CDC Enforcement.
- Northlands Farm – Dog Exercise Area: A concerned resident had contacted the Parish Council to advise that this business was now operating. As it was a change of use, planning permission was potentially required. To be referred to CDC Enforcement.

7. Any Other Matters to Report:

- a. AB was concerned that the recent tar and chipping road re-surfacing carried out through the village was sub-standard; kerbside vegetation was not removed, and repairs not addressed first. It was agreed that this should be discussed with Cllr Dunton at the next meeting. The Clerk advised that she would email Cllr Dunton to ascertain when the road markings would be re-painted at the junction as this was a safety concern.
- b. The Clerk advised that there would be an agenda item at the next meeting to consider kerbside vegetation and hedge cutting. SW advised that this was a particular issue along the A272 and would send the Clerk photographs.
- c. The Clerk advised that the Natwest mandate update form had been submitted and would be sent by email to the Chairman, MW and TW to complete.

8. Date of Next Meeting:

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 9.15 pm.

Signed by the Chairman: Dated: