

DRAFT MINUTES TO BE AGREED ON 16TH JANUARY 2024

Date: Tuesday 21st November 2023

Present: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ),
Mr H True (HT), Mr M Watson (MW), Mrs S Winship (SW), Mr T Worrall (TW)

Apologies: Ms L Bartley (LB), Mr M Ogden-Meade (MOM)

In Attendance: Mrs L Davies, Parish Council Clerk
Cllr J Dunton, County Councillor
Cllr G Evans, District Councillor
Cllr C Todhunter, District Councillor

Members of Public: None

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

1. Apologies for Absence:
Apologies were received and accepted from Ms Bartley and Mr Ogden-Meade.
2. Declaration of Members' Interests:
No interests were declared.
AJ declared during item 8f. that he was a neighbour to Songhurst Meadow.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 17th October 2023 were approved as a correct record and signed by the Chairman.
4. Minutes of the Finance Committee Meeting:
The Minutes of the meeting held on Tuesday 7th November 2023 were approved as a correct record and signed by the Chairman.
5. Minutes of the Planning Committee Meeting:
The Minutes of the meeting held on Tuesday 7th November 2023 were approved as a correct record and signed by the Chairman.
6. District/County Councillor Updates:

County Councillor: A report had been circulated in advance of the meeting, summarised below.
Cllr Dunton (in attendance from 7.45 pm until 7.52 pm) gave further explanation as required.

- WSCC Budget: Comments welcome via the WSCC website.
- Platinum House the new Fire and Rescue Centre at Broadbridge Heath: Still receiving enquiries regarding training from the UK and abroad.
- South Downs National Park Authority: Dealing with the largest National Park Planning application in the UK along the River Ouse near Lewes.

- Highways: Still some way to go to improve Highways and potholes. It is a department that has some staff shortages and contractors are also finding it difficult. Issue on signage not being collected at the end of a job was raised; looking to increase fines.
- Potholes: Since April, 16,700 potholes addressed and 15,000 had the better cut and saw method. Always trying to find new ways of dealing with this increasing situation. The patching machines were unable to work in bad weather.
- Highways Work – 2022 to 2023: 90km of Gullies have been cleaned, 1500m of ditching, 1500 signs replaced or repaired, 175km of white lining completed.
- A272 Surface: Cllr Duncton advised that she had followed up on the surface repair on Petworth Road. Highways were unable to repair due to water and it had been reported to Southern Water.

SW advised that she had reported, a partial repair was undertaken and yet she had received notification that the case was closed. It was a totally unsatisfactory situation, with an unlit hazard on a major road. Councillors felt that it related to sub-soil water and was therefore not Southern Water's concern. A Highways Officer had recently informed the Clerk that there were major drainage issues along the A272.

Cllr Duncton agreed to re-report.

AB expressed strong concern that 1 km of the surface through Wisborough Green was in a dangerous and unacceptable condition. It was a major A road in Sussex, and many cyclists were being put at risk, having to swerve to avoid the potholes. Near accidents had been witnessed. It was suggested that the surface repairs had been included in a forward programme; when was this likely to happen? WSCC's inaction was putting lives at risk. WSCC dealings with the A272 Midhurst road closure and the A29 closure at Pulborough had a huge impact on residents and failing to swiftly resolve these issues was unacceptable. Cllr Duncton advised that there were still landowner disagreements to resolve at Pulborough and that compulsory purchase took years to achieve.

District Councillor: A report had been circulated in advance of the meeting, summarised below. Cllr Evans and Cllr Todhunter (in attendance from 7.45 pm until 8.00 pm) gave further explanation as required.

Local Updates

- Loxwood Shop Development – This housing development is part of the scheme that delivers a shop unit to the community rather than further development without a shop unit being delivered.
In answer to AB's question, Cllr Todhunter confirmed that the shop would be going ahead, along with the provision of 29 residential units. The market had changed since the permission was approved in 2019 and it was a concern to Loxwood Parish Council that it was being advertised for sale. The establishment of a Community Land Trust and community shop was the back-up plan.
- Foresters Arms Refurbishment – Was approved by the planning committee in early November.
- Food Deprivation – Contacted by Arun and Chichester Advice Bureau as the Loxwood Ward has been identified as an area with high levels of 'food deprivation access'. Cllrs Evans and Todhunter would be working together in the coming months to hopefully set up a Food Project such as the one established in Bourne. Further explanation was given to the work to identify families and ensure that they were aware of the support available.
HT advised that within Wisborough Green families were already being supported and he was happy to provide the relevant contact details to offer a coordinated approach.

CDC Wide Updates

- Full Council Meeting – Tuesday 28th November will be the next full council meeting.
- Flood Emergency Planning – A number of critical CDC staff took part in a significant multi-agency emergency desk top exercise. This involved testing emergency plans against a major

flooding incident. The CEO reports that their staff responded to this exercise brilliantly and it has helped CDC to identify areas for further development.

- Chichester Park Hotel – West Sussex County Council (WSCC) and Chichester District Council (CDC) had recently been advised by the Home Office that a hotel in the Chichester area was 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. CDC is 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
- Taxi & Private Hire Driver Safeguarding Training - From October 2023 WSCC is providing all Chichester Taxi and Private Hire Licenced Drivers a two-hour mandatory Safeguarding Training session.
- Damp and Mould Update - The Housing Standards Team continues to provide advice to residents on how best to manage moisture in the home through our media platforms. For Hyde Residents, Hyde have put the following together <https://www.hyde-housing.co.uk/news/managing-homes/dealing-with-damp-and-mould/>
- Next Full Council Meeting – Tuesday 28th November
- Meeting your District Councillors:
Gareth has the following surgery dates scheduled from 12pm-2pm:
Saturday 2nd December 23 Plaistow Stores, Ifold
Saturday 20th January 24 The Stag Inn, Balls Cross
Saturday 3rd February 24 Kirdford Stores, Kirdford
Saturday 17th February 24 Old Mill Café, Wisborough Green

Should suggested dates be unsuitable or there are any other reasons preventing you from seeing us we are also happy to do home visits, telephone calls or zoom calls.

Our contact details:

Cllr. Gareth Evans, email: gbevans@chichester.gov.uk or telephone 07958 918056

Cllr. Charles Todhunter, email ctodhunter@chichester.gov.uk or telephone 07500 577 777

*AB asked Cllr Evans and Cllr Todhunter if there was anything they could do to put pressure on the authorities to address the A272. They explained that it was a County and not District responsibility, but were aware that Cllr Tom Richardson of Rother Valley had been instrumental in changing the process for applying for speed restrictions and he might be a useful contact. **It was agreed that the Clerk would make contact.***

7. Public Questions:

There were no members of public present.

8. Finance:

- a. Remembrance Day Wreath: **Although the same wreath had been reused from last year, Members approved a £100 donation to The Royal British Legion.**
- b. Bank Reconciliation: HT confirmed that he had checked and agreed the bank reconciliation for the Barclays Community Account for the month ending October 2023.

Accounts for Payment:

The Clerk displayed the Payment List for November 2023 that was approved. To be paid on 21st November 2023 unless stated otherwise.

Online payments for the Barclays Community Account

Payee	Amount £	Description
Mrs D Harry (Paid 24 th October 2023)	30.00	Allotment deposit refund
English Woodland (paid 20 th November 2023)	1,071.12	Three replacement trees, compost, stakes and guards
White Light	228.12	Hire of projection for Christmas & gobo
K Twelvetreets	125.00	Tree planting and soil disposal
Greaves Design	24.00	Website update
JWS Landscapes	245.00	Songhurst Meadow grass cutting contract for October and additional cutting around saplings
St Peter ad Vincula WG	500.00	Inserts in Ad Vincula and distribution
Sussex Land Services	797.40	Village Green grass cutting contract for September & path spraying Songhurst Meadow
West Sussex County Council	2,044.11	Clerk's salary and oncosts for October
West Sussex County Council	53.42	Payroll charge 1 April to 20 Sept 2023
Wetton Cleaning Services Ltd	792.95	Public toilet cleaning contract for October
Thomas Stride Garden Services	111.10	Songhurst Meadow verge grass cutting contract for October
St Peter ad Vincula WG	50.00	Christmas tree festival – tree sponsorship
Arun District Council	176.00	November newsletter printing
N Tiller	326.70	Hedge cutting – Songhurst Meadow and ditch opposite cricketers
	£6,574.92	

Payments from the Barclays Community Account

Date	Amount £	Payee	Description
20.10.23	166.54	Business Stream	Direct Debit - Allotment Water
23.10.23	8.44	IONOS	Auto Card – Monthly website support fee
25.10.23	9.99	HP Instant Ink	Auto Card – Printer ink replacement
03.11.23	25.20	IONOS	Auto Card – Monthly email fee & Annual basic fee
06.11.23	269.12	NEST	Direct Debit – Clerk's Pension
09.11.23	3,575.78	Public Works Loan Board	Direct Debit - Workhouse refurbishment (final payment)
09.11.23	35.00	Information Commissioner	Direct Debit - Data Protection registration
20.11.23	131.97	British Telecommunication plc	Direct Debit – quarterly broadband and telephone
	£4,222.04		

Payments to the Barclays Community Account

Date	Amount £	From	To
19.10.23	3,843.00	WG Village Hall	Half yearly Lease payment
07.11.23	270.00	Mr Trickett, Annual Fair	One day payment
	£4,113.00		

- 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.
- d. Management & Financial Risk Assessment: The assessment had been reviewed by the Finance Committee at the meeting on 7th November. The proposed changes were noted. One small amendment was made – the word ‘online’ was removed from 25. **Members resolved to adopt the document as amended and that Process Matters be engaged to review the Council’s data protection procedures/cyber security arrangements. Councillors agreed to undertake a one-hour training session.**
- e. Parish Council Objectives: The document was reviewed by the Finance Committee and circulated in advance of the meeting. The following amendments were agreed:

Project	Proposed Amendment
ROAD AND TRANSPORT Durbans Road Buildout	Remove WSCC did not support so unlikely to achieve. The Songhurst Meadow development had been completed.
ROAD AND TRANSPORT Butts Meadow garage use/additional parking	Remove – unlikely to achieve Investigated but garages in private and housing association ownership.
COMMUNITY FACILITIES Youth Provision	Remove – extension of cricket area. Project completed 2023.
COMMUNITY FACILITIES Songhurst Meadow junior cricket provision	Add – Possible future CIL project. No consideration given to costs, management or arrangements at this stage. The idea had been part of previous discussions, but no conclusive plan made.
COMMUNITY WELLBEING Welcome to new residents’ booklet	PD suggested that this could be reduced to a card directing to the village website where information could be updated. To link with the Parochial Church Council who already produce a welcome booklet. Look to achieve in 2024.
COMMUNITY WELLBEING Promotion of community organisations	Retain as a reminder – might be required in the future.

- f. Community Infrastructure Levy/Section 106 Funds: The Clerk gave explanation to CIL use, and the balances were noted. **Members agreed to the proposal to use the £935.03 Traffic Calming balance to support the Durbans Road speed reduction and to progress with the Newpound Lane hedge realignment in 2024/2025.**
The Section 106 balances were noted. The Clerk advised that the Great Meadow Public Art Contribution had to be spent by 21st January 2029 and the Village Hall Management Committee were making progress towards commissioning etched glass entrance doors for the Hall. The Great Meadow Sports & Leisure Contribution had to be spent by 25th February 2030. She has asked for clarification from CDC as to what was meant by ‘spent’ to ensure that the money was not lost. AB was aware that there was expertise and enthusiasm to raise funds for the new Pavilion building. **Members asked that Mr Gadd, who was leading the new Pavilion project, be invited to attend the January Parish Council meeting to update on the planning delay; support from the District Councillors would be welcomed.**
- g. 2023/2024 Budget Forecast:
The budget to date and year-end forecast had been reviewed by the Finance Committee and circulated. **Members agreed with the Finance Committee proposal:**

- **Election Fee:** As an election was not held, to transfer the election budget of £3,750 to create an Election Reserve (an election could be called at any time when a vacancy occurred).
- **Neighbourhood Plan:** As the grant funding had been exhausted and a plea, due to external factors, would need to be made for any further grant funding, to transfer the unspent budget of £2,250 to create a Neighbourhood Plan Reserve.
- **Watershed Reserve:** To bring £750 into budget for ditch clearance.

- h. 2024/2025 Budget Preparation: The Finance Committee had considered next year's budget on 7th November. The Chairman referred to a briefing by the West Sussex Association of Local Councils (WSALC) which highlighted that any increase in the general council tax charged by local authorities (CDC and WSCC) was capped, and a referendum was required if a proposed increase was above 3%. The Parish Council did not have this constraint and with the pressure on local authority budgets, the provision of non-statutory items was being reduced or stopped, for example: the WG public convenience. The Parish Council was able to include maintenance items, being reduced by WSCC, within its budget to maintain the village's appearance, such as removing road gully and pavement vegetation, sign cleaning, etc. An increased Precept could be used to address these items for the village's direct benefit; this would need to be clearly communicated and explained to the village prior to Council Tax statements arriving. The statements showed a percentage increase which was potentially misleading when compared to a weekly increase figure.

Members discussed and agreed that this would be decided upon at the next meeting when an indication of costs was available.

The Clerk highlighted the anticipated increase in grass cutting and other costs associated with Songhurst Meadow and public toilets if the Parish Council agreed to take on the facilities. The Clerk would obtain indicative costs for additional maintenance items and confirm the costs for the Kirdford Road pavement resurfacing for potential inclusion as a project next year. The draft budget already required an increase in the Precept to balance.

Members agreed to consider the budget and Precept agreement at the January meeting.

- i. Bank and Investment Accounts: **Members supported the Finance Committee's proposal and approved:**
- **Reinvestment of the current 1-year term bonds as they matured, noting that the interest rate may improve, or not.**
 - **Interest received to be brought into budget rather than increasing capital investment.**
 - **Review cash flow and the 1-year bond reinvestment process over the coming year with a view to increasing bond values as they matured from January 2025. To be considered by the Finance Committee in November 2024.**

9. Report on on-going matters:

a. Neighbourhood Plan (NP):

The Clerk provided the following update:

- At the last NP Working Group meeting on 6th November, Mrs Overington resigned as Chairman due to other commitments but agreed to remain on the Group; a new Chairman had not been agreed. The Group had agreed to pause and review the Local Plan/NP progress for 3 months. Until then, efforts would be concentrated on the Local Plan examination. Minutes of the meeting held with CDC to provide clarity on the NP and Local Plan process had been circulated to members.
- The Freedom of Information request for housing allocation details was still outstanding. **Members agreed that the Clerk should inform the District Solicitor.**
- A meeting with the Stable Field developer had been arranged to discuss the footway provision.

- **Members noted and approved the NP Monitoring report to be submitted to CDC; a typing error to be corrected.**
- b. Pavilion Lease:
AJ, MW, HT and the Clerk had met to review the draft, removing elements that were not required and incorporating local details. **It was agreed that the amendments and comments should be sent to the solicitor for a further draft before discussion with the Wisborough Green Sports (WGS) Trustees early next year.**
- c. Community Land Trust (CLT):
The Chairman explained that he had previously tried to establish a CLT to purchase and manage the affordable housing at Great Meadow and Songhurst Meadow. Funding options were explored but could not be achieved. With further affordable housing likely to be provided in the village, the Clerk had contacted CDC to ascertain if there had been any process or funding changes; full details had been circulated.
After some discussion, members agreed not to establish a CLT now but would reconsider and act if a need was identified.
- d. Songhurst Meadow:
Dog Fouling: Temporary notices alerting walkers to a potential fine had been displayed. CDC had been contacted and dog warden services were provided by East Hants District Council. The Environmental Enforcement Officer was able to attend for a limited time. Residents had observed that about 36-45 dogs were being regularly walked per day, this number did not necessarily include those walked at night or early morning. There was a lot of dog walking activity after the school drop off, between 9 am and 10 am. It was evident that those who walked in the dark tended to walk down the road which perhaps accounted for fouling on the roadside verges. A resident was kindly 'picking up' regularly but dog fouling was having an impact upon school children who walked this route; several parents had been seen trying to clean their child's shoes.
After some discussion, members agreed to wait for further advice from CDC with a view to initially distributing leaflets, before involving the Enforcement Officer.
Maintenance: The Chairman and Clerk had undertaken an inspection for maintenance required in this financial year and to identify annual requirements for future budgets.
Members approved the proposed work by JWS Landscapes, the current grass cutting contractor, for £660, authorising expenditure up to £750 to include weed suppressant fabric and wood chip. Provision for annual costs to be included in next year's budget.
- e. Byelaws:
An article had been included in the Parish Council's November newsletter. Responses had been requested by 1st December and a reminder had been included on the village Facebook page. A few positive responses had been received by email, but the collection box in the village shop had not been checked. The Clerk would progress the application in the New Year.
- f. Community Traffic Regulation Order:
An article about the application to reduce the 40mph speed limit in Durbans Road had been included in the Parish Council's November newsletter; there had been some support from residents. Data was currently being collected by the Speed Indicator Device. The Clerk would progress the application in the New Year.
- g. Clerk's Update:
- Tree Planting: The replacement trees had now been planted.
 - Tree Preservation Review: Three residents were currently undertaking a review of the existing TPOs; it had identified that some trees had been removed.

- Kirdford Road Hedge / Ditch Clearance: The Park Cottage resident had now cut back the hedge which provided acceptable access. It would need to be cut back on an annual basis. The large ditch opposite the Cricketers would be cleared shortly when the weather permitted.
- Remembrance Day Road Closure: The Chairman thanked members for attending to close the road. Traffic noise had still had an impact, especially during the reading of the names and he had therefore obtained the service timing. **Members agreed that the application for the road closure should be extended next year to allow for most of the 'service' by the War Memorial and acknowledged that additional help would be required.**
- Christmas Arrangements: The hire of the projection equipment was slightly over budget due to transport costs, although this was being shared with Billingshurst Church. **The expenditure was approved.** SW and the Clerk would decorate the Christmas Tree Festival tree.
- Internal Audit: Arranged for 30th November 2023.
- Any Other Matters to Report:
 - Biodiversity Policy: The Clerk had noted that this might be a requirement and had sought advice from WSALC. If needed, it would be included on the January agenda.
 - WSCC Highways: A Highways Officer attended a Clerk's meeting last week, seeking opinion on the current reporting system; the questions posed had been circulated for input. The Clerk would respond accordingly.

10. New Items for Discussion:

a. Public Conveniences:

The provision of public conveniences was not a statutory requirement for district councils. In April 2013, CDC threatened to close the facilities but after a petition, CDC agreed to retain them and entered into a Memorandum of Understanding (MOU) with the Parish Council; the Parish Council met the cleaning costs. This MOU would cease on 31st March 2024. The Clerk first highlighted this to CDC in 2021 and had subsequently chased. She met the new officer in June and after chasing again, received notification from CDC on 30th October 2023 that CDC was in a position to offer the facilities to the Parish Council for £1. This would be on the basis that the site remained as public conveniences, as per the Deeds. Answers to further questions, cost details and building surveys had been provided to councillors. **Members agreed that the facilities were valuable to the village, residents, and visitors. The Parish Council would accept this offer, but in view of the building's condition and the timing of this offer with little notice, the Clerk to request a donation towards the upkeep.**

b. Tree Inspection:

SW undertook a tree inspection accompanied by a local tree surgeon. It was a fascinating experience and very evident that the tree surgeon was monitoring the trees throughout the year and had an in-depth knowledge about the issues affecting each tree; bleeding canker, new fungal growth, deadwood, etc. He was concerned about the condition of 3 large trees which showed signs of new fungal growth which was often an early indicator of internal decay. The string used to secure the village green 'uneven surface' warning signs was having an impact upon the trees. The Clerk advised that the 3-yearly assessment would be undertaken next July. **After some discussion about the need, value and implications of decay surveys, members agreed:**

- **To accept the quotation for £360 plus vat to scan the three trees; depending on the results, a decision could be taken to seek further advice/surveys if needed.**
- **That the surface and trenches no longer presented as a hazard and the warning signs should be removed.**

- c. Tree Preservation Orders:
Knowing that pre-application advice had been sought for a large development on the Glebe Fields and with the fields being surrounded by many old Oaks, **members approved the application to preserve these trees. Members also agreed that an application should be submitted for the old Oak on the northern boundary of Songhurst Meadow.** As this was now public open space, the tree offered amenity value as well as biodiversity; woodpecker holes had been noted.
- d. Annual Fair: Mr Trickett attended with some small fair items on Wednesday 20th September. It was appalling weather and he left by 4.30 pm. **Members resolved to return the £270 charge as appreciation for his cooperation in relocating the fair for the last few years.**
- e. Councillor Training:
Plaistow and Ifold Parish Council had invited members to join an online planning training session by Planning Consultant, Steve Tilbury, on Wednesday 6th December, time to be confirmed. **Members approved the expenditure of £250 and attendance was confirmed by PD, SW, AJ, TW, MW and the Clerk if held in the evening.**
- f. National Clerk's Salary Award:
Members noted the Clerk's salary increase, backdated to 1st April 2023. It was included in the budget and would be automatically applied by the WSCC Payroll Service.

11. 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.
SDNPA - The South Downs Local Plan Review West Sussex Parishes workshop will be held on Thursday 7 th December at Lodge Hill Centre, Watersfield from 6:00-8:30pm; an update on progress with the Local Plan Review, including initial findings from our evidence work on development need and land availability. Explanation given to the link to the NP process.
Durbans Road resident – copied in on email to WSCC regarding dangerous condition of a footbridge on a footpath off Durbans Road, forwarded onto the Rights of Way team. Noted.
Horsham District Council – resuming Local Plan process with draft Reg19 Proposed Submission Local Plan to be considered by Cabinet and Council in December. Highlighted.
Rural Service Network – The Rural Bulletin.
Rural Service Network – The Rural Bulletin.
WSALC – AGM draft minutes and presentation slides. Circulated.
Rural Service Network – The Rural Bulletin.
SDNP November News – circulated.
Gatwick Airport - Annual Public Meeting will take place on Wednesday 6 December, in the Ascot Suite of the Hilton Hotel at London Gatwick's South Terminal. Welcome refreshments will be available from 13:30, with proceedings starting at 14:00. The annual meeting is an opportunity for members of the local community to hear more about the wider noise mitigation initiatives and operation of London Gatwick, and a chance to ask questions of industry partners. There will be noise monitor demonstrations, as well as the latest information on our newly opened STEM centre.
ERTA Voluntary Transport – Newsletter and details of Guildford – Horsham – Shoreham Rail Working Group.
Rural Service Network – The Rural Bulletin.

Arun-Chichester Neighbourhood Planning Network, Dependency of new housing development on sewerage infrastructure. A seminar on 24 th November 2023 at 10-30 am, hosted by Middleton-on-Sea Parish Council. Highlighted.
Rural Service Network – The Rural Bulletin.
SDNP Authority – ReNature grants launched; Grants of up to £25,000 can be applied for as part of a new funding initiative to help kickstart habitat creation for wildlife. Sites must be within boundary.
Keep Kirdford and Wisborough Green – details of AGM on Friday 1 st December from 6.30 pm – 10 th Anniversary of formation. Highlighted.
CDC – Press Release – Local Plan update – circulated. Planning to submit Local Plan for examination in early 2024.
APCAG – Minutes of AGM on 9 th October – circulated.

12. Planning

a. New Planning Applications: There were no applications to review.

b. District Council Decisions:

Application Number	Application Details	CDC Decision
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	PERMIT OBSCURED GLASS OVERLOOKING NEIGHBOURS BUT NO BLINDS
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	WITHDRAWN
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. 505174 126003	APPROVED

c. Enforcement Update:

- Northlands Farm – Garage Conversion: CDC had visited, and a retrospective planning application would be submitted.

13. Other Reports:

- a. Village Hall - Old Workhouse Tenancy: The Trustees had now accepted a quotation to improve the heaters and would be applying for an Energy Performance Certificate exception to be able to progress the amended tenancy agreement. Mould in a bedroom had been reported and a builder engaged to rectify. Damp in the Committee Room was noted which could be connected to this; the Clerk to report to the Village Hall Management Committee.

- b. Allotments: LB and the Clerk had undertaken a recent inspection; any concerns would be addressed with the tenant. A tenant had expressed concern at the height of a leylandii hedge on the eastern boundary and the safety of tenants cutting this each year. The Clerk would seek the opinion of the tenant who cut back.
Members approved the request for a wooden shed (7 x 5 ft, or 8 x 4 ft) to be erected at the identified location on Plot 12.
- c. Health & Safety:
- The raised manhole outside Great Meadow had been reported.
 - The gas tanks outside the Pavilion and potentially sharp edges on the sight screens had been reported to the Cricket Club at the Green Coordination Group Meeting.
- d. Northern Parishes Meeting: PD/SW/MW and the Clerk attended the online meeting on 19th October 2023; the minutes had been circulated. It was a useful meeting. **Members agreed that the Clerk should submit comments to CDC concerning the All Parishes Meeting.**
- e. WSALC AGM: PD and SW attended the meeting on 20th October 2023. It was a very useful and informative meeting; the presentation slides had been circulated. The presentation from the WSCC Records Office had been particularly interesting. **Members agreed that this could be a potential presentation for the Annual Parish Meeting; Clerk to enquire.**
- f. Operation Downsway: SW attended the end of season online meeting on 30th October 2023. Operation Downsway aimed to reduce the number of people killed or seriously injured on the roads as well as tackling antisocial behaviour such as speeding or loud exhausts. The scheme operated during the summer months, April to the end September, targeting motorbikes, usually at the weekend and on a Thursday evening. In Sussex there was on average about 50 road deaths per year, but this was declining. During last summer, 183 offences were committed: drink or drug driving, no seat belt, driving when using a mobile or without insurance. Operation Downsway won a Police Recognition award and was being publicised as an exemplar to other forces.
- g. Community Speed Watch (CSW) Coordinators Meeting: SW also attended this meeting which highlighted that West Sussex and Surrey had the best CSW results in the country; activity and frequency of operation. This collected data was now being analysed to identify driver patterns to help target frequent offenders.
- h. Green Coordination Group Meeting: MW and the Clerk attended the meeting on Monday 20th November; minutes would be circulated shortly. Health & safety concerns were raised as well as the new Fire Regulations that came into effect from 1st October 2023. Only the Cricket Club Chairman represented WGS and without a WGS Chair in place, the Clerk was unsure to whom such issues should be addressed.
As AB did not attend, MW asked him if there was a definitive plan for the drainage maintenance, being aware that this was essential to retain the efficiency of the system. AB advised that the system was performing well, and all concurred that the drier ground conditions were noticeable. Football had not been played on two occasions this season due to the weather and ground conditions, and he was pleased that the Football Club made this decision. The Pavilion downpipe runoff was still to be resolved and resulted in the wet corner of the pitch. The Football Club was delighted that they Club had gone from having the reputation for the worst pitch to one of the best. In terms of maintenance, he confirmed that it was necessary for the turf to establish and cover the trenches. In the future, it would be necessary for the Football Club to fund a sand application, which was covered by a Football Foundation grant this year, and verti-draining or earthquaking would be required, up to 3 times a year. **The next Green Coordination Group meeting would be organised for**

the beginning of March. AB would review the ground and obtain quotations for possible work. To be considered by the Parish Council at the March 2024 meeting.

14. Any Other Matters to Report:

- a. HT advised that there was a tree down across the green lane in The Luth; the Clerk advised that it had been reported to WSCC Public Rights of Way.
- b. The Chairman advised that, due to an impending change in his personal circumstances, he would be leaving the Parish Council after the Annual Parish Meeting in April 2025 by which time he would have served on the Council for 9½ years, 7½ as Chairman. Members expressed their disappointment. He would consider if he was able to continue with his involvement in the Gatwick Airport concerns, acknowledging that it was a complex subject.

15. Date of Next Meeting:

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

Planning Committee – Tuesday 19th December 2023 at 8.00 pm (only if required)

Planning Committee – Tuesday 2nd January 2024 at 8.00 pm (only if required)

Parish Council Meeting – Tuesday 16th January 2024 at 7.45 pm

There being no further business, the meeting closed at 10.21 pm.

Signed by the Chairman: Dated: