

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 16th March 2021

Date: Tuesday 16th February 2021

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

In Attendance: Mrs L Davies, Clerk
Cllr G Evans
Cllr J Duncton

Members of Public: 4

Due to the Coronavirus Pandemic, the meeting was held online via Zoom that was permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. The Chairman opened the meeting at 7.45pm and welcomed all. The Chairman advised that the meeting would be recorded for minute preparation only, and the recording then deleted.

1. Apologies for Absence:

All members were in attendance.

2. Declaration of Members' Interests:

As the applicant, MW declared his interest in the planning application for Copse Cottage. PD declared that he was an acquaintance of the applicants for both Pear Trees and Lowfold Farm, and that he would also benefit from improved mobile signal in relation to the pre-application consultation on a mobile mast. LB declared her interest in the mobile mast as it was outside her property. AB advised that he knew the applicants of Lowfold Farm.

3. Minutes of the Last Meeting:

The Clerk highlighted an error that had been corrected; the Bank Reconciliation was for the end of December 2020 and not January 2021 as stated. The Minutes of the meeting held on Tuesday 19th January 2021 were approved as a correct record and would be signed by the Chairman at a later date.

4. District/County Councillor Updates:

District Councillor (In attendance from 7.45 until 8.00 pm):

Cllr Evans had circulated an update in advance of the meeting, summarised below.

- COVID-19 Vaccine Rollout: Chichester District Council (CDC) was working closely with local NHS colleagues and sharing regular information on their progress. Identifying further vaccination sites and getting approval for use was being progressed.
- COVID-19 Business Support: New grant schemes were open for applications from eligible retail, hospitality and leisure business. Information available on the CDC website.
- Local Plan: Opposition members had taken part in meetings with senior officers in CDC Planning and the Leader and Cabinet Member for Planning to discuss Local Plan concerns, mostly relating to information being provided by external organisations and the impact on the formation of the Plan.
- Holding Southern Water to Account: The Council wrote to OFWAT to request that they intervene to force Southern Water to 'come clean' on a range of very substantial shortcomings with severe implications for the Local Plan, communities, and the health of Chichester Harbour. This letter had now been published, although a full response from OFWAT was awaited.
- The Conduct of Council Business: January's meeting had to be split, with significant items deferred to an additional meeting, which was scheduled at short notice in the daytime, yet again penalising those who work. The conduct of certain debates was a further cause of concern, given the apparent attempts to reduce public scrutiny and constructive suggestions. An example was provided.
- Support for the Homeless: At the end of last year, CDC secured a £60,000 Government grant; £32,000 would be used for temporary accommodation for rough sleepers during the pandemic and £28,000 would go to local homeless charity, Stonepillow, to extend their Housing First team. CDC also successfully applied for a larger grant amounting to £400,000, which had gone to Stonepillow to expand their accommodation.
- CDC Participation in National New Tree Planting Scheme Pilot: CDC has been chosen as one of five local authorities in England to take part in a new, £2.5m tree planting project with the Department of Environment, Food and Rural Affairs (DEFRA), which aimed to increase tree cover in rural and urban areas.
- CDC Climate Action Plan Approved: An incredibly important milestone for the Council. The role of the Citizens' Assembly was discussed, and it was reinforced that their aims were to improve awareness and build consensus in support of actions that needed to be taken by the Council and by individuals.
At the All Parishes Meeting, the Chairman had questioned whether a cost benefit analysis had been undertaken particularly at this time when budgets were stretched; his question was not answered.
- Lagoon 3: The owners of Crouchland farm have agreed to release the charge they held over Lagoon 3 so that it can be sold to a third party and cleared up. This was good news for the community and the environment. Cllr Evans would continue to monitor closely and follow up with the relevant authorities to seek assurances that any new owner would clean up the lagoon before the deadline expired for the existing planning enforcement notice.
A meeting has been arranged at with CDC and Kirdford and Plaistow and Ifold Parish Councils to discuss these concerns.

The Chairman was pleased to hear the positive news about Crouchlands.

- Loxwood Claypit: Cllr Evans continued to attend meetings with the campaign group which aimed to oppose this application. More information could be found on the campaign website <https://www.stoptheclaypit.org/>
- Full Council Meeting: Tuesday 2nd March at 2 pm. The budget would be the main agenda item at this meeting. The roll over meeting (if required) was Friday 9th March at 9.00 am.

County Councillor (In attendance from 7.45 until 8.00 pm):

Cllr Duncton had circulated an update in advance of the meeting, summarised below.

- The main consideration for WSCC at the last Council meeting was the budget. As this was the last full Council before Purdah (elections in May), all motions not taken had to be cleared before the new Council.
- Council had now ratified that all Household Waste and Recycling Sites should remain open. Social distancing measures caused delays and the police had expressed concern at the resulting vehicle queues. The Cabinet member for Environment would review options for mitigating these impacts for the spring peak demand and, if required, propose any actions to improve the management of vehicles. Currently there were no plans to introduce measures at Billingshurst which has quite a long access drive.
- The County Council Tax would rise by 1.99%. WSCC had again taken advantage of the Government allowing 3% to be taken for Adult care resulting in a total rise to 4.99%.
- Council approved the County's Reset Plan which had 5 main points. 1. Made in West Sussex reflecting residents, communities and businesses needs and building on our own strengths. 2. Learning from our own and other experiences including Covid 19, 3. Realistic optimism and a sustainable business plan, 4. All this needs to be held together consistently with a focus on agreed priorities and 5. Provide clarity about what successful outcomes look like in 12 months' time.
- Operation Watershed would continue with about £300.000 included in the budget.
- The budget was balanced without the need to use reserves.
- About £90+ million has been spent on the Pandemic but central Government had reimbursed the majority.
- Cllr Duncton continued to report potholes. Last year WSCC repaired 20,500 about 4000 up on the previous year. The County budget had added about £11 or 12 million to the budget on top of Government Grant.
- For the District Council, Cllr Duncton advised that the Cabinet had agreed to increase the Band D Council Tax charge by £5, from £165.81 to £170.81 per year. It was still to be ratified by Full Council.

The Chairman provided Cllr Duncton with an update on the WSCC response to the Community Highways Scheme application, quoting other examples where applications had been successful. Cllr Duncton agreed to follow up with Highways and the Cabinet Member.

5. Public Questions:

There were no public questions.

6. Report on on-going matters:

a. Gatwick Airport:

The Chairman advised that an update would be included in the next newsletter. The government had chosen to extend the current night flight regime to October 2024; the last review was in 2006. Night flights were at last being recognised as having health implications and so this extension was both complacent and irresponsible. **Members delegated the completion of the night flight consultation to the Chairman.**

The government's zero-carbon by 2050 pledge meant that airports were all rushing to expand their capacity before the associated 365m cap on passengers was implemented, up from 297m in 2019. The concern was that if all airports pressed on, capacity would reach 532m. Despite the air industry currently being impacted by Coronavirus, Gatwick was aiming for a 50% increase in passenger numbers by 2050, not least by bringing its emergency runway into regular use.

It was encouraging that the Noise Management Board was now moving from establishing process to discussing change.

b. Traffic Management Plan (TMP)/A272 Noise and Speed:

SW and SR had met online with the new Chief Inspector of Sussex Safer Roads Partnership to discuss village concerns and WSCC's response to the Community Highways Application for a buffer zone on the west side of the village. He was new to the role and therefore catching up with local issues. He was very keen to support Community Speed Watch with the introduction of *ad hoc* police presence at the same time to hopefully impress on anti-social drivers that the police were aware of their behaviour. He was happy to join the next Traffic Management Plan meeting. In relation to acoustic cameras, SW advised that the police were still assessing the Kensington and Chelsea trial to ensure that convictions were upheld; if successful, a trial in West Sussex was anticipated.

In relation to the buffer zone, the officer responsible was currently on leave but communication would be followed-up; the police supported the scheme. Although some residents had written to the Parish Council to offer support, potentially more evidence was required. It was proposed to circulate a survey for easier completion; members approved.

c. New Sports Pavilion:

A meeting was held with representatives of Wisborough Green Sports (WGS) on 4th February 2021 to consider revised plans which had addressed many of the concerns raised by CDC; minutes of the meeting had been circulated. Following this meeting, slight adjustments had been made and the latest plans had been circulated. The latest plans were displayed which were compared against the February 2020 proposal. AJ gave explanation to the changes, and impact upon the design and key views. Members acknowledged and accepted that the gap between Kirdford Road

and the building had reduced, but the roofline changes and increased roof terrace had lessened the building's impact on the vista. There had been some reduction in the internal space, but the WGS Chairman confirmed that it still met their requirements. The external materials were to be confirmed, but the original proposal was for natural larch that would weather to a grey finish. Members discussed the details and resolved that:

- The Parish Council supported the design.
- Further pre-application opinion on these plans to be sought from CDC initially, with a 1-month response deadline, to avoid any further delay.
- If no further changes were required, a planning application was to be submitted.
- As previously agreed, the application was to be submitted by the Parish Council.

d. Songhurst Meadow:

The Chairman advised that he had met with Runnymede and a CDC Officer onsite on 26th January to confirm details for the Open Space Management Plan to be submitted to CDC by Runnymede. The route of the path was agreed which included the full 750m route as well as the south field leg and linking path to the north. The car park entrance would be reduced, and the kerbs realigned to allow an oak height barrier to be installed, the suggestion being about 1.9-2.0 metres to give clearance for a large car but not a Transit van. The line of the ditch and bund, to prevent unauthorised incursions, was confirmed; the attenuation ponds were natural barriers so extension of the bund was unnecessary. The maintenance access could not be moved due to insufficient access space where the Parish Council proposed. In relation to the path, MW had obtained estimates from a local contractor and the Runnymede groundwork contractor. **Members agreed that as the path length had now been confirmed, MW to obtain updated costs to aid further discussion with Runnymede.**

e. GoGigabit Scheme

An email link to enter property details was not being received by the Clerk and contacting Openreach had proved extremely difficult. Contact had now been established and property details provided to Openreach to enter onto their system. The Clerk was concerned that the government and WSCC voucher schemes were due to close on 31st March 2021 and would continue to chase. TW offered his help if the problem persisted.

f. West Sussex Association of Local Councils:

The Chairman provided a further update on the dissolution of the Sussex and Surrey Association of Local Councils, advising that Surrey and East Sussex had now established their own arrangements with effect from 31st March. The Chairman would be attending a briefing on 18th February with the Annual General Meeting on 25th February. The Chairman read out the Special Resolutions which would be

voted on at the AGM, which has also been provided to members in advance of the meeting. Members resolved that:

- PD and SR would represent the Parish Council and vote at the AGM.
- The Special Resolutions at the AGM were supported.
- Three months' notice to resign from West Sussex Association of Local Councils to be given. It was noted that this resignation could be withdrawn at a future date.

g. Clerk's Report:

- Scout Hut Lease: The Parish Council's solicitor had now forwarded the amended Lease with comments to the Scout Group's nominated tenant. The solicitor had highlighted that it would be the Scout Group's responsibility to transfer title when the 'named person' changed. A shorter-term lease might make this more manageable.
- School Project: The school had emailed to enquire into funding for an outside learning area. Explanation had been given to Parish Council restrictions and developer contributions; it was possible that the Parish Council could allocate Community Infrastructure Levy (CIL) funding. No further details had been received.
- Butt Meadow/Wyatt Close surface water: WSCC had not resolved the overflowing surface water gully in Wyatt Close. Although it had previously been reported through the Love West Sussex website, the problem had now been escalated through a highways officer.
- Annual Parish Meeting: Members agreed to hold a virtual meeting. To be advertised in the newsletter.
- Litter Picking: With the Coronavirus uncertainty, members agreed to delay until May. Date to be confirmed.

7. New Items for Discussion:

a. Village Green Levelling and Drainage:

AB reminded members that this project had been discussed when considering CIL funding. WGS committee members and Trustees met to consider further and the Trustees agreed to contribute £20,000 to the project. The individual Clubs would provide additional funds and fundraising for the balance was now being considered. There was momentum to undertake the project as soon as possible, and the ideal time would be Summer 2021. AB displayed an aerial view and gave explanation to the proposal and drainage specification. It would inevitably cause disruption to use of the green for sport, the public and village events. It would be inaccessible to the village for between 2 - 2 ½ months for public safety and to allow the grass to re-establish; temporary fencing might be required. A full specification was being prepared, but an initial indication suggested the full project, for the drainage and levelling and initial aftercare, would cost in the region of £66,687 plus VAT. If the project were undertaken this summer, cricket would finish in mid-August, and the green not used for sport until June 2022; it was accepted that football would not be played on the green during this year's season. In answer to

MW's question, AB gave explanation to the drainage method and outlets. He confirmed that WGS had also agreed to budget water costs to establish the grass, with AB providing a temporary irrigation system. With dryer summers, AB acknowledged that the grass growth could be affected with improved drainage, but he hoped that the proposed scheme would remove excess water quickly but still create some water retention; drainage was the primary concern, with irrigation a secondary consideration.

Members discussed the implications for the August Fête and whether the work could be phased or start after the Fete to allow the community to come together, especially as the 2020 Fête had been cancelled. Unfortunately, Songhurst Meadow would not be available. As a Fête Society member, the Clerk advised that use of the Little Green or road closures would be unmanageable and create safety concerns. AJ suggested that if a phased approach were undertaken, the Fête and Horticultural marquee could be re-located to utilise more of the area behind the Pavilion. AB agreed that this was an option, but the mobilisation fee might increase. The Clerk highlighted that with the contract value, the tendering process, as detailed in the Financial Regulations, would need to be followed which included use of the government's contract finder website. Having enquired into the availability of the Section 106 funding from Great Meadow for this project, the Clerk was aware that CDC grant funding was potentially available; the S106 funding could only be used for the Pavilion project.

After further discussion, members agreed:

- In principle, the Parish Council supported the proposal for both the drainage and levelling.
- **AB to provide final plan for future discussion, to include potential lead times.**
- Further consideration of August Fête arrangements using the north-end of the Green. It was thought unlikely that it would be the busiest of fêtes due to Covid.
- Agreement should be sought from the September Fair operators that they operate to the rear of the Pavilion for one year; they had previously indicated a willingness to do so.

b. Grass Cutting Contract for the 2021 Season:

Sussex Land Services had submitted their quotation with a nominal £24 increase, which members agreed to accept. It was noted that if the drainage and levelling work were undertaken, this would impact upon the contract. **Clerk to advise the contractor and seek a commensurate reduction.**

c. Public Toilet Cleaning Contract for 2021/2022:

Pyzer Cleaning Services had submitted their quotation; there would be no increase on the current cleaning charge although supplies could increase slightly. Members agreed to accept and agreed expenditure for a deep clean after the winter for £125. The company appreciated the installation of a hot water supply.

d. Risk Assessments:

Members agreed to undertake. **The Clerk to allocate and provide the assessment sheets for completion and review at the next meeting.**

8. Correspondence:

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

Correspondence – Details of emails and letters received.
Billingshurst Parish Council – notification of planning application to combine 2 of the units on the Billingshurst Business Park to create a larger retail unit for Lidl. www.spbroadway.com/billingshurstbusinesspark .
CDC – District Dispatch – circulated.
Rural Services Network – The Rural Bulletin.
ERTA Voluntary Transport – notification that Waverley Council due to deliberate on the bid for a canal rather than a railway on the old trackbed of the former Guildford-Horsham rail link on 24th February. Campaigning to reinstate the rail link from Shoreham to Guildford.
Dr J Sutcliffe – making aware of detailed planning application submitted to Horsham DC for 6 business units next to Hepworth Brewery; outline planning approved in 2018. Potentially part of plan for new housing.
GACC – Meeting presentations from 18 January – circulated
GACC – Newsletter 13 – Night flights – circulated.
APCAG – update on night flights consultation – two parts, with the first closing on 1 st March.
Rural Services Network – The Rural Bulletin.
RSPCA – looking for permanent pitch to site publicity coffee shop to attract dog walkers and promote RSPCA and Mount Noddy. Clerk advised that no suitable sites.
Catja de Haas Architects – details of three online lecture evenings linked with Chichester an Amazing Future – topics covered are: Climate Change and Coastal Areas, Different Homes and Houses, Community and Transport. Beginning of March, 10 minute lectures, no mention of charge.
Rural Services Network – The Rural Bulletin.
SDNP Newsletter - circulated
Rural Services Network – The Rural Bulletin.

9. Planning:

a. New Planning Applications:

The following applications were reviewed. Application details had been circulated in advance of the meeting and were also displayed.

Application Number	Application Details
SDNP/21/00052/HOUS – Case Officer Lauren Cripps	Mr J Gould Pear Trees , Fittleworth Road, Wisborough Green, RH14 0HD Proposed swimming pool with associated hard surfacing and oak framed garden room. <u>No Objection</u>
WR/20/02773/FUL - Case Officer: Vicki Baker	Mr M Watson S Atkinson Copse Cottage Harsfold Lane Wisborough Green RH14 0BD Substitute Plans - erection of ancillary building to provide garage and home office O.S. Grid Ref. 505130/125304 <u>No Objectgion</u>
WR/21/00141/OBG - Case Officer: Jane Thatcher	Mr Michael Weeks Land East of Winterfold Durbans Road Wisborough Green West Sussex Application for Deed of Variation of S106 Agreement – Affordable Housing O.S. Grid Ref. 505116/126219 <u>No Objection</u>
WR/21/00117/FUL - Case Officer: Vicki Baker	Mr & Mrs B Osmaston Lowfold Farm Fittleworth Road Wisborough Green RH14 0ES Proposed conversion of existing barn into a residential dwelling. O.S. Grid Ref. 504180/124598 <u>No Objection</u> but in view of the Parish Council’s support of dark sky policies and initiatives, would request automatic blinds or glazing film be installed on the roof lights to prevent the egress of light at night.
WR/20/02859/FUL - Case Officer: Vicki Baker	Mr Richard Chandler Malthouse Plantation Barn Fittleworth Road Wisborough Green West Sussex Change of use from agricultural / forestry building to holiday accommodation. O.S. Grid Ref. 503730/124207 <u>No Objection</u> .
SDNP/21/00296/LIS Case Officer: Beverley Stubbington	Mr John Massey Oldsmith, Fittleworth Road, Wisborough Green RH14 0EU O.S.Grid Ref: 503332/123716 Repointing of the east chimney brickwork and replacement of missing tiles at the base with lime mortar and matching reclaimed tiles. <u>No Objection</u>

b. Chichester District Council Planning Decisions:

Application Number	Application Details	Decision
WR/20/02433/TPA - Case Officer: Henry Whitby	Mr Christopher Sclater Hawthorns Newpound Lane Wisborough Green Billingshurst Remove 2 no. lower limbs on south sector on 1 no. Oak tree (T1), subject to LX/97/01121/TPO.	PERMIT
WR/20/02247/DOM - Case Officer: Vicki Baker	Mr Ross Palmer Wilton Cottage Kirdford Road Wisborough Green RH14 0DB Single storey rear extension.	PERMIT
WR/20/03182/DOM - Case Officer: Vicki Baker	Mr D Vickery 5 Wisborough Gardens Wisborough Green RH14 0EB Proposed two storey rear in-fill extension to north-west corner.	PERMIT

- c. Pre-application Consultation – Proposed radio base station installation: Details had been received of a proposed application for the installation on a grass verge of Fittleworth Road opposite the junction with Pallingham Lane, Wisborough Green:
The consultation letter and proposal details had been circulated in advance of the meeting. The proposal was discussed in detail. Although members recognised the importance of improving mobile communications, the information provided did not demonstrate that Wisborough Green residents would have a significantly improved mobile network service delivered, in either coverage or provision of 5G. It was agreed that observations only should be submitted, with reference to the site in a sensitive area and possible challenge to meet relevant local planning policy. The Parish Council would agree a formal comment should a planning application be forthcoming.

10. Finance:

a. Bank Reconciliation:

HT confirmed that he had checked and agreed the Bank Reconciliation for the Parish Council's Barclays Community Account for the period ending January 2021. The Clerk confirmed that two cheques from November were still unrepresented and she was following up.

b. Accounts for Payment:

The Clerk displayed the Payment List for February 2021 which was approved.

Online payments from the Barclays Community Account

Payee	Amount £	Description
Deep Clean Devils Ltd	216.00	Viral treatment of playground, benches, and public toilets
Pyzer Cleaning Services	504.30	Cleaning of public toilets and supplies
West Sussex County Council	1,739.21	Clerk's salary for January
Sussex Land Services	270.00	Allotment hedge cutting
I F C Davies	536.40	Village maintenance – benches, posts, clearing car park drain, oiling noticeboards, allotment gate
Total	£3,265.91	

Direct Debit Payments from the Barclays Community Account

Date	Amount £	Payee	Description
22.01.21	18.34	Business Stream	Allotment water
05.02.21	230.48	NEST	Clerk's Pension contribution for January
19.02.21	28.20	PlusNet	Village Hall Broadband
Total	£277.02		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
05.02.21	3,916.00	Groundwork	Neighbourhood Plan Grant
Total	£3,916.00		

c. Monthly Financial Statement:

The statement was displayed. There were no items of concern to report. The current bank balances were highlighted.

- d. Internal Audit: The Clerk had reviewed the Financial Regulations and there was no requirement to periodically change the internal auditor. In view of the current Covid regulations and the possibility that the audit would need to be undertaken remotely, the Clerk felt that it was beneficial to use the current auditor who was familiar with the council; his charge remained unchanged. Members agreed to engage Peter J Consultants to undertake the audit.

11. Other Reports:a. Village Hall:

The Village Hall remained closed due to Covid restrictions. The Committee continued to submit grant applications for the building project but had, today, received disappointing news that the BIFFA grant application was unsuccessful. The work was still scheduled to start at the end of April 2021 prior to the planning permission expiring.

b. Allotments:

Members agreed that a polytunnel and fruit cage could be erected on allotment 7B, noting that wheelchair access was required. The Clerk hoped that all plots would be

allocated from 1st April.

The allotment holders were actively collecting rainwater from the Scout Hut roof to reduce the water charge. Tanks had been placed at the top of the site and a request to use the Scout Hut electricity to pump water up from the collection tanks had been received. Although not purely his decision, as Scout Group Chairman, AJ had no objection.

c. Health & Safety:

There were no concerns to report.

- d. All Parishes Meeting and Chair's Briefing: The Chairman confirmed that he attended the CDC Meeting on 8th February, and the SSALC Chair's Briefing on 9th February. His comments and presentation slides had been circulated. There were no further questions.

12. Any Other Matters to Report:

- a. The Chairman advised that during the recent cold spell, he received emails from Bedham residents requesting that the road be gritted; due to the number of springs that flowed onto the road, there were sections of ice across the whole road. Unfortunately, this gritting fell outside the WSCC Winter Management Plan, but it did highlight that the gritter, donated by the Bedham residents to the Parish Council, required servicing and electrical adjustment to connect to an E P Clark vehicle, which undertook gritting in the Parish. Cost details would be provided at the next meeting.

13. Date of Next Meeting:

Planning Committee Meeting: Tuesday 2nd March 2021 at 8 pm (if required)

Parish Council Meeting on Tuesday 16th March 2021 at 7.45 pm.

There being no further business, the meeting closed at 10.15 pm.

14. Exclusion of Press and Public: Members resolved under Section 1(2) the Public Bodies (Admission to Meetings) Act 1960, and pursuant to Standing Orders (3d), to exclude the press and public due to the confidential nature of the business to be discussed.

Neighbourhood Plan Update: The Clerk provided an update on the last site consultation event; a Site Selection Report and Consultation Report were now being prepared, for future approval by the Parish Council. The grant funding application had been successful and a consultant, James Garside Planning Ltd, had been engaged to provide further assistance through to submission to CDC. Details had been provided to AECOM to conclude the Habitat Regulations Assessment and Strategic Environmental Assessment. A progress update would be provided to CDC.

Community Storage and Garage Purchase: The Parish Council had been given first refusal to purchase a garage that was currently used by the Fête Society. The Clerk had

been unable to secure a valuation of a fair sale price. Although the storage would be an asset for the village, members agreed that the condition and evidence of movement did not justify the cost. Members agreed that the owner and other interested parties should be advised.

There being no further business, the meeting closed at 10.46 pm.

Signed by the Chairman: Dated: