

DRAFT MINUTES TO BE AGREED ON 18TH JUNE 2024

Date: Tuesday 21st May 2024

Present: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ)
Mr M Ogden-Meade (MOM), Mrs S Winship (SW), Mr T Worrall (TW)

Apologies: Mr H True (HT), Mr M Watson (MW)

In Attendance: Mrs L Davies, Clerk

Members of Public: 1

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

- Apologies for Absence:
Apologies were received and accepted from Mr True and Mr Watson.
- Election of Chairman:
Mr Drummond invited members to propose or nominate for the role of Chairman.
Mr Drummond was proposed by Mrs Winship, seconded by Mr Worrall. Mr Drummond confirmed that he was willing to stand. As there were no further nominations, he was unanimously elected as Chairman. 'A Declaration of Acceptance of Office' was signed. Thanks extended to Mr Drummond for continuing in this position.
- Election of Vice-Chairman:
The Chairman invited members to propose or nominate for the role of Vice-Chairman.
Mrs Winship was nominated by Mr Drummond, seconded by Mr Jackson.
Mrs Winship confirmed that she was willing to stand and as there were no further nominations, was unanimously elected. A 'Declaration of Acceptance of Office' was signed.
- Declaration of Members' Interests:
PD advised that he knew the Land South of Dunhurst Barn planning applicant socially.
AJ advised that he was a neighbour of Songhurst Meadow.
- Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 16th April 2024 were approved as a correct record and signed by the Chairman.
- Minutes of the Annual Parish Meeting:
The Minutes of the meeting held on Wednesday 24th April 2024 were approved as a correct record and signed by the Chairman. All expressed thanks and appreciation to Mrs Wendy Walker who gave a fascinating presentation on the Chichester Record Office. In terms of matters raised:
 - The condition of the A272 - to be discussed later in the meeting.
 - The car fire in School Road - no further information or comment.

- Neighbourhood Watch Village Coordinator – as a result of the meeting, another resident was now interested in the role and had contacted the district coordinators. Members were pleased and expressed their thanks.

7. Minutes of the Last Planning Committee Meeting:

The Minutes of the meeting held on Tuesday 14th May 2024 were approved as a correct record and signed by the Chairman.

8. District/County Councillor Updates:

District Councillor: Cllrs Evans and Todhunter had sent their apologies. A report was circulated in advance of the meeting, summarised below.

Local Updates:

- Crouchlands – The developer intended to appeal all live applications on grounds of non-determination. Cllr Evans and Cllr Todhunter were in close contact with the Planning Team. They would update us as soon as there was further information.
- Shop Development Loxwood – The shop development was going ahead as planned, would be built at the same time as the rest of the development and begin in the next few weeks.
- Potholes – Continuing to have residents approaching about potholes. Advised that this was a WSCC issue, but they reported when aware. The emergency number for potholes which were a safety risk could be reported via the emergency number 01243 642105
- Speed Awareness – Been volunteering in recent weeks with other local residents in Loxwood, helping to gather important data to get a picture of the speeding issues in the village. Speeding is also a number 1 concern within the community.
- Supporting Community Events – There were a number of community events coming up across May and June which Cllr Evans would be supporting. On May 6th (Bank Holiday) the Plaistow Preschool Maypole, Saturday 18th May competing in the 5km Northchapel run raising funds for their local school and on Sunday 9th June taking part in Runwisborough.

CDC Wide Updates:

- Local Plan – The Chichester District Council (CDC) Local Plan for 2021-2039 was submitted on Friday 3rd May to the Secretary of State for Examination. We now await their response to this and will update once further information is available.
- Evening Meetings – next Full Council meeting on Tuesday 21st May would be the first evening meeting. The long-term aim was that this extended to more meetings providing a mix of daytime and evening meetings, opening the democratic process to many more people.

District Councillor Surgeries:

Cllr Evans is available to meet residents face to face via one of his regular surgeries. Gareth will be available at the advertised venues from 12pm-2pm:

Saturday 18th May 2024 – Old Mill Café, Wisborough Green

Saturday 15th June 2024 - The Onslow Arms, Loxwood

Saturday 22nd June 2024 - Northchapel Club, Northchapel

Saturday 13th July 2024 - Plaistow Stores, Plaistow

Saturday 24th August 2024 - The Stag Inn, Balls Cross

Saturday 7th September 2024- Kirdford Stores, Kirdford

Saturday 21st September 2024 - Old Mill Café, Wisborough Green

Should the suggested dates not be suitable for you or there are any other reasons preventing you from attending then it is possible to arrange home visits, telephone calls or zoom meetings.

Our contact details are:

Cllr. Gareth Evans, email gbevans@chichester.gov.uk or telephone 07958918056

Facebook: <https://www.facebook.com/GarethEvansLoxwood>

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

Facebook: <https://www.facebook.com/Charles4Loxwood>

The Chairman commented that the report was Loxwood centric this month, but perhaps related to current action.

Cllr Todhunter to be asked to provide the Local Plan examination timetable.

West Sussex County Council (WSCC): Cllr Duncton had sent her apologies. A report had not been received.

9. Public Questions:

The members of public attended the meeting to listen to discussion having applied to join the Council.

10. Policy Documents:

Members resolved to adopt the following policies:

- a. Code of Conduct – adopted unchanged.
- b. Financial Regulations – the model, with suggested adjustments made by the Clerk, was reviewed. The changes and financial limits were agreed, being recorded by the Clerk. The document was then adopted. The Clerk advised that the Internal Auditor was happy with the current payment authorisation process but was asked to ascertain if further signatories could be added to the Barclays account for online authorisation. It was resolved that AB and TW be added as signatories, if possible.
- c. Standing Orders – adopted unchanged and it was agreed that the financial limits should be altered in line with the new Financial Regulations. Delegated to the Clerk.
- d. Investment Policy – adopted unchanged.
- e. Developer Engagement Policy – deferred to the next meeting.

11. Councillor Interests and Committee Membership:

- a. Members' Areas of Interest: The following were agreed:

Area of Interest	Allocated Councillors
Planning Committee	AB/PD/AJ/MOM/HT/MW/SW/TW
Finance Committee	PD/AJ/HT/MW
Green Co-ordination Group	AB/MW
Local Council Associations/Outside Bodies	PD Agreed he would represent the Parish Council and have voting rights at the West Sussex ALC AGM and at other association meetings, as necessary. Voting rights transferred to SW as Vice-Chairman if PD unable to attend.
Traffic Management Plan Group	HT/SW/Clerk
Neighbourhood Plan Review Group	AJ/MOM/Clerk/Community Members

	It was noted that a further member was desirable.
Youth Activities	AB
Major Emergency Plan	AB/MOM/TW/Clerk The Clerk advised that she would establish a WhatsApp group to aid communication.
Winter Management Plan	MOM/TW
New Pavilion Project	AJ/MW
Pavilion Trustee Liaison	AJ/MW
Village Hall	AJ/Clerk
Monthly Bank Reconciliations	HT
Community Speed Watch Coordinator	SW
Gatwick Airport	PD
Communications	PD/MW/TW
Playground Inspections	Clerk and MOM to cover in the Clerk's absence.
Allotment Supervisor	Clerk
Tree Warden	SW

b. Finance Committee:

Membership of the Committee was agreed under item 11a. PD was nominated as Chairman, proposed by AJ, seconded by SW. All were in favour. The Terms of Reference were adopted unchanged.

c. Planning Committee:

Membership of the Committee was agreed under item 11a. AJ was nominated as Chairman, proposed by PD, seconded by TW. All were in favour. The Terms of Reference were adopted unchanged.

d. Green Co-ordination Group:

Membership of the Committee was agreed under item 11a. The Terms of Reference were adopted unchanged.

e. Neighbourhood Plan Review Steering Group:

Membership of the Group was agreed under item 11a. The Terms of Reference were adopted unchanged.

12. Report on on-going matters:

a. Neighbourhood Plan (NP)/Chichester Local Plan:

- Two meetings had been held with developers; Tanglewood which had changed development companies and were presenting slightly adjusted plans, and a new site which was being promoted for the Neighbourhood Plan Review.
- The Stable Field land transfer had yet to be completed as it was linked to the overall land transfer.
- The Local Plan had been submitted for examination. CDC had now provided links to further information about the Local Plan housing allocation which PD, SW and the Clerk were reviewing. **All were asked to review the changes from the Regulation 19 Plan and the submitted Plan.**

b. Public Toilets:

The Clerk advised that she was struggling to change ownership with Business Stream and the electricity company. Telephone calls had been made and a contact form completed for both; CDC had now submitted a new ownership form to the electricity company. The Clerk would pursue.

The Clerk advised that an electrical safety check was required in August and that the toilet pan in the ladies was cracked and loose. She would obtain quotes for both.

Members approved expenditure for two clip frames for the entrance doors to display closure notices if needed.

c. The west road:

A design for oak planters to replace the temporary road trial was displayed. It was explained that the planters would be about 800 mm in height to avoid a pedestrian trip hazard and that the current signs would be reused, positioned on posts secured to the planter. The residents were happy with the design and had offered to cover the cost as well as assuming responsibility for planting and maintenance. The planters would be Parish Council property. **Members supported the design. Quotations to be obtained.**

d. Songhurst Meadow:

At the last meeting, members had discussed the dog fouling issue and suggested that perhaps shorter grass might act as a deterrent as dog fouling on the Green was less apparent. **Members therefore agreed to instruct the contractor to cut weekly for June and July at an additional cost of £260 per month. To review and determine at the July meeting if weekly cutting should continue until late October.**

The Clerk advised that identified maintenance items had now been addressed, including replacement fence posts around the pond. The grass cutting contractor, engaged to create woodchip circles around the trees, had revisited this decision and advised that spraying around the trees would be more appropriate. He was concerned that woodchips would be spread by the grass cutting and animals. **Members accepted this suggestion. Clerk to organising spraying, the cost of which would not exceed the previously agreed woodchip cost.**

The Alder trees were suffering from a beetle attack. Four trees along the verge were showing signs of significant decline and she was seeking advice about these; new trees may be required. A further tree in the car park was now being attacked. Having sought advice, she was advised to spray with soap solution and install tree bands to prevent crawling larvae. **Members supported this action and expenditure.**

e. Pavilion:

PD explained that the Annual Meeting with the Trustees was held on 8th May 2024; minutes had been circulated. It was a positive meeting and there was clear agreement that the current Pavilion required maintenance, not only to address safety concerns but to increase footfall particularly by women, both for sport and socially. The new Pavilion and fundraising ideas were discussed.

PD was therefore disappointed to have received the subsequent email (also circulated), the tone of which, he felt, failed to represent the meeting. He totally understood that the Trustees wished to concentrate efforts on the new building, but with the increased build cost, and reliance upon receiving 50% of Community Infrastructure Levy (CIL) from an unconfirmed housing allocation of 75 dwellings, he did not believe that this would be achieved within 3 years following planning approval. The Parish Council was already preparing strong representation to challenge the housing number, the Neighbourhood Plan process would need to be completed, which would take at least 2 years, obtaining planning permission was a lengthy process, particularly if planning permission was not immediately sought, and there was an assumption that the Parish Council would use CIL funding to this level. It was clear that the current building could not be allowed to continue deteriorating for an undetermined length of time, not least with the balcony being a safety concern.

Positive ideas were explored at the meeting to address current concerns; create an internal wall to screen the changing room doors, extend the room under the balcony with bifold

doors to fully open up the room in the summer, upgrade changing facilities, showers and toilets, provide a female changing room under the stairs and a clad temporary storage container at the rear. PD advised that he had floated the idea of the Parish Council taking out a Public Works loan which he felt made this idea more attractive. AJ concurred, suggesting that this would be a grant to WGS.

PD had been shown around the building and it was in a far worse a state that he had anticipated. It was clear that little had been done to the building in recent years. AB disputed this, advising that the Stoolball group had painted the interior, funded by WGS and other maintenance items had been discussed at committee meetings. PD highlighted that in a building survey two years ago, the drains had been identified as requiring attention, at a cost of £1,800, but the work was not undertaken; they were now blocking. AB did acknowledge that the balcony was unsafe.

The Parish Council's solicitor had provided guidance on ownership; the Parish Council did own the building and it was leased from the Parish Council. If the lease was not renewed, it would revert to the Council. AJ advised that the Council's ownership was new knowledge and not the historical understanding that the building was WGS's, to use, manage and maintain; the lease element was a technicality. He highlighted that the Trustees were currently not fulfilling their lease obligations by not maintaining the building and this needed to be done. If the building was not maintained, people could go elsewhere which would then make the future building unachievable.

AB highlighted that any changes to the building would need to meet current building regulations and there was a general principle that a new building rather alterations to an existing was sometimes cheaper. PD believed that £250,000 could be spent on the current building to make it fit for 20 years. SW noted that the Trustees included disabled access in their suggested work. MOM agreed that achieving in 3 years was an unrealistic timeframe. AB expressed concern that if the Trustees leading the new build project were undermined, the new project would not be achieved and they would walk away.

Financing the new build was discussed at the meeting. The Trustees had undertaken calculations which implied that £72,000 CIL would be forthcoming from the Stable Field development, although this was unconfirmed. The Clerk advised that about £21,000 Section 106 funding from the Great Meadow development was being held by CDC for Sport & Leisure with a spend deadline of February 2030, and the Parish Council held about £17,000 CIL allocated to the Pavilion.

After some further discussion, it was agreed that:

- **The Parsh Council wished to see a thriving sports clubs and did not want to change the current arrangement.**
- **The building was now deteriorating, and safety concerns needed to be addressed. There was an obligation within the current lease to maintain the building and as the landlord, the Parish Council required that this was now done.**
- **A response to the Trustees to be drafted and circulated for approval before sending.**

f. Pavilion Lease:

A complicated lease was drafted by the solicitor last autumn. He had now left the company and a new lease drafted which had been simplified, taking a different approach. There was a Lease for the building and a Licence for use of the Green which linked to the Parish Council's 'Use of the Green' policy, although this would need to be updated. AJ explained that as these were long term documents, the local policy could be altered to meet changing circumstances without needing to change the Lease or Licence.

Use for commercial activity was discussed. It was noted that being on a registered Village Green, the building's use was severely restricted. It could not be used for commercial activities unrelated to the charity, such as being hired out to commercial users or for weddings/parties and WGS could not rely on such use to make the new building viable; this posed a risk to the village and Parish Council funds. This had previously been highlighted to the Trustees when the new building was being considered. AB believed that a legal judgment had been made which could change this implication and would circulate details. After further discussion, **the following was agreed:**

- **The proposed 3-tier approach; Lease, Licence and Policy.**
- **The Use of the Village Green Policy to be reviewed and updated as necessary in discussion with the Trustees.**
- **The 10m area around the Pavilion, as drafted in the Lease, was not required as this area could be included in the Village Green Policy.**
- **Contractual term to be 125 years.**
- **Public Liability Insurance to be £10 million but index linked to futureproof.**
- **Annual Rent to be £10 for the building and £10 for the licence on the Green, with an opportunity to increase due to the long contractual term.**
- **Restriction of commercial activity to be included; seek advice from the solicitor.**
- **Communication through email acceptable unless legal document to be hand delivered or recorded delivery.**
- **The comments recorded in response to the solicitor's queries were agreed. Other minor changes were recorded by the Clerk.**
- **A revised draft to be discussed with the WGS Trustees.**

g. Traffic Concerns:

As previously advised, there had been a near incident involving school children crossing Durbans Road. SW had therefore contacted the school on 15th April to arrange a meeting with the headteacher. She read out her email and the disappointing and dismissive response from the school office received on 13th May. This response advised that the headteacher was leaving. Members agreed that the safety of children was paramount and believed that there were initiatives that could be undertaken in partnership with the school to improve road safety. **It was agreed that SW should draft a response and arrange to meet the new headteacher in the Autumn.**

The Clerk advised that an application had been made for a further Speed Indicator Site just before the Cricketers Arms coming into the village; a replacement pole was required. **The Clerk to follow up on the requested Zig Zag line re-painting in Newpound Lane.**

h. A272 Road Surface:

WSCC had advised that pothole and surface repairs around the Durbans Road junction and along the A272 to Meadowbank would be undertaken in June and July. Although requested, a specification had not been provided. AB explained that this was the number one concern for village residents, as demonstrated at the recent Annual Parish Meeting, and a dereliction of duty by WSCC over the last 10 years had resulted in the current condition. This was an A road and the road structure appeared to be breaking up. He could not understand why funding had been spent resurfacing at Newbridge when the village centre was far worse. Cyclists were being forced out from the road edge and the centre of the road was also breaking up. SW concurred with these observations and questioned whether the proliferation of 'Skid Risk, 10 mph' signs was an WSCC acknowledgement of the problems and also a means to avoid responsibility. The difficulties being experienced by WSCC were understood, but there was frustration that Highways Officers were not acknowledging the condition. The Clerk advised that she had written to the Cabinet Member, Cllr Duncton and followed up with the traffic officer. AB believed that the Parish Council should be applying further pressure. AB believed that the whole surface should be

planned and resurfaced rather than just pothole repair. **It was agreed that the Clerk should ask for the specification.**

- i. Clerk's Update:
 - Council Membership: Co-option of a new member would be included on the June agenda.
 - Morning School Football Club: The Clerk reminded members that the Parish Council did give permission for the Club to use the Green in May 2023 although the paperwork was not returned. The Club had been asked to use the area behind the Pavilion and the necessary paperwork had been received.
 - Bench Footrest Installation: Six sleepers had been installed where possible; tree roots prevented installation in some locations. **As they came in under budget, members approved the expenditure to install for all benches and where this was not possible, to build up the ground with a section of new turf.**
 - Durbans Road Traffic Regulation Order: The application to reduce the speed to 30 mph was being assessed by WSCC.
 - School Road Watershed Application: The Highways Officer was struggling to get the drainage levels to work but hoped to provide details shortly.
 - Playground Inspection Course: Broadbridge Health Parish Council hoped to organise a training course which would include an onsite playground inspection. **Members approved the Clerk's attendance at a cost of approximately £200; the cost depended upon the number of attendees.**
 - Updated Defibrillator: The Billingshurst Emergency Assistance Team had provided a new defibrillator at the Village Hall. Members expressed thanks. A donation to be considered in February 2025.
 - Questions & Answers with Andrew Griffith MP: As requested at the Annual Parish Meeting, a public meeting would be hosted by the Parish Council on Thursday 18th July at 7.30 pm. It would be advertised.
 - Cyber Security Police Presentation in Loxwood: The event on Tuesday 23rd July at 7.30 pm had been advertised in the village.
 - Other matters to report since the publication of the agenda
 - Many of the maintenance items identified in the recent inspections had now been completed.
 - PD, SW and the Clerk attended a fascinating history tour around the village with two members of Wisborough Green History Society; thanks were expressed. Outside the public toilets was the blacksmith's plate, used to repair cart wheels, and SW and the Clerk had returned to cut back the grass that obscured it. Several people enquired about its use and the Clerk had therefore asked the History Society for information to put inside the toilets. The Clerk suggested that the placing of history signs around the village be included on a future agenda which was unanimously agreed.

13. New Items for Discussion:

- a. Stable Field Open Space:

As the land was now owned by the Parish Council, future use needed to be confirmed. The Parish Council had been advised by the landowner that the development permission had also secured permission for sports use. After some discussion, **members resolved that:**

 - **The area would be available for all to use – public recreation as well as sport.**
 - **A Licence to use for sport would be issued to WGS. This would require definition and discussion with WGS.**
- b. Songhurst Meadow Open Space:

It had been noted that the area had recently been used for touch rugby without the Parish Council's permission; the Clerk highlighted insurance and risk assessment implications. AB

advised that he had asked the club to use the area to protect the Green as end of season repairs had just been completed; he believed that WGS's insurance covered this use. The agreement for the transfer of the land to the Parish Council excluded use for football. The Parish Council had previously considered using the space for junior cricket, but this had not been finalised. SW was concerned that all open green areas were being considered for sports use. She was delighted to see the Green being used for sport, and Stable Field would provide further opportunity, but not every area should be subjected to noisy parents and children. This was a quiet village amenity that was enjoyed by many people not involved in sport. **After some further discussion, it was agreed that a village survey should be undertaken before any decision about sports use was made. A questionnaire to be included in the next Parish Council newsletter.**

c. Village Green Registration:

Advice had been received from the Open Space Society in relation to registration for other areas; no further action to be taken at this time.

d. Save our South Coast Alliance:

This group held a meeting last Autumn to highlight the shared concerns across the county whereby planning permission was granted without the supporting infrastructure being in place, notably sewage connection. It was at this meeting that the use of 'Grampian Conditions' was illustrated as being a viable challenge to delaying any permissions for the commencement of construction. In association with the Campaign to Protect Rural England (CPRE) a survey had been circulated to identify concerns. **As there were known issues in the village, it was agreed that the survey should be completed, delegated to PD and the Clerk. Members were asked to review the survey and report any known concerns.**

14. 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.
GACC Development Consent Order News Number 3 – circulated.
Durbans Road resident – requesting copy of Stable Field transfer documents – forwarded.
Ansells Yard developer (several emails - circulated) – querying wording of Stable Field footway condition – advised it would be discussed by the Parish Council at a forthcoming meeting.
South Downs National Park Authority – South Downs Planning News – Spring 2024.
Rural Services Network – The Rural Bulletin.
Clear Councils Insurance – the Council's policy did not cover the costs associated with incursions on the Green and was not available on the policy. If damage falls within an insured peril, a claim could be made. Highlighted.
Open Spaces Society April update
WSCC – Highways, Transport and Planning – News and Updates; circulated.
CDC – revised Parish Protocol for Unauthorised Encampments.
Gatwick Airport Ltd – Newsletter – Engineering apprentice wins apprentice of the year, Record donations empower local communities, 90% emission reduction with hydrotreated vegetable oil, Boosts local economy by joining Sussex Six Campaign, Noise Action Plan Update – circulated
Rural Services Network – The Rural Bulletin.
SDNP – South Downs News May 2024.
Petworth Road resident – throughout winter water had been pouring down their drive from a leaking manhole. Had reported to Highways and received a reference number. Advised that this was the correct course of action. Noted.

Andrew Griffith MP – update letter circulated – Local and Neighbourhood Plans, Road Safety and Potholes, Better Broadband, Kings Award for Voluntary Service, Free Trees for the Downs, Gatwick Northern Runway, SussExport 2024.
Sussex Police – introduction of Inspector Dave Lyons who has replaced Inspector Merrifield within NPT for Chichester District. Looking to start a bi-monthly policing and CDC ASB Team update group. Noted.
Rural Services Network – The Rural Bulletin.
Sussex Nature Recovery – invitation to attend webinar on Tuesday 11th June – details forward to Dr Sutcliffe, Chair of the All Parishes Wildlife Group. Noted.
Rural Services Network – The Rural Bulletin.
GACC – notification of AGM on Monday 3 rd June at 7pm in Charlwood, plus newsletter. Circulated.
Utility Aid – in partnership with NALC, working with Councils to help reduce energy spend – service with free service and support. The Clerk highlighted. Possibly relevant to the public toilets.
CDC – Polling station review survey. Clerk to complete supporting use of the Hall.
CDC - forthcoming consultation on Chichester District Council’s Climate Emergency Action Plan. The current action plan ends in 2025. CDC has been working on a package of proposals to include in the next version of the plan. Formal consultation process will run from 1 July 2024 to 30 September 2024.. Noted. To be included on the June agenda for discussion.
Rural Services Network – The Rural Bulletin.
Southern Water – notification of Business Partnership Fund - If local businesses have an idea for a project – whether it’s harvesting rain or shower water, fitting flow restrictors on taps, harnessing new technology to save water, education or behavioural change programmes – they really should apply for this fantastic initiative. Closing date 30 June 2024. WGS to be advised of this opportunity. Business Partnership Fund – Southern Water

15. Planning

- a. New 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/24/00910/FUL - Case Officer: Emma Kierans	Mr George Andrews Land South Of Dunhurst Barn Skiff Lane Wisborough Green Change of use of land to mixed agricultural and private equestrian, together with the erection of a stable building and menage and laying of a track - variation of Condition 2 of Planning Permission WR/21/02064/FUL - to move siting of stables, sand school and muck heap. O.S. Grid Ref. 503411/127376 <u>No Objection</u>

- b. District Council Decisions:

Application Number	Application Details	Decision
SDNP/24/00241/LDE – Case Officer: Jenna Frankland	Mr. & Mrs. Embiricos Horsebridge House , Fittleworth Road, WG Existing lawful development certificate for use of land as residential garden. O.S. Grid Ref. 502899/122531	REFUSED USE FOR 10 YEARS NOT DEMONSTRATED

WR/22/00618/FUL - Case Officer: Calum Thomas	Land At Stable Field Kirdford Road WG Erection of 8 no. dwellings with associated vehicular and pedestrian access, infrastructure, car parking and landscaping. O.S. Grid Ref. 504704/126406	PERMIT
WR/23/01717/FUL - Minor Dev – Dwellings- Case Officer: Freya Divey	Mr and Mrs Weekes Lower Barn, Skiff Lane, Wisborough Green, Replacement dwellinghouse (alternative scheme to class Q notice 19/00484/PA3Q and extant planning permission 20/00389/FUL). Construction of basement. O.S. Grid Ref. 503194/127555	PERMIT DUSK TO DAWN BLINDS
WR/24/00604/EIA - Case Officer: Calum Thomas	Maureen Darrie Land To The East Of The B2133 Wisborough Green Request for a formal screening opinion - Proposed solar photovoltaic farm (upto 20MWac) and associated infrastructure. O.S. Grid Ref. 506187/128711	NO ENVIRONMENTAL IMPACT ASSESSMENT REQUIRED
SDNP/24/00383/FUL .	Mr Peter Crosdil, Crosdil Leisure Ltd Burdocks , Fittleworth Road, Wisborough Green Proposed tennis court. O.S. Grid Ref. 503304 / 123163	APPROVED
SDNP/24/00383/FUL Lauren Cripps	Ms S King Old Glasshouse , Fittleworth Road, Wisborough Green, Proposed 1 no. new greenhouse. Rebuild existing garage substantially on the same footprint, but pivoted round to be better orientated - Variation of Conditions 2 and 3 of householder permission SDNP/22/03131/HOUS - to allow the incorporation of solar panels to be installed on the roof of the approved garage building. O.S. Grid Ref. 503197 / 122878	APPROVED
SDNP/24/00482/HO US	Mr Peter Crosdil, Crosdil Leisure Ltd Burdocks , Fittleworth Road, Wisborough Green, Erection of 1 no. four-bay garage. O.S. Grid Ref. 503304 / 123163	APPROVED

b. Enforcement:

- Shepherds Hut at Collards Field: It had been too wet to remove this over the winter, but the owners would be doing so shortly. CDC would follow up.
- Northlands Farm: An application had been submitted at the end of last year, but the information was incomplete. CDC to follow up.
- Wilton Cottage: A nearby resident had again raised concerns about the field access, and the same response had been forwarded. The Clerk had suggested that the resident contact CDC directly as she could not provide any further information.

16. Finance:

- a. Bank Reconciliation: HT had checked and agreed the bank reconciliation for the Barclays Community Account for month ending 30th April 2024.

b. Accounts for Payment:

The Clerk displayed the Payment List for May that was approved.

Online payments for the Barclays Community Account

Payment entered on 21st May 2024 unless stated otherwise.

Payee	Amount £	Description
Paid 3 rd May 2024 Mr G Nicholls	30.00	Allotment deposit refund
Greaves Design Ltd	58.80	Website update and issues fixed
Society of Local Council Clerks	238.00	Clerk's annual membership
Grasstex Ltd	3,775.20	Vertidrain, fertilise and seed village green
Sussex Land Services	774.00	Village green grass cutting for March
Paid 21 st May 2024 Peter Drummond	102.20	Annual Parish Meeting refreshments
West Sussex County Council	2,152.11	Clerk's salary and oncosts
Ian F C Davies	1,215.00	Village maintenance items
Wetton Cleaning Services	870.47	Monthly public toilet cleaning and water test
Playdale Playgrounds Ltd	62.16	Bolts for roundabout
Arun District Council	188.36	Annual report printing
JWS Landscapes	324.50	Songhurst Meadow grass cutting
Open Space Society	45.00	Annual subscription
Mr T Stride	120.93	Songhurst Meadow verge cutting
Geosphere Ltd	27.00	Annual subscription for Parish Online
Sussex Land Services	774.00	The Green grass cutting
Keyword Rural Contractors	475.00	Supply and spread woodchips at Songhurst Meadow
L N Davies	89.99	Microsoft 365 subscription, flowers for presentation and tree ties
	£11,322.72	

Direct Debit / Card Payments from the Barclays Community Account

Date	Amount £	Payee	Description
01.05.24	38.48	Vodafone	Debit Card - Village Hall Broadband – Debit Card
01.05.24	8.44	IONOS	Auto Debit Card – monthly website support fee
03.05.24	282.65	NEST	Direct Debit - Clerk's pension for April
07.05.24	3.60	IONOS	Auto Debit Card – monthly email fee
13.05.24	45.60	KBS Depot	Debit card - Dog waste bags
20.05.24	147.08	British Telecommunications plc	Direct Debit - Telephone and Broadband
21.05.24	8.44	IONOS	Auto Debit Card – monthly website support fee
	£534.29		

Payments to the Barclays Community Account

Date	Amount £	Payee	Description
Various	244.12	Allotment tenants	Allotment rent
08.05.24	53.04	Allotment tenants	Allotment rent
10.05.24	1,203.29	Cambridge & Counties	Interest for one year Bond
13.05.24	3,843.00	WG Village Hall	Lease payment
13.05.24	34.42	Allotment tenant	Deposit and rent
15.05.24	1.00	1 st Wisborough Green Scouts	Peppercorn rent for the Scout Hut
21.05.24	1.00	Wisborough Green Sports	Peppercorn rent for the Pavilion
	£5,379.87		

Transfers between Parish Council Accounts

Date	Amount £	Payee	Description
03.05.24	30,000.00	From Barclays Community Account	Bank Transfer to Barclays Business Reserve Account
	£30,000.00		

- c. Monthly Financial Statement: The statement was circulated in advance of the meeting and displayed. There were no further questions.
- d. Direct Debits: Members approved continuance of the current Direct Debit payments to NEST, Business Stream, British Telecommunications, Information Commissioner, Chichester District Council and Vodafone.
- e. Contract Payments: Members authorised that annual contract payments for the public toilet cleaning and grass cutting.
- f. One-Year Fixed Rate Bond: The Clerk advised that the second Cambridge & Counties Bond had matured, and the interest received had been paid into the Barclays Account. As instructed, the £30,000 had been reinvested into another Cambridge & Counties One-Year Bond.

17. Other Reports:

- a. Village Hall:
The Committee was looking to have a building re-valuation to ensure that adequate insurance cover was held.
- b. Allotments:
 - Tenancy Update: One plot had been left in a poor condition and required strimming and spraying, it would be covered and left fallow for this year. The deposit had not been refunded as a result. The Clerk explained that another new tenant had failed to work the plot and had now left. It therefore had to be strimmed but had now been reallocated, and the incoming tenant was willing to clear. The other vacant plots had now been reallocated. **It was agreed that the Clerk could use her discretion to not charge the annual rent if the incoming tenant was clearing a plot.**
 - Deposit: If a plot was left in poor condition, it was now costing more to clear, particularly with the increase in spray cost. **Members agreed that the deposit should be increased from £30 to £50. If a resident was hesitant to take on a plot for this reason, discretion was given to the Clerk to reduce or waive this deposit.**

- Non-village residents: **It was agreed that non-village resident would pay the same rent as residents.**
 - Main Gate: It had previously been agreed that the height of the main gate could be increased if a tenant undertook the work with the Council financing the wood. As the tenant was now unable to do this, **it was agreed that the gate would not be altered at this time.**
- c. Health & Safety: No concerns were reported.
- d. WSALC Chair's Forum on 23rd April 2024: SW attended the meeting and provided details of the discussion items:
- Adoption of the Civility and Respect Scheme.
 - Redaction of personal addresses in Register of Interests.
 - NALC was reviving priorities - restoration of sanctions, compulsory new councillor training, curbing bad behaviour and promotion of well-being.
 - NALC was still pushing for online meetings.
 - Public right to record meetings.
 - Importance of financial arrangements.

18. Any Other Matters to Report:

There were no further matters to report.

19. Date of Next Meeting:

Planning Committee –Tuesday 4th June 2024 at 8.00 pm (if required)

Parish Council Meeting – Tuesday 18th June 2024 at 7.45 pm

There being no further business, the meeting closed at 10.22 pm.

Signed by the Chairman: Dated: