

DRAFT MINUTES TO BE AGREED ON 19TH MARCH 2024

Date: Tuesday 20TH February 2024

Present: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ),
Mr M Watson (MW), Mrs S Winship (SW)

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

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

Members of Public: 3

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

1. Apologies for Absence:
Apologies were received and accepted from Mr Ogden-Meade, Mr True and Mr Worrall. The Chairman advised members that he had received Ms Bartley's resignation. The statutory process to advertise the vacancy would be started.
2. Declaration of Members' Interests:
As a neighbour, PD declared his interest in the Farrington Copse Planning application. As a neighbour, AB declared his interest in the Sole Copse Barn.
Before item 8e, both SW and the Clerk declared their interest being Fete Society Committee members.
3. Minutes of the Last Meeting:
The Chairman advised that MOM, who was not in attendance, felt that the action relating to the west road trial had not been recorded correctly. Those present at the meeting unanimously agreed that the recorded action was correct. The Minutes of the meeting held on Tuesday 16th January 2024 were therefore approved as a correct record and signed by the Chairman.
4. District/County Councillor Updates:
County Councillor: A report had been circulated in advance of the meeting, summarised below. Cllr Duncton had sent her apologies.
 - The budget setting had been completed with no cuts to services but improved efficiencies. It was anticipated that limited reserves would be required to balance the budget. However, the Government confirmed that it would provide a further £16m or so, so reserves would not be required.
 - Budget headlines:
 - An additional £31.2m for vulnerable children and young people.
 - £18.3 million more for adults' social care.
 - An extra 4 million to maintain the county's 4000km of roads.
 - An extra £27.8m to manage increased costs – inflation and minimum wage increases.
 - It is a 4.99% increase in County Council Tax which equates to £1.57 per week on a Band D property.

- The South Downs National Park Authority (SDNPA) and West Sussex County Council (WSCC) were recruiting new Chief Executives. In County's case the current excellent Chief Executive was returning to East Sussex full time and would remain at West Sussex until she was replaced.
- In the case of South Downs National Park, the Chief Executive Officer left on the 1st January and recruitment had started. It was likely that there would be considerable interest but unlikely to have a new CEO until at least July/August.
- Both organisations also needed to replace key Directors and the County's Finance Director had recently accepted a new position.
- Weather conditions had made it difficult for Highways.

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 8.20 pm) gave further explanation as required.

Local Updates

- **Lagoon 3** – The hearing at Worthing Magistrates took place on Thursday 25th January. The Lagoon 3 owner was deemed guilty beyond reasonable doubt of failing to comply with the enforcement notice and fined £4000 and £4800 for CDC's legal fees. There was a 21 day period whereby the defendant can appeal the conviction. We also understand that they have been in touch with the Environment Agency (EA) and that an online meeting had been scheduled. It is therefore hoped that plans are underway to get the site cleared. We have asked to meet with Council leaders so that we can apply pressure to resolve this situation. We have subsequently secured agreement for a meeting to update the Parish Councils on the next steps, following the court proceedings. We also have been made aware that there was a leak from the Lagoon and Cllr Evans has written to the EA for further details on this and to question why we were not notified at the time. Going forward it has been agreed with CDC and the EA that, as your District Councillors, we will be informed as soon as any further incidents occur.
- **Wisborough Green Solar** – Attended the public consultation on Monday 5th February to find out more and will keep an eye out for any planning application.
- **Flooding in Loxwood** – We have contacted WSCC and Gillian Keegan MP about persistent flooding on the road through Loxwood. It has now been prioritised for a CCTV survey to inspect the drainage system and ascertain why it has failed.

CDC Wide Updates

- **Full Council Meeting** – Tuesday 27th February will be the next full council meeting where the CDC budget for next year will be agreed. The following Full Council meeting is on Tuesday 19th March.
- **South Downs National Park Agency Agreement** - The Development Management Division provides planning services, including dealing with applications and enforcement matters, on behalf of the South Downs National Park Authority (SDNPA) for land within the national park area of our district. The current agreement was due to expire in October 2024, unless an extension was agreed by the council and the SDNPA. CDC is delighted to confirm that terms have been agreed to extend the agreement for a two-year period between 2024 and 2026. The agreement will see an uplift in the fee received by the council for the services delivered in recognition of the increasing costs of delivery.
- **Food Waste Recycling** - The introduction of food waste recycling is a particularly major project and will include procuring vehicles and associated equipment; looking at how the new service will be accommodated on the depot site; waste transfer and processing points; designing efficient rounds; recruiting staff; and rolling out the service. The Government requires all councils that collect waste to be delivering this service by March 2026.

- **Happy Birthday CDC** - This year marks 50 years since CDC was formed alongside other district councils. The Spring edition of the *Initiatives* magazine will be focussing on the council's key successes over its 50 year history and snippets of this will be shared on social media as well.

Meeting Your District Councillors

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

Saturday 2nd March – Onslow Arms, Loxwood
 Saturday 16th March – Northchapel Club, Northchapel
 Saturday 6th April – Ifold Stores, Ifold
 Saturday 20th April – Stag Inn, Balls Cross
 Saturday 4th May – Kirdford Village Stores, Kirdford
 Saturday 18th May – Old Mill Café, Wisborough Green

Should the dates suggested 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

Updates provided at the meeting:

- *In answer to the Chairman's questions, it was confirmed that the lagoon leak was contained, and the water test contained no contaminants to raise concern. CDC had not informed the District Councillors of the leak, they received the information second-hand and had therefore been unable to inform and reassure residents after details had emerged on social media. CDC has now promised to provide regular reports to manage local messaging. There had been other leaks this year which were indicative of weaknesses and the excessive rainfall had kept the lagoon full. The landowner was now in discussion with the EA about clearing the lagoon and the court proceedings had identified that the landowner had funds with which to remedy the situation.*
- *In terms of the proposed Solar Farm, Cllr Todhunter advised that he was unable to make any comment being the Planning Committee Chairman. Both councillors attended the consultation event with a senior CDC Planning Officer. A pre-application enquiry was to be submitted which would give a better understanding of a consequent planning application. They confirmed that the site would not be classed as brownfield if de-commissioned.*
- *Having attended the All Parishes Meeting, SW commented that Hyde Housing appeared to be promoting a new approach and improved service. Cllr Todhunter confirmed that compared to last year, they were appearing a more responsive organisation, particularly for councillor enquiries, but he was unsure if resident response times had improved. Cllr Evans concurred.*
- *It was anticipated that the Local Plan would be submitted for examination in April. They would keep the Clerk informed.*

There were no further questions.

5. Public Questions:

Durbans Road Resident: Attended the meeting to hear discussion relating to Stable Field and the open space agreement. He was advised that the agreement referred to was discussed in detail at the December meeting and was the document to transfer ownership to the Parish Council. It was currently being finalised by solicitors acting for both parties. This document would be

registered with Land Registry, but the Chairman saw no reason why it could not be published for full transparency.

Sole Copse Barn Applicant: A presentation was displayed, and the Council was asked to reconsider its planning response to CDC. The applicant gave historical information, details of his conservation commitment, tree management and how he had answered the Parish Council's concerns. He believed that the ancient woodland designation was incorrect, but the Woodland Trust appeared unwilling to visit the site to assess; it was a managed wood. The barn was situated in an original farmyard. He was endeavouring to save a redundant agricultural building which was part of Wisborough Green's heritage. The Chairman thanked him for his presentation and advised that the application would be considered later in the meeting. He personally felt that querying the ancient woodland designation and obtaining more evidence relating to the farmyard could be useful to his endeavours.

8.20 pm – Cllrs Evans and Todhunter left the meeting room.

6. Planning

- a. New Planning Applications: The following planning applications were reviewed. Application details had been circulated in advance of the meeting and were also displayed:

Application Number	Application Details
WR/23/02867/DOM - Case Officer: Gill Bartlett	Mr Mark Edwards 1 The Luth Wisborough Green Billingshurst West Sussex Demolition of existing carport and rear ground floor extension, change use of garage to habitable accommodation with new pitched roof, erection of new single-storey rear extension and front porch, removal of chimney on rear elevation, installation of 1 no. chimney on side elevation and 1 no. flue on front elevation, with various alterations including changes to fenestration. Installation of oil tank and screening. O.S. Grid Ref. 504703/126171 The Parish Council had <u>no objection</u> to this application. The applicant's intent to install automatic light sensitive blinds on the skylights, as detailed in the Design and Access Statement, was noted. The Parish Council welcomed this intent, however, in view of its support of dark sky policies and initiatives to prevent the egress of light at night, the Council requested that this be a condition.
WR/24/00135/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 (amendments to previous approved applications WR/23/01341/DOM and WR/23/02419/NMA). O.S. Grid Ref. 504625/126106 <u>No Objection.</u>
SDNP/23/04835/HOU S - Case Officer: Beverley Stubbington	Ms C Cooper Farrington Copse, Horsebridge Hill Bedham Wisborough Green RH20 1JP Loft conversion to provide 3 no. bedrooms. Rear, side and front facing dormer windows. Glazing to rear gable elevation. First floor render to external walls clad with tile hanging to match annex. O.S. Grid Ref. 502449/121737 <u>No Objection.</u>

WR/24/00197/PLD - Case Officer: Miruna Turland	Ms B Rogers 6 Butts Meadow, Wisborough Green, Billingshurst, RH14 0BU Single storey rear extension. O.S. Grid Ref. 504773/126135 <u>No objection</u> but in view of the Parish Council's support of dark sky policies and initiatives, automatic dusk to dawn blinds were requested on the roof lantern to prevent the egress of light at night.
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b. Sole Copse Barn:

Application Number	Application Details
WR/21/03622/FUL - Case Officer: Sascha Haigh	Mr D Tredinnick Sole Copse Barn Formaly Starveall Barn Newpound Wisborough Green Replacement of existing barn and associated structures and erection of 1 no. self-catering holiday let. O.S. Grid Ref. 505487/127777 The details were discussed and the Chairman permitted further questions to be asked of the applicant. Members acknowledged that the hedge cutting had improved the access visibility but still expressed concern, a larger visibility splay would be required particularly for users who were unfamiliar with the traffic speed. It was felt that if English Woodland changed the designation, this would be a material change. It was noted that, currently, no new documents had been submitted to CDC. Members agreed that the Parish Council would not withdraw or change previous comments at present.

c. District Council Decisions:

Application Number	Application Details	Decision
WR/23/01945/FUL	Mrs Rebecca MacRae Northlands Farm House Newpound Wisborough Green Change of use for mixed use as agricultural land and secure dog walking field for local residents.	PERMIT
WR/23/01268/DOM -	Mr Tracy-Anne Butler 1 Malthouse Cottages Fittleworth Road Wisborough Green Change of use of existing barn studio to habitable ancillary accommodation and associated works.	WITHDRAWN Water Neutrality Statement required
WR/23/02140/DOM -	Mr Mark Ogden-Meade Springfield The Luth Wisborough Green Part two storey rear extension and first floor extensions, removal of main roof and new pitch roof over.	PERMIT
WR/23/02754/DOM WR/23/02755/LBC	Mr Chris Chessell Crossways Cottage Petworth Road Wisborough Green New wall mounted railing to top of existing masonry wall.	PERMIT

SDNP/23/04983/ HOUS	Mr Richard Haythornthwaite North Springs Horsebridge Hill Wisborough Green RH20 1JP New walled garden with 1 no. walk through green house and 2 no. fruit cages	REFUSED On land designated as ancient woodland, an irreplaceable habitat.
WR/23/02719/DOM	Mrs L Knight 2 Sweephurst Villas Durbans Road Wisborough Green Removal of existing side conservatory and erection of two storey front and side extension, new vehicular access, onsite parking and turning facilities.	PERMIT
WR/23/02783/DOM	Mr Dan Vickery 5 Wisborough Gardens Wisborough Green Billingshurst West Sussex Installation of air source heat pump.	PERMIT
WR/23/02864/TCA	Mrs Louise Davies Recreation Ground A272 The Luth To Durbans Road Wisborough Green Notification of tree work around the Conservation Area	NO TPO

d. Enforcement Update:

- Shepherd's Hut, Durbans Road: CDC had contacted the owners and advised that the 'domestic' items and shepherd's hut would need to be removed. The owners wished to retain the shepherd's hut but were advised that an application was unlikely to receive support particularly as there was no justification or requirement for it to remain on the land. The owners to indicate their intentions by the end of February.
- Wilton Cottage, Kirdford Road: A resident had highlighted the creation of a new field access, which was felt to be a safety concern, and use of the horticultural glasshouses for storage. **Members agreed that the matter should be referred to CDC Enforcement.**

7. Report on on-going matters:

a. Gatwick Airport:

The Chairman advised that the Development Consent Order consultation was starting, and most community representations were being headed by the Gatwick Area Consultation Campaign (GACC); the consultations were now highly technical. The third iteration of the Noise Management Board was currently being discussed. The community groups were attempting to get Gatwick to agree to the Board's role to set measurable targets for noise reduction. There was a further consultation on FASI South shortly. He and the Chairman of the Association of Parish Councils Aviation Group (APCAG) recently met Andrew Griffith MP. He was pleased to report that Mr Griffith supported the expansion concerns raised by local communities.

b. Neighbourhood Plan (NP):

The Chairman and Clerk provided the following update:

- The Freedom of Information request for housing allocation decision details had been reviewed by the Chairman and Clerk. Further information had been requested and the

would be followed up when the Local Plan had been submitted. **SW and AJ both agreed to review the details.**

- A meeting was held by southern parishes to consider infrastructure concerns and the use of Grampian conditions; meeting notes had been circulated. The Chairman gave a brief explanation suggesting that this could be used in relation to the Local Plan and A27, although further research was required.
- A private meeting with Savills, the planning consultant acting on behalf of Elivia Homes (formerly Millwood Designer Homes) had now been arranged next week.

c. Clerk's Update:

- Community Traffic Regulation Order: The application had now been submitted and receipt acknowledged by WSCC.
- Stable Field Open Space Agreement: The Clerk had contacted the solicitor and received an out of office response for last week. Nothing further to report.
- Transfer of the Public Toilets: The CDC Cabinet approved the transfer on 6th February 2024, and the paperwork would now be prepared by CDC.
- Revised Byelaws: The report to submit to the Department for Levelling Up, Housing and Communities was nearing completion. **SW offered to review before submission.**
- The west road access/parking trial: The signs were erected mid-December and explanation given in the January Parish magazine. At the January PC meeting it was agreed to review the situation at the March meeting. A few days after the meeting, safety concerns about reversing traffic were highlighted so members approved by email re-worded signs to allow access for turning. Use of the road and parking continued to be monitored. The Chairman and Clerk had recently re-worded the football player pre-match information to discourage parking down the road on match days. A report to be presented at the March meeting.
- Football Club: After football on 3rd February, it was necessary for the Clerk to email the Football Club Chairman to advise that the no parking cones had been left out for the second week, litter and football sock tape were on the Green and equipment left out; he had actioned the same day. PD was concerned at this lack of action and questioned if sanctions should be introduced. AB highlighted that the Football Club Chairman had now changed but he was pleased that the request had been actioned quickly. He expressed his concern the club officials were all volunteers and at the present time, the club was experiencing some lack of support. Wisborough Green would be a poorer place without sport on the Green and warned against applying too much pressure. The Clerk advised that the Pavilion Lease was currently being prepared by the solicitor and use of the Green and Parish Council expectations were included. The draft lease would be reviewed by Wisborough Green Sports Trustees and the Parish Council when available.
- Playground Inspections: The resident who had been undertaking the weekly inspection for the last couple of years was no longer able to do so. MOM had previously agreed to take these on. Having undertaken inspections in the past HT agreed to brief MOM. The Clerk would follow up.
- School Road Watershed Application: Details of WSCC's suggested improvements were given. **Members had no immediate concerns and agreed that the Clerk and MW should meet with the WSCC Highways Officer to discuss further.**
- History Society Walk: An invitation had been extended to Councillors for an evening in May. **The agreed date was Thursday 16th May.**
- Data protection and cyber security: An online meeting had been held with Processmatters and the report received. The Clerk would now review and complete the necessary audit. Councillor training had been arranged for 5th March 2024. **All to attend.**
- Community Litter Pick – Saturday 6th April at 2 pm was agreed. Councillor attendance was encouraged.

- Any Other Matters to Report:
 - A272 Repairs: A response from the WSCC Cabinet Member for Transport and Highways had been received and circulated. Explanation was given to policy and confirmation that the work was out for tender to be completed in the next financial year.
 - March Newsletter: this had now been prepared by the Chairman and Clerk, checked by SW, and would be circulated with the March parish magazine.

8. New Items for Discussion:

- a. CDC Infrastructure Business Plan:
The existing projects were reviewed, and consideration given to new projects. The Clerk was attending a March briefing. She would enquire about the use of CIL for maintenance projects identified in the Plan and CDC funding for the Pavilion which had been identified in a separate list. **It was agreed that there were no further projects to submit, and no changes required.**
- b. Proposed Solar Farm:
Some members attended the consultation. **It was agreed that no further information was required at this time.**
- c. Annual Parish Meeting:
The WSCC Archivist at the Chichester Records Office had agreed to make a presentation but living a drive away preferred not to be too late. Due to a yoga class booking in the Hall on Thursday 25th April, the meeting could not start earlier than 7.45 pm. **It was therefore agreed that the meeting should be re-arranged for Wednesday 24th April at 7.00 pm. The Chairman to give his address, refreshments served followed by the Archivist's presentation. Details had been published in the newsletter.**
- d. Stable Field – Use as Car Park for RunWisborough:
The field had historically been used for this event parking, but as the land should have been transferred to Parish Council ownership by the time of the event, Council permission was now required. **Members approved use for the RunWisborough event. Clerk to issue Agreement Form.**
- e. Use of the Green:
A request had been received from the Wisborough Green Fete Society to use the Green for the August Bank Holiday Fete on Monday 26th August 2024. Details would be similar to previous years with set up from about 8.00 am, the Fete open from 1.00 pm and the Green cleared by 7.00 pm. **Members were pleased to support the event. Clerk to issue Agreement form.**
- f. Ukrainian Flag:
The previous flag was stolen during a weekend at the end of January. **Members agreed that the flag should be replaced and authorised the expenditure of approximately £60.** The Clerk advised that some cleats also required replacement.

8.32 pm – a member of public left the meeting room.

9. Correspondence:

A list detailing the correspondence and updates received since the last meeting was circulated and displayed. Members were reminded to request any information of interest if it had not been circulated.

Correspondence – Details of emails and letters received.
Horsham District Council – Details of Local Plan Regulation 19 consultation. Circulated. It was noted that the housing allocation had been reduced for the first 5 years. The Clerk would make further enquiries from Horsham District Clerks.
Rural Services Network – The Rural Bulletin.
Joy Dennis, WSCC Cabinet Member for Highways & Transport – explanation to WSCC policy and position regarding the A272 – circulated.
Resident 29.01.24– notification of low hanging branch in Durbans Road – lady walked into it. Highlighted. The property owner was advised and removed the branch.
WSCC Environment (PROW) – notification of updated definitive map to download.
Rural Services Network – The Rural Bulletin.
WG Visitor – email of appreciation for the public toilets. Thanks passed onto the cleaners.
Save Our South Coast Alliance – infrastructure meeting report and details of Grampian conditions – circulated.
WSALC – report of meeting with CDC Officers – uncirculated.
WSCC Nature Recover Strategy – briefing for Town and Parish Councils on Monday 26 th February at 6 pm – details circulated. The Clerk would attend.
Rural Services Network – The Rural Bulletin.
Sussex FA Projects – notification of online workshop, grass pitch key spring maintenance operations and best practice guidance on 26 February. Details forwarded to AB.
SDNPA – February Newsletter.
Gatwick Airport – invitation to community representatives to visit and learn more about the airport.
WSCC Budget update – circulated.
British Regional Transport Association – notification of Guildford/Horsham working group meeting on 24 th February in Horsham
Resident – noticed car on Green early Saturday morning. Went up west road and crossed green following Satnav! Highlighted.
Open Space Society – Spring newsletter.
WSALC – Sussex Police guidance and briefings on Councillor security. Circulated.
Rural Services Network – The Rural Bulletin.
WSCC– Ash Die back work scheduled on the A272 – Idehurst Nursery to Fittleworth Road between 4 th – 7 th March. Traffic controls in place.
SDNPA – Invitation to attend next parish an online meeting on Wed 13 th March at 6.30 pm to update on key activities happening across the Park and a question and answer section. Details to be forwarded to the Chair of the All Parishes Wildlife Group; she had attended previously.
Andrew Griffith MP – update letter: Meeting with residents, free official portrait of HM The King, Gatwick Development Consent Order, Community Ownership Fund, Ukrainian visa scheme. Local & Neighbourhood Plans, SussExport 2024. Circulated. A free official portrait to be obtained.

10. Finance:

- a. Bank Reconciliation: MW confirmed that he had checked and agreed the bank reconciliation for the Barclays Community Account for the month ending 31st January 2024.

b. Accounts for Payment:

The Clerk displayed the Payment List for February 2024 that was approved. To be paid on 20th February online unless stated otherwise.

Online payments for the Barclays Community Account

Payee	Amount £	Description
Screwfix Card payment 24.01.24	89.99	Weed suppressant for Songhurst Meadow trees
JRB Enterprises Card payment 25.01.24	70.56	Dog waste bags
JWS Landscapes Online 26.01.24	300.00	Songhurst Meadow extra grass cut, strimming, hedge and car park tidy
Playdale Playgrounds Ltd Online 26.01.24	448.97	Playground spares and fitting (deposit)
Ms M Strange Online 26.01.24	30.00	Allotment deposit refund
Mr M Trickett Online 06.07.24	135.00	Fair fee 50% refund
Vodafone Ltd Card payment 07.02.24	15.01	Monthly Village Hall Broadband
West Sussex County Council	2,152.11	Clerk's salary and oncosts for January
Wetton Cleaning Services Ltd	792.95	Public toilet cleaning contract for January
	£4,034.59	

Payments from the Barclays Community Account

Date	Amount £	Payee	Description
22.01.24	8.44	IONOS	Auto Card – Monthly website extended support
25.01.24	9.99	HP Instant Ink	Auto Card – Monthly ink replacement service
05.02.24	3.60	IONOS	Auto Card – Monthly email fee
06.02.24	282.65	NEST	Direct Debit - Clerk's pension for January
19.02.24	131.97	British Telecommunication plc	Direct Debit - Broadband and telephone contract (3 months)
	£436.65		

Payments to the Barclays Community Account

Date	Amount £	Payee	Description
24.01.24	990.00	Cambridge & Counties Bank	First 1-year Fixed Rate Bond interest
	£990.00		

Bank Transfers

Date	Amount £	Payee	Description
19.02.24	3,000.00	From Barclays Business Reserve Account	Bank Transfer to 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. The Clerk highlighted that Mr Trickett had accepted the return of 50% of the Annual Fair fee. In answer to the

Chairman's questions, the Clerk advised that Admin Miscellaneous included an election allowance which was not used, the Legal & Professional Fees included the Pavilion Lease and the Path Maintenance had not been spent due to contractor unavailability.

- d. Direct Debit: **Members approved future payments to Vodafone by monthly direct debit.**

11. Other Reports:

a. Village Hall:

- As Trustees, AJ and the Clerk attended the Annual General Meeting on 22nd January 2024. The Hall was being run by a small committee which ideally required a few more members. A Chairman was appointed. The letting income was now back to pre-Covid levels which was encouraging.
- The Trustees had met to discuss the Old Workhouse Tenancy. Further advice and a valuation were being sought from a letting agent.
- The insurance details had been received for the Council's records. The Clerk had suggested to the Committee that a formal building valuation be obtained.
- Information about Martyn's Law relating to terrorist attack security had been forwarded to the Committee.

b. Allotments:

- Vacant plots were being advertised in the next newsletter.
- Ex Councillor, Mr King, had now stood down as Allotment Supervisor. **It was agreed that the Clerk would act as the sole contact.**

- c. All Parishes Meeting: SW and the Clerk attended the online meeting on 19th February. Brief explanation of the presentations was provided - Hyde Housing, fly tipping, rural policing, unauthorised encampments, and the Chichester City regeneration strategy.

- d. Health & Safety: There were no matters to raise.

12. Any Other Matters to Report:

- a. The Clerk reminded members to complete their maintenance inspections and review the risk assessments by the beginning of March. To be reviewed at the March meeting.

13. Date of Next Meeting:

Data Protection Training – Tuesday 5th March 2024 – Data Protection training 7.30 pm (Zoom)
Planning Committee – Tuesday 5th March 2024 at 8.30 pm (only if required)
Parish Council Meeting – Tuesday 19th March 2024 at 7.45 pm

There being no further business, the meeting closed at 9.53 pm.

Signed by the Chairman: Dated:

