
DRAFT MINUTES TO BE AGREED ON 21ST NOVEMBER 2023

Date: Tuesday 17th October 2023

Present: Ms L Bartley (LB), Mr A Burbridge (AB), Mr A Jackson (AJ), Mr M Watson (MW),
Mrs S Winship (SW)

Apologies: Mr P Drummond (PD) (Chairman), Mr M Ogden-Meade (MOM), Mr H True (HT),
Mr T Worrall (TW)

In Attendance: Mrs L Davies, Clerk

Members of Public: One

In the absence of the Chairman, the Vice-Chairman, Mrs Winship, opened the meeting at 7.45 pm and welcomed all.

1. Apologies for Absence:

Apologies were received and accepted from Mr Drummond, Mr Ogden-Meade, Mr True and Mr Worrall.

2. Declaration of Members' Interests:

LB declared that she was a neighbour of Lutmans and had met the owners socially. No other interests were declared.

3. Minutes of the Last Meeting:

The Minutes of the meeting held on Tuesday 19th September 2023 were approved as a correct record and signed by the Vice-Chairman.

4. District/County Councillor Updates:

District Councillor: A report had been circulated in advance of the meeting, summarised below. Cllr Evans and Cllr Todhunter sent their apologies for absence.

Local Updates

- Hyde Housing: Councillors were recently invited to an introductory day and tour with Hyde Housing. It was an interesting day for our Councillors, who are passionate about improving the standards of our affordable housing and holding Hyde and others to account for resolving tenants' issues. Hyde leadership committed to improving the way they communicate and will be improving the reporting process for complaints soon. Gareth will update further on this.
- Local Plan: Prior to the local elections in May, Michael Gove announced that there would be reforms to the National Planning Policy Framework, which would have allowed a review of the draft Chichester Local Plan and potentially reduce the need to have a 5-year housing land supply to 4 years. Unfortunately, despite these changes being promised for Spring 2023, they are yet to materialise. They remained unhappy with the housing numbers allocated to Loxwood Ward and continue to speak out about this. Housing is one of the issues we continue to work tirelessly on, amongst many others. The Leader of the Council

has also written over the summer to Michael Gove and our local MPs asking for an update on the changes. At the time of writing, no response has been received.

- Tree Planting Scheme: A vote was taken to continue with the scheme to increase tree cover in rural and urban areas over the next two years, with a particular focus on improving habitat connectivity across the district. Whether it's a community initiative or private land — you are encouraged to contact the Council's dedicated Tree Project Officer who can offer advice, by emailing treescHEME@chichester.gov.uk or calling 01243 521161

CDC Wide Updates

- Full Council Meeting: On Tuesday 26th July Councillors voted for a number of motions including the 'Tree Chichester District' scheme mentioned above and writing to Ministers and rail companies to oppose the closure of our local railway ticket offices.
- Planning Committee: At the meeting of Full Council on Tuesday 26th September, Cllr Todhunter was elected to the position of Planning Committee Chairman, taking over with immediate effect from Cllr Stephen Johnson.
- Chichester Park Hotel: West Sussex County Council (WSCC) and Chichester District Council (CDC) have recently been advised by the Home Office that a hotel in the Chichester area is being considered for use as contingency accommodation for people seeking asylum. Decisions around use of hotels and placements for those seeking asylum are made by the Home Office. We are not involved in the decision-making process. Should members of the public wish to contact the Home Office directly they can be contacted on public.enquiries@homeoffice.gov.uk or by calling 0207 035 4848
- Next Full Council Meeting: Tuesday 28th November.

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

- Two motions received unanimous support: Caring for those who had been in care and supporting into adulthood. The second one was more contentious but went through with a big majority; not wanting the ULEZ scheme coming further south and including parts of Surrey, Sussex, Kent and Hampshire and possibly other Counties as well.
- Motion not taken: Setting up a joint committee with regard to water issues. The motion was not taken as the committee had already been established.
- King Charles 111 England Coast path: When completed it would be the longest coastal path in the World and from the 18th October a section in West Sussex, from East Head to Shoreham-by-Sea, would be ready for walkers. Online information about the walk is available.
- Waste and Recycling Sites: On the winter timetable. Billingshurst is open 9am to 4pm Monday to Wednesday and Saturday and Sunday.
- Budget and Council Plan Workshop: Organised for the coming week to hopefully prepare a balanced and good budget for consideration at the February Full Council meeting, which would be solely for budget discussion.
- March County Council Meeting: As the February meeting was focused on the budget the Chairman had brought forward the March meeting to the 22nd March so that members get their questioning opportunities.
- Recycling Data: 200,000 tonnes were collected last year. 54% was recycled and virtually nothing went to landfill as refuse left from reuse and recycling was taken to the Warnham site and turned into fuel.

5. Public Questions:

Mrs Sally Pavey, Chairman of Communities Against Gatwick Noise Emissions (CAGNE) advised that in 2014/2015 the group had been very active in Wisborough Green highlighting concerns about Gatwick expansion, giving talks in the Village Hall and producing leaflets. CAGNE was the umbrella group in Sussex, Surrey and Kent and had received recognition with Friends of the Earth. There were currently 5,000 members. As she spent most days in Wisborough Green, she

was aware of flight arrivals and the potential issues in the future. She gave explanation to Gatwick's current plans to be a three-runway airport, explaining that the emergency runway could not be used concurrently with the main runway. The planning application had major implications and followed the Development Consent Order process. A Judicial Review was not automatically given and as such CAGNE was engaging a Barrister and experts in air quality, transport/access and aviation noise. Many were already impacted by Gatwick and Mrs Pavey advised all to register an interest to submit a response by 29th October 2023. CAGNE had been fighting expansion since 2015 and welcomed support.

Mrs Pavey wished it to be recorded that she was also the Chairman of Warnham Parish Council but was not attending this meeting in that capacity, and she was aware who Wisborough Green Parish Council's Chairman was. Leaflets were left for councillors.

Mrs Pavey left the meeting.

6. Report on on-going matters:

a. Neighbourhood Plan (NP):

NP Review Group members attended a meeting with CDC Heritage and Landscape Officers on 27th September 2023. Site options were discussed, and it was agreed that the officers would undertake a review to inform the NP process. A further meeting was held with CDC Planning Officers on 9th October 2023. Clarification on the Local Plan and NP process was sought, along with explanation to the impact of the A27 funding, ministerial announcements, water neutrality, calculation of the 5-year housing land supply, and the Housing and Economical Land Availability Assessment process. The officers confirmed that all Regulation 19 responses had now been published. It was the intention to take a report and proposed responses to an internal Development Plan and Infrastructure Panel (DPIP) meeting at the end of October. If the report was accepted, it would be submitted for examination. The Hearing was likely to be held in April/May 2024, with the examiner's report expected late summer/early autumn. They advised not progressing with the NP until the housing allocation had been confirmed. It was a useful meeting which gave clarity on the current situation.

b. Pavilion Lease:

AJ, MW and HT had reviewed a draft lease provided by the solicitor. Unfortunately, it was not totally appropriate for the Pavilion arrangement and further review was required before discussion with the Wisborough Green Sports Trustees. It was felt that a nominal rent would be charged, and the Lease length would provide confidence to grant funders. These decisions were deferred to the next full Parish Council meeting. **AJ agreed to circulate possible dates to MW, HT and the Clerk to consider the Lease further.**

c. Clerk's Update:

- Remembrance Day: SW, AJ, LB and the Clerk agreed to assist with the road closure.
- Tree Planting: Two planting quotations had been obtained. The nursery supplying the trees was more expensive than a local tree surgeon and would not provide any tree guarantee which may have warranted the additional cost; the trees were being planted in a public area. The quotation from the tree surgeon for £125 had therefore been accepted as the trees were arriving shortly; **members supported this action.**
- Any Other Matters to Report:
 - Hedge Cutting: It was hoped that the hedge cutter would attend next week. AB confirmed that the owner of Park Cottage had agreed to the cutting; the Clerk to advise when arrangements had been confirmed.
 - Ditch Clearance: The ditch opposite the Cricketers Arms would be cleared when the hedge had been cut.

- Youth Surface: The work to level, seed and remove trip hazards around the edge had now been completed. The storage box had been constructed but might require adaption; it was very deep for young children.
- Pavilion Car Park Gully: Unfortunately, during recent heavy rain, sand had washed down and blocked the gully. AB advised that the sports club members had worked extremely hard to spread and address the remaining gullies but surplus sand remained. He acknowledged that a blocked drain could be problematic over the winter. **He agreed to investigate a loader tractor to tidy the heap to prevent runoff.**
- Annual Tree Inspection: This was being organised with the usual Tree Surgeon, Tree Warden and SW.

7. New Items for Discussion:

a. Playground Inspection Report:

The inspection report had been circulated and was reviewed. Members were pleased to see that there were no high-risk items but acknowledged that the large climbing frame required attention; several minor items resulted in a moderate risk. The climbing frame was installed in 2000 and cracks in the wood appeared to be increasing so the unit might need replacement or major repair in the near future; this would be raised at the forthcoming Finance Committee meeting. **It was agreed that the Clerk should obtain costs to effect the immediate repairs.**

b. Community Traffic Regulation Order:

In 2018 an application to reduce the 40mph speed limit in Durbans Road, from the corner at Brookbridge through the residential area to Sweephurst, had failed WSCC policy as the average speed exceeded the intervention level. The new process and policy to change the limit appeared to provide another opportunity; it would need to be supported by Cllr Janet Dunton. The Speed Indicator Device to be used to collect current data. **Members agreed that Cllr Dunton's support should be obtained, an application submitted and that the Parish Council would be willing to make a financial contribution, to be considered when cost details were known.**

c. CDC Infrastructure Business Plan Consultation:

Details were reviewed and the Wisborough Green projects identified. The division of funding and the support for the southern area were noted. **Members agreed that that there were no consultation comments to submit.**

d. Christmas Arrangements:

Options were discussed. Members supported the projection of a Christmas tree on the Church to link with the Church's Christmas Tree Festival. **Members approved the expenditure of approximately £150 to hire projection equipment and £50 to sponsor a tree at the event to promote the Parish Council and its work.**

e. WSALC Annual General Meeting:

SW and PD would be attending the AGM in Billingshurst on Friday 20th October 2023, and would vote on behalf of the Council; voting rights confirmed at the Parish Council Annual Meeting in May.

8. 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 – email regarding All Parishes Meeting – critical comments and future meetings. Circulated along with the meeting presentations.
CDC - A27 Chichester Bypass Mitigation Supplementary Planning Document on consultation until 3 November 2023. Details circulated.
Rural Services Network – The Rural Bulletin.
Dr Jill Sutcliffe – attended the SDNPA’s Parishes Meeting on the Parish Council’s behalf – notes circulated for information.
Rural Services Network – The Rural Bulletin.
GACC – October update about Gatwick Airport – circulated.
APCAG – update about Gatwick Airport – circulated
Cllr Dunton – links to videos about recycling. Circulated.
Open Spaces Society – Autumn newsletter.
Rural Services Network – The Rural Bulletin.
WSCC – details of highways work to upgrade the traffic lights from 23 rd October. Details circulated.
Members discussed and agreed the proposed work, noting that the contractor had been advised that vehicles and materials could not be located on the grass. Details to be posted on the village Facebook page.
CDC – Notification of continuation of tree planning scheme.
Rural Services Network – The Rural Bulletin.

9. Planning

- a. New Planning Applications: 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/23/01945/FUL - Case Officer: Freya Divey	Mrs Rebecca MacRae Northlands Farm House Newpound Wisborough Green Billingshurst Change of use for mixed use as agricultural land and secure dog walking field for local residents. O.S. Grid Ref. 506549/126270 <u>No Objection</u>
SDNP/23/03989/ HOUS Case Officer: Beverley Stubbington	Mr & Mrs H Thomas Lutmans Farm Brick Kiln Common Wisborough Green West Sussex RH14 0HZ Demolition of rear porch; replacement of conservatory with two storey extension; single storey extension to south-east with various alterations including replacement of existing windows with new timber windows. <u>No Objection</u>

- b. District Council Decisions:

Application Number	Application Details	CDC Decision
WR/22/02535/FUL	Mr Hugo Sugden Lowfold Fittleworth Road Wisborough Green Retrospective change of use of existing agricultural store currently used as garaging and games room for use as garaging and ancillary annexe accommodation with alterations to fenestration.	PERMIT

WR/23/01341/DOM	Mr & Mrs Brown 1 Carters Way Wisborough Green Billingshurst Demolition of existing attached garage and erection of a two storey side extension, single storey front extension, and external associated works.	PERMIT BLIND REQUIRED ON THE SKYLIGHT
SDNP/23/03134/LDE	Mr & Mrs Embiricos Horsebridge House , Fittleworth Road, Wisborough Green, RH14 0HD Existing lawful development certificate for the use of land as residential garden.	REFUSED Insufficient evidence

c. Enforcement Update:

- Collards Field – Shepherd’s Hut: CDC was attempting to contact the owners.
- Northlands Farm – Garage Conversion: An enforcement enquiry had been opened and a visit was being organised.

10. Finance:

- a. Bank Reconciliation: In the absence of HT, SW confirmed that he had checked and agreed the bank reconciliations for the Barclays Community and Reserve Accounts, and the Natwest Current and Reserve Accounts for the month ending September 2023.
- b. Accounts for Payment:
The Clerk displayed the Payment List for October 2023 that was approved. To be paid on 17th October 2023 unless stated otherwise.

Online payments for the Barclays Community Account

Payee	Amount £	Description
Sussex Land Services Paid 26.09.23	749.40	Village Green gras cutting contract for August
Clear Insurance Management Ltd	1,402.91	Annual insurance
West Sussex County Council	2,044.11	Clerk’s salary and oncosts for September
Wetton Cleaning Services Ltd	792.95	Public toilet cleaning contract for September
Thomas Stride Garden Services	111.10	Songhurst Meadow verge grass cutting contract for September
JWS Landscapes	245.00	Songhurst Meadow grass cutting contract for September
L N Davies	175.27	Replacement map for information kiosk and wooden storage box
The Play Inspection Company	89.94	Annual playground inspection
JRB Enterprise Ltd (Mutts Butts on Bank Statement) Paid by Debit Card on 06.10.23	70.56	Dog waste bags (800 x 2)
	£5,681.24	

Payments from Barclays Community Account

Date	Amount £	Payee	Description
17.09.23	8.44	IONOS	Auto Card – Monthly website support fee
24.09.23	9.99	HP Instant Ink	Auto Card – Printer ink replacement
04.10.23	3.60	IONOS	Auto Card – Monthly email fee
06.10.23	269.12	NEST	Direct Debit – Clerk's Pension
	£291.15		

Transfers between Bank Accounts

Date	Amount £	From	To
26.09.23	5.00	Natwest Current (Test payment)	Barclays Community
27.09.23	5.00	Natwest Reserve (Test payment)	Natwest Current
27.09.23	5.00	Natwest Reserve (Test payment)	Natwest Current
02.10.23	30,000.00	Natwest Reserve	Natwest Current
03.10.23	30,000.00	Natwest Current	Barclays Community
03.10.23	5.00	Barclays Community	Redwood 1 Year Bond (Test payment)
04.10.23	5.00	Barclays Community	Redwood 1 Year Bond (Test payment)
05.10.23	14,990.00	Barclays Community	Redwood 1 Year Bond
06.10.23	15,000.00	Barclays Community	Redwood 1 Year Bond

- c. Monthly Financial Statement: The statement was circulated in advance of the meeting and displayed. There were no significant variances to report and no further questions. The half yearly position would be reviewed by the Finance Committee on 7th November 2023.
- d. One Year Fixed Rate Bond: The Clerk advised that the Redwood Bank Bond had now been opened with £30,000, confirmed by SW who had checked the opening statement.
- e. Data Protection and Cyber Protection Insurance: Consideration of cyber security was now included in the Accountability and Governance Practitioner's Guide. A quotation had been provided by the Parish Council's insurance company at an annual cost of £52.50 and £370.25 plus an £25 administration fee. MW provided details of direct experience and suggested that it be given serious consideration. **It was agreed that he would review the policy details and the Clerk would seek advice from other Councils for further consideration by the Finance Committee.**
- f. 2024/2025 Budget Preparation: No new projects were suggested but consideration to be given to projects not included in the last budget. The Finance Committee to discuss future objectives at the meeting on 7th November for discussion at the November Parish Council meeting. PD and the Clerk would be reviewing Songhurst Meadow maintenance next week to inform the budget.

11. Other Reports:

- a. Village Hall - Old Workhouse Tenancy: There was nothing further to update on the building's Energy Performance Certificate required for the tenancy renewal; quotes for improved electric heating were still being obtained by the Trustees.

- b. Allotments: The community plot had worked well this year, with the Beaver Group actively involved in planting and harvesting. Photographs were displayed. Members were delighted with the success and enthusiasm.
- c. Health & Safety:
 - The junior football goals had been padlocked together.
 - SW highlighted a damaged manhole outside Great Meadow; Clerk to report.
- d. WSALC Chair's Forum: PD attended the online meeting on 11th October; in his absence, there was no report.

12. Any Other Matters to Report:

- a. The Clerk advised that a Green Coordination Meeting was required. AB confirmed that a new Chairman for Wisborough Green Sports had not been appointed but was a revolving responsibility; the previous Cricket Club Chairman to be contacted.
- b. Mr Trickett attended with some small fair items on Wednesday 20th September. It was appalling weather and he left by 4.30 pm. The Clerk had obtained the agreed fee but would include on the next agenda for further consideration.
- c. A reminder that the Northern Parishes meeting would be held on Thursday 19th October; the Clerk would recirculate the Zoom link. Attendance was encouraged.
- d. CDC had reported grass cuttings being placed in the litterbins on the A272 and had requested signs to highlight that this was fly tipping.
- e. SW reported that a car was stolen overnight from the Cricketer's car park; the police had been informed.
- f. SW advised that the Community Speed Watch group had been active. Recently they were very aggressively targeted by two motorcyclists who rode through the village several times at 55mph, 85mph, 86mph and 85mph. Video footage and one number plate was obtained. The police had been informed and were taking the matter very seriously. The police speed camera team had also attended on three occasions.

13. Date of Next Meeting:

Finance Committee – Tuesday 7th November 2023 at 7.30 pm
 Planning Committee – Tuesday 7th November 2023 at 8.00 pm (only if required)
 Parish Council Meeting – Tuesday 21st November 2023 at 7.45 pm

There being no further business, the meeting closed at 9.25 pm.

Signed by the Chairman: Dated: