

DRAFT MINUTES TO BE AGREED ON 20TH FEBRUARY 2024

Date: Tuesday 16th January 2024

Present: Ms L Bartley (LB), Mr A Jackson (AJ), Mr M Ogden-Meade (MOM)
Mr M Watson (MW), Mrs S Winship (SW) (Vice-Chairman), Mr T Worrall (TW)

Apologies: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman), Mr H True (HT)

In Attendance: Mrs L Davies, Parish Council Clerk
Cllr G Evans, District Councillor

Members of Public: 3

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

1. Apologies for Absence:
Apologies were received and accepted from Mr Burbridge, Mr Drummond, and Mr True.
2. Declaration of Members' Interests:
No interests were declared.
Prior to the Planning section, LB declared an interest being a neighbour to Glasshouse.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 19th December 2023 were approved as a correct record and signed by the Vice-Chairman.
4. District/County Councillor Updates:

County Councillor: Not in attendance.

District Councillor: A report had been circulated in advance of the meeting, summarised below.
Cllr Todhunter had sent his apologies. Cllr Evans (in attendance from 7.45 pm until 8.07 pm) gave further explanation as required.

Local Updates

- **Local Plan** – CDC Officers are preparing a full briefing note for Councillors on the new National Planning Policy Framework (NPPF) recently released by the Government. Initial headlines are that, as our Local Plan has reached 'an advanced stage of preparation', the Council will only need to demonstrate a 4 year Housing Land Supply when determining planning applications and contesting appeals. This is positive news in refusing unacceptable applications and defending similar appeals, however this is a time limited provision for 2 years and it is therefore important that we maintain the supply of housing land going forward.
- **Planning Enforcement** – We continue to work with residents across the ward in dealing with Planning Enforcement issues, most recently with several reports from Brewhurst Lane in Loxwood. If there are any planning enforcement issues that you would like to bring to

CDC's attention, please let us know and we are happy to contact the Enforcement Team on your behalf.

- **Shop Development Loxwood** – Some residents had raised concerns that the shop development in Loxwood which includes a housing development only appeared to be advertising the houses but not the shop. Confirmation received that the shop remains in the plans and is being marketed at £450k.
- **Little Springfield Farm, Ifold (23/01968/FUL)** – Some concerns over a proposed development in Ifold for the demolition of existing B2 and B8 floorspace and erection of 3,100m² flexible use floorspace (industrial units).

CDC Wide Updates

- **Full Council Meeting** – Tuesday 23rd January will be the next full council meeting.
- **Council Panel Meetings** – As a District Council we want to ensure that meetings are more accessible to our residents. In addition to changing the time that Full Council meetings start from May 2024 to 18:00, rather than 14:00 as they do currently, the majority of our panel meetings have now been made public.
Meetings will take place in person apart from the Boundary Review panel, which will usually be held online. All of these meetings will be broadcast on our website at: [Chichester Council Webcast - Listing \(nucast.live\)](https://www.chichester.gov.uk/webcast-listing)

Meeting Your District Councillors

Gareth has the following surgery dates scheduled from 12pm-2pm:

Saturday 3rd February 24 Kirdford Stores, Kirdford

Saturday 17th February 24 Old Mill Café, Wisborough Green

Should the dates suggested be unsuitable for you 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

Updates provided at the meeting:

- *Cllr Todhunter was due to attend a Development Plan and Infrastructure (DPIP) meeting for a revised NPPF briefing, but this was currently cancelled for unknown reasons. Cllr Todhunter would follow up.*
- *Lagoon 3 – a reminder that the hearing, postponed from August, was now being held in Worthing Magistrates Court on 28th January 2024 at 10 am.*
- *There was a large industrial planning application, on an existing industrial site in Ifold. It looked extensive requiring 70 parking spaces. Cllr Evans was attending a meeting tomorrow and would be raising a concern over traffic movements.*
- *SW asked for an update on the Local Plan submission. Cllr Evans advised that submission was imminent, and it was not delayed as far as he was aware.*
- *Over the years, Wisborough Green had seen many small houses be extended to become quite substantial. SW asked if there was a mechanism to trigger a Council Tax Banding review. Having emailed a colleague, Cllr Evans advised that it was national policy that a banding review was triggered at point of sale.*

There were no further questions.

5. Presentation by Wisborough Green Sports (WGS) Representatives: The Parish Council had invited Mr Gadd and Mr Calder Smith to provide an update on the Pavilion planning application and funding plan.

Planning Application: Mr Gadd advised that the application had been held up by water neutrality and Covid. Covid had affected Pavilion use which coincided with the need to submit a water neutrality statement to CDC. The statement was submitted with pre Covid data which demonstrated that, despite an increase in size, use and 100% footfall, with water efficient fittings the consumption would remain the same. Unfortunately, it took CDC a year to submit the information to Natural England by which time the supporting water bills had exceeded the 3-year time limit. Subsequent water bills were impacted by Covid and the building's closure. It had taken time to re-establish the Clubs and increase use and footfall. WGS had declined the option to waste water to increase consumption. With an active football club, it was hoped that consumption had increased sufficiently, and it was the intention to re-submit water details to CDC and Natural England at the end of the season in May. It was disappointing and an unnecessary delay as CDC had agreed all other planning aspects and was happy that an appropriate water neutrality statement had been provided. It was the delayed submission by CDC that had caused this problem and no explanation had been given. Unfortunately, it was not possible for an applicant to speak directly to Natural England.

Funding: Mr Calder Smith explained that they had to assume that permission would not be granted until the end of 2024. Although a funding plan had been developed and a fundraising adviser engaged, applications could not be pursued until planning permission was obtained, a new building Lease, which included use of the Green for at least 30 or 50 years, had been granted by the Parish Council and a specification and building costs confirmed. Sources of income had been identified as Community Infrastructure Level (CIL) from village development, village sports groups, fundraising events and donations, the existing Pat Crighton Smith fund and funds raised to date. It was the intention to raise £30,000 per year for the next 3-4 years. Ideas included pledges from individuals and businesses, selling 100 golden bricks, asking club members in trades to help offset costs and other events. However, it was difficult to really start fundraising as there was some scepticism that the project could be achieved, the planning having gone on for so long. In terms of CIL, Mr Calder Smith was aware that the Parish Council identified projects for the funding and felt it would be useful to have a further discussion at some point. He confirmed that costs had increased, and they now anticipated a ballpark figure of between £1.2 to 1.5 million. In terms of grant funding, this was difficult to comment upon as the availability of funds was continually changing. He provided examples of previous funding and how this had changed. When planning permission had been approved, a funding plan would be prepared.

Councillors thanked Mr Gadd and Mr Calder Smith for attending the meeting. Before leaving, as Pavilion Trustees, the Clerk asked for their help to ensure that the sand from the car park was cleared and items left around the building, such as pallets and metal, taken away. They agreed to do.

8.07 pm – Cllr Evans and the Wisborough Green Sports representatives left the meeting room.

6. Public Questions:

Durbans Road Resident: Attended the meeting to update on his holiday house planning application for Sole Copse Barn. The Parish Council had previously raised various objections which he had taken on board and now wished to share new ideas and receive feedback. He appreciated that this evening's meeting was busy and would therefore like to attend either the next Parish Council or Planning Committee meeting, whichever was thought appropriate.

SW thanked him for attending the meeting, suggesting that the Planning Committee meeting might be more appropriate. The Clerk to liaise and confirm.

8.09 pm – the remaining member of public left the meeting room.

7. Finance:

- a. Bank Reconciliation: MW confirmed that he had checked and agreed the bank reconciliations for the Barclays Community, Barclays Business Reserve, Natwest Current and Natwest Reserve accounts for the month ending 31st December 2023.
- b. Accounts for Payment:
The Clerk displayed the Payment List for January 2024 that was approved. To be paid on 16th January 2024 unless stated otherwise.

Online payments for the Barclays Community Account

Payee	Amount £	Description
Sussex Land Services	833.40	Grass cutting Contract for October (The Green) & spraying
West Sussex County Council	3,016.10	Clerk's salary and oncosts for December, including backdated national pay increase
Wetton Cleaning Services Ltd	792.95	Public toilet cleaning contract for December
L N Davies	36.79	Travel to printers and grass seed for cricket area edge
Mr I Davies	300.00	Village maintenance - litterbin re-installation, change bins at Songhurst Meadow & fence
	£4,979.24	

Payments from the Barclays Community Account

Date	Amount £	Payee	Description
06.12.23	269.12	NEST	Direct Debit - Clerk's pension for November
21.12.23	8.44	IONOS	Auto Card – Monthly website extended support
27.12.23	9.99	HP Instant Ink	Auto Card – Monthly ink replacement service
03.01.24	3.60	IONOS	Auto Card – Monthly email fee
05.01.24	390.89	NEST	Direct Debit - Clerk's pension for December
	£682.04		

Payments to the Barclays Community Account

Date	Amount £	Payee	Description
22.12.23	60.00	CDC	Remaining Youth Project grant funding
08.01.24	2,177.22	HMRC	VAT refund (01.07 to 31.12.23)
	£2,237.22		

Bank Transfers

Date	Amount £	From	To
16.01.24	3,000.00	Barclays Business Reserve	Barclays Community Account
	£3,000.00		

- 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. The Clerk highlighted the £250 Fete donation towards the public toilets, received with thanks. The first Cambridge and Counties One Year Fixed Term Bond matured on 24th January. As previously agreed, £30,000 would be reinvested into a further One Year Term Bond, at a fixed rate of 5%. The interest from the current Bond, £990, would be paid into the Barclays Current account. The process to reinvest had been completed over the telephone and was remarkably easy.
- d. Interim Audit: The report for the November audit was circulated; there was only one action relating to annually recording the Clerk's working hours, which was noted.
- e. Councillor Allowance: There was provision in the budget for a Chairman's Allowance as well as a small budget for Councillors' expenses, limited to travel and subsistence should a councillor wish to claim expenses for attending a meeting outside the Parish. Expenses could not be paid for childcare but could be paid to both elected and co-opted members. Elected members could receive an annual allowance, determined by the Parish Council and paid through payroll. Members discussed in detail and agreed that being a volunteer was the motive for joining the Council and no remuneration was required. **Members resolved that the Parish Council would not pay allowances.**
- f. 2024/2025 Budget Preparation: The budget had initially been considered by the Finance Committee and by full Council in November. The revised budget was circulated in advance of the meeting and displayed. The Clerk gave explanation to the Income and Expenditure calculations, and the budget headings were reviewed. Adjustments were made. Explanation was given to Section 137 with the current amount payable per elector being £9.93.
Members resolved:
 - It was felt that a solicitor's view of the Public Toilet transfer documents would be required. CDC to be asked to meet this cost but an allowance to be included; this could be vired if not used. Thought to be given at a future date as to how donations could be safely collected for the facilities.
 - To undertake additional maintenance and increase the General Maintenance budget accordingly.
 - Undertake playground repairs and to start making provision for a replacement climbing frame.
 - Include provision for the Neighbourhood Plan acknowledging that the budget could be transferred to a reserve if not used in the year.
 - Include provision to resurface the Kirdford Road pavement to address safety concerns; the section in front of the playground did not require resurfacing at this time. Include an additional sum to address potholes in the west road and the top section of Harsfold Lane.
 - To increase the Precept from £78,000 to £85,000 to cover increasing costs and additional maintenance items. It was noted that the Tax Base had slightly decreased. The overall increase was 8.97%. For a Band D property this was a 9.58% increase, equivalent to a weekly increase of 18p.
 - To balance the budget, £4,102.83 to be bought in from the General Reserve. It was currently anticipated that there would be a slight underspent on this year's budget.
 - Reserve transfers and allocations for the current year to be reviewed after the year end.
 - A draft explanation article for the Ad Vincula was reviewed and discussed. The article was delegated to AJ, SW and the Clerk.

8. Report on on-going matters:

a. Neighbourhood Plan (NP):

The Clerk provided the following update:

- The Freedom of Information request for housing allocation decision details had been received. The Clerk was currently reviewing and preparing a timeline.
- Following discussion at the December Parish Council meeting, the Stable Field open space agreement comments had been forwarded to the Parish Council's solicitor. Updated documents had just been received and would be circulated. **The checking and approval was delegated to the AJ, MW, PD and the Clerk.**
- The CDC draft Stable Field condition relating to the footway had been received and circulated. The Planning Officer had been asked to remove "for the proposed development" to ensure that access was provided for all residents.
- The Ansell's Yard developer had telephoned regarding the footway. He was concerned about the implied planning leverage in relation to the section in front of Park Lodge and would wait until the Stable Field application had been permitted.
- Savills, the planning consultant acting on behalf of Elivia Homes (formerly Millwood Designer Homes), had just requested a private meeting regarding the Glebe Fields. **It was agreed that PD/SW/LB/MW/AJ would attend; availability would depend on the time. Clerk to organise.**

b. Clerk's Update:

- Community Traffic Regulation Order: The application had now been prepared and would be submitted following inclusion of residents' comments and photographic evidence.
- Byelaw Review: An article had been included in the November newsletter; 20 responses had been received, 100% support for both the Byelaws and £500 Contravention Penalty. Although a disappointing response, the article had stated that no response was deemed as acceptance. The Clerk would progress the application.
- Songhurst Meadow Maintenance and Track: The maintenance items had been completed apart from the tree circles and wood chipping; the Clerk would follow up. An email had been received from a resident who was concerned that the path stones made in inaccessible to some, questioning whether a wheelchair could be pushed. The Clerk concurred with these comments for some sections. She suggested that this be reviewed as part of the Risk Assessment/Maintenance check.
- Public Toilets: CDC had confirmed that the transfer would go to the Cabinet meeting on 6th February to gain the final approval as per the Council's Constitution, along with the Parish Council's financial request. The legal services and Estates teams had been instructed to put together the final documentation.
- The west road access/parking trial: The signs were erected mid-December and explanation given in the January Parish magazine. Some email comments had been received expressing safety concerns; the Clerk was collating to present to the Council. It was agreed that this should be a March discussion item.
- School Road Watershed Application: A proposal was expected just before Christmas but was not received; the Clerk would follow up.
- Any Other Matters to Report:
The A272 road surface repairs were being undertaken this evening and the road was being closed.

9. New Items for Discussion:

a. Use of the Green:

A request had been received from the School PTA to use the Green for the School Summer Fair on Saturday 15th June 2024, this date having been cleared by the Cricket Club. It would be a similar format to previous years, from 12 until 4 pm. **Members were pleased to support the event. Clerk to issue Agreement form.**

A further request had just been received to create an Easter Trail, as last year, around the village on Wednesday 29th March as an afterschool activity; signs would be removed the following day. **Members were pleased to support the event. Clerk to issue Agreement form.**

b. Tree Maintenance Work:

SW undertook a tree inspection with a local tree surgeon in October. Work was identified and the necessary planning application submitted. Additional removal of deadwood was also required but did not require planning consent. The tree surgeon had undertaken the inspection and required work for the last 7 years. He was continually monitoring the trees throughout the year and this consistent approach had proved beneficial in terms of care and expenditure; his quotations had always been competitive, as demonstrated by his recent quote for work at Songhurst Meadow. **Members resolved to accept the quotation for £1,295 for the Conservation Area. The quotation to remove deadwood from the large Oak tree on Songhurst Meadow, along with the dying Ash and further reduction of the Ash truck for £750 was also accepted being the most competitive.**

The inspection also identified fungal growths on 4 trees which possibly indicated internal decay. The Parish Council approved expenditure for further scans at the last meeting. The Clerk had spoken with the arboriculturist who undertook the 3-year safety inspections. He recommended undertaking his inspection, at a cost of £1,100, in April rather than July, and for the agreed £360 would undertake a new test on the 3 trees, Dynaroot, which gave a clearer idea of stability and lifespan.

Member agreed to this course of action and approved the expenditure of £1,460 plus vat, which was included in next year's budget.

c. Grass Cutting Contracts:

A specification review and tender process was undertaken last year. The current providers were asked to provide the 2024 season costs, details of which were provided to members.

Members resolved to accept the quotations for the 2024 season from: Sussex Land Services for £5,160 plus vat (The Green), JWS Landscapes for £2,596 (Songhurst Meadow open space) and Mr T Stride for £967.50 (Songhurst Meadow verges).

d. Public Toilet Cleaning Contract:

The cleaning contractor changed from 1st April last year which had worked well. The price quoted for the year from April 2024 was £710.39 per month or £8,524, a 7.5% increase. There was also an additional charge of £15 per month for water testing.

Members resolved to accept this quotation of £8,704 plus vat from Wottons Cleaning Services Limited.

e. Playground Maintenance:

The annual RoSPA inspection identified that some work was required on the large climbing frame, in addition to some wetpour edge repairs. A quotation for the climbing frame repairs had been obtained. **Members agreed that as the upright poles were identified as a low risk, option 2 to be accepted at a cost of £748.29 plus vat, using the Playground Reserve fund. The wetpour repairs would use the remaining maintenance budget.**

f. Annual Risk Assessments/Inspections:

It was agreed that the assessments would be completed as detailed below and by the end of February for discussion at the March meeting. Clerk to issue the necessary paperwork.

Assessment	2024 Inspection By
Village Green & Conservation Area	SW
Allotments	LB / Clerk
Village Pond	HT
Village Hall Car Park	HT
Village Playground	MW
Village Objects	TW
Benches	PD / Clerk
Public Toilets	AJ
Parish Council Paths	AJ
Songhurst Meadow	MOM

g. Biodiversity Policy

Members resolved to adopt the policy as tabled and the audit was delegated to LB, TW and the Clerk when time permitted.

10. 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.
WSSC - West Sussex County Council (WSSC) have not been accepting applications for the diversion of public paths, under Section 119 Highways Act 1980 for a number of years. The decision was taken to close our books to applications in anticipation of the Right to Apply provisions brought in under the Deregulation Act 2015. During this period of closure we have been looking at the way we process applications and have been working on a new process for landowners to apply for the diversion of public rights of way that cross their land. We are pleased to inform you that we are now accepting applications. Government guidance and consultation templates sent.
Rural Services Network – The Rural Bulletin
WSALC -Letter from Sussex Police regarding security of councillors and staff. Circulated. Clerk's action: councillor addresses removed from Register of Interests on the website.
Rural Services Network – The Rural Bulletin
WSSC – information for anyone considering standing for the County Councillor election in May 2025.
SDNP Newsletter December 2023
CDC – Built Sports and Leisure Facilities evidence base – survey completed by the Clerk.
Rushmoor Borough Council – Notification of planning application for Farnborough Airport.
Rural Services Network – The Rural Bulletin
Horsham DC – Local Plan News – Council approved Local Plan which will now progress to Regulation 19 consultation.
SDNPA - The South Downs National Park Authority has appointed Tim Slaney as its Interim Chief Executive Officer.
Resident, The Luth – forwarded plans submitted to CDC. Clerk's action: advised that the Parish Council would consider the plans when the application had been validated by CDC and notification sent to the PC to review. The Clerk was unable to advise when this would be and asked the resident to look on the website for PC agendas.
Rural Services Network – The Rural Bulletin

SDNPA – South Downs Planning News – Winter 2023
Gatwick Airport - On 17 th October 2023 the Gatwick FASI ACP passed the CAA Stage 2 Gateway and progressed to Stage 3 in the process. Update notification letter received and invitation to join stakeholder briefings. Forwarded to PD.
Wey & Arun Canal – newsletter.
Resident – raising concerns about accessibility of the Songhurst track – large stones.
SDNP – opening call for projects for CIL funding. Further explanation given.
SDNPA – Planning Newsletter
WG School – struggling with internet speed and have to try to upgrade to meet DfE standards. Enquiring if the PC has any plans or power to speed up the process for FFTP. Forwarded to TW to contact. TW advised that he had contacted the Mr Greg Merrett at WSCC who had previously made a presentation to the Council about Project Gigabit. Unfortunately, Government departmental changes had delayed the process. Phase One of the procurement process was set to conclude shortly and hopefully there would be a better understanding of the areas to be addressed; it was a lengthy process. He was happy to update the Parish Council, possibly at the March meeting. In terms of the school, TW had spoken with the Business Manager. The DfE required a 100Mbps download speed and 30Mbps upload which was currently unachievable without significant annual expense. TW had therefore suggested that they could make enquiries with Starlink which did offer a commercial scheme but it was unknown if the school would be eligible. Mr Merrett had also agreed to investigate further and contact the school.
WSALC – Trevor Leggo and the Chair of CDALC meeting with CDC Council Leader and some officers for a discussion about mutually relevant matters. Asking for any strategic questions. Noted. No further questions.
Sussex Wildlife Trust – Storrington Group & Arun Valley – asking District Councils to include in their Local Plan provisions to make Swift Bricks mandatory for new building development. Swift Bricks are a cheap and easy way to include in new buildings and contribute to the delivery of measurable biodiversity net gain targets. Ask PCs to ask developers to include. Noted. Possibility for inclusion in the biodiversity audit.
CDC – Notification of the All Parishes Meeting on Monday 19 February, 5.00 pm on Zoom. PD/SW advised. Request for agenda items. Noted. PD/SW/Clerk to hopefully attend.
WSALC – Notification of Chairs forum on Tuesday 23 rd January at 7.00 pm on zoom. PD/SW advised.
Rural Services Network – The Rural Bulletin
Andrew Griffith MP – Update letter circulated to all: The Government’s Community Ownership Fund, Local Plans, High Street car park charges, Safer in Sussex Community Fund, Highways Schemes. Noted.
SDNP – Notification of Hampshire Minerals & Waste Plan 2040 is now on Reg 19 consultation.
CDC – Invitation to attend the Annual CIL Parish Workshop – online. Monday 4 March 2024 10.00am – 11.00am Monday 4 March 14.00pm – 15.00pm Tuesday 5 March 14.00pm – 15.00pm Wednesday 6 March 10.00am – 11.00am Wednesday 6 March 14.00pm – 15.00pm The Clerk would attend but councillors also welcome.
GACC Newsletter 138 – circulated.
Rural Services Network – The Rural Bulletin
SDNP Newsletter – Jan 2024.
Renewable Connections – details of a solar farm proposal – village consultation Mon 5th Feb 3 to 7 pm in the Village Hall. Noted. Councillors to attend.

11. 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/23/02719/DOM - Case Officer: Freya Divey	Mrs L Knight 2 Sweephurst Villas Durbans Road Wisborough Green Billingshurst Removal of existing side conservatory and erection of two storey front and side extension, new vehicular access, onsite parking and turning facilities. O.S. Grid Ref. 504945/126559 <u>No objection</u> but with the property being close to a blind bend, sufficient onsite parking to be provided for all potential occupants.
WR/23/02783/DOM - Case Officer: Miruna Turland	Mr Dan Vickery 5 Wisborough Gardens Wisborough Green Billingshurst West Sussex Installation of air source heat pump. O.S. Grid Ref. 505617/125630 <u>No Objection.</u>
WR/23/02827/FUL - Case Officer: Calum Thomas	Mr Tom Rollings Fishers Adventure Farm Park Newpound Lane Wisborough Green Billingshurst Extension to provide new visitor entrance, shop and office facilities. Re-purposing of existing admissions and shop layout to provide additional facilities. <u>No objection</u> but due to the Parish Council's support of dark sky policies and initiatives, and the rural location of this building, automatic dusk to dawn blinds are requested on the 7 roof lights to prevent the egress of light.
SDNP/22/03131/HO US Case Officer: Lauren Cripps	Ms Sarah King Old Glasshouse , Fittleworth Road, Wisborough Green, RH14 0HB Non-material amendment to Addition of roof mounted solar panels on approved garage outbuilding O.S. Grid Ref. 503197/122878 <u>No Objection.</u>
WR/23/02864/TCA - Case Officer: Miruna Turland	Mrs Louise Davies Recreation Ground A272 The Luth To Durbans Road Wisborough Green West Sussex Notification of intention to remove epicormic growth on 6 no. Horse Chestnuts (T1, T19, T30, T34, T50, T73), Crown lift by 3m on 11 no. Horse Chestnut trees (T34, T35, T47, T48, T51, T53, T64, T70, T76, T80, T82), Crown lift by up to 4m on 7 no. Horse Chestnut trees (T19, T41, T42, T49, T55, T56, T74), Crown lift by 3m on 1 no. Oak tree (T72), Crown lift by 3m on 1 no. Aspen tree (T16), Remove 1 no. North facing branch on 1 no. Liquidambar tree (T24), Remove North facing upper branch on 1 no. Horse Chestnut tree (T22), Remove 1 no. branch on East facing on 1 no. Horse Chestnut tree (T61) and remove epicormic growth on 1 no. Acer tree (T15) O.S. Grid Ref. 504913/126030 <u>Support.</u>

b. District Council Decisions:

Application Number	Application Details	Decision
22/02535/FUL – Case Officer Alicia Snook	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 Light scheme to be approved – includes general illumination and reduction of light spill in the interests of wildlife
WR/22/02656/DOM - Case Officer: Louise Brace	Mr Hugo Sugden Lowfold Fittleworth Road Wisborough Green Construction of a swimming pool, Jacuzzi and pool house. Substitute plans	PERMIT
WR/23/01367/DOM - Case Officer: Freya Divey	Mr and Mrs Martin Brook House Newpound Lane Wisborough Green 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 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, Installation of wet pour rubber safer surfacing to the existing trim trail. 505174 126003	APPROVED

c. Enforcement Update: No further updates.

d. Appeals: Glasshouse, Fittleworth Road – Proposed swimming pool, hard and soft landscaping and associated development: **Agreed that the Parish Council would make no representation.**

12. Other Reports:

a. Village Hall:

- Notification of the Annual General Meeting on Monday 22nd January at 8.00 pm. As Trustees, AJ and the Clerk would attend.
- Repairs to brick pointing and the clearance of blocked guttering had now been undertaken on the Old Workhouse to hopefully resolve the damp issue. The electric heaters had been changed to improve energy efficiency and further loft insulation would be installed. An application had now been made for the Energy Performance

Certificate Exception which would allow the new tenancy and rent review to be completed.

- b. The Green: The minutes of the Green Coordination Group meeting on 20th November 2023 were noted.
- c. Health & Safety: There were no matters to raise.
- d. Sussex Police All Parishes Meeting: SW attended the meeting in December. Discussion mainly revolved around Christmas initiatives for drink driving and anti-social behaviour. Unfortunately, Inspector Ross Wickings had moved to the Arun Neighbourhood Policing Team, being replaced by Inspector Damian Merrifield. However, he would support the transition and handover for the next couple of months and be available to contact.
- e. WSALC Clerk's Zoom Forum: Held on 11th January. It was a useful meeting; the Clerk gave a summary of discussion items.

13. Any Other Matters to Report:

- a. Aerial photographs of the village, taken from a drone, were displayed.

14. Date of Next Meeting:

Planning Committee – Tuesday 6th February 2024 at 8.00 pm (only if required)
Parish Council Meeting – Tuesday 20th February 2024 at 7.45 pm.

There being no further business, the meeting closed at 10.25 pm.

Signed by the Chairman: Dated: