

DRAFT MINUTES TO BE AGREED ON 16TH JULY 2024

Date: Tuesday 18th June 2024

Present: Mr A Burbridge (AB), Mr A Jackson (AJ), Mrs S Winship (SW) (Vice-Chair),
Mr T Worrall (TW), Mr H True (HT)

Apologies: Mr P Drummond (PD) (Chairman), Mr M Watson (MW)

Non-attendance: Mr M Ogden-Meade (MOM)

In Attendance: Mrs L Davies, Clerk

Members of Public: 2

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

1. Apologies for Absence:
Apologies were received and accepted from Mr Drummond and Mr Watson.
2. Declaration of Members' Interests:
No interests were declared.
3. Council Membership: Two applications had been received for the vacancy. Details had been circulated to members in advance of the meeting. The Vice-Chair invited applicants to address the Council with a short statement. It was agreed that the appointment would be by secret ballot. Mr David Hill was co-opted onto the Council. He duly signed a 'Declaration of Acceptance of Office' and joined the meeting. The unsuccessful candidate was invited to keep in contact with the Council and with her interest in planning, it was suggested she become involved with the Neighbourhood Plan Review. She left the meeting.
The Clerk would arrange to meet with Mr Hill to complete paperwork and to provide a handbook. Mr Hill expressed his interest in road safety.
4. Minutes of the Last Meeting:
The Minutes of the extra meeting held on Tuesday 4th June 2024 were approved as a correct record and signed by the Vice-Chair.
5. District/County Councillor Updates:

District Councillor: A report had been circulated in advance of the meeting, summarised below. Cllrs Evans and Todhunter (in attendance from 7.45 pm until 9.00 pm) gave further explanation to some updates.

Local Updates:

Crouchlands – Pleased that CDC Planning Officers refused the two applications for 600 houses at Crouchlands Farm in May. The 'Whole Farm Plan' application (comprising the rural enterprise centre, farm shop, glamping site etc.) is currently subject to an appeal to the Planning

Inspectorate and we anticipate that the applicant is likely to appeal CDC's decision on these housing applications too.

Stable Field, Wisborough Green – Contacted by residents and the Parishes Wildlife Group regarding the recent approval of 8 houses and associated infrastructure and open space at this site in Wisborough Green. We are in contact with Senior Planning Officers to address their queries and concerns. This application was decided by officers under 'delegated authority'. Only 6% of planning applications are decided by the Planning Committee and the remaining 94% are decided under these delegated powers.

Supporting Local Events – Have been pleased to attend several recent Annual Parish Meetings, the Loxwood Fete, RunWisborough and the open gardens in Kirdford.

Unauthorised Developments – Regularly meet residents who are concerned about the impact of unauthorised development and happy to explain what action may be taken.

CDC Wide Updates:

Local Plan – The inspector was appointed on 24th May to review the submitted Local Plan. There will now be a period of some weeks whilst they conduct an initial assessment of the plan. Full details of the submission and latest updates on the timeline can be found on the CDC website here: <https://www.chichester.gov.uk/localplanexamination>

Pre-election Period – Following the calling of a General Election on 4th July, business at the District Council continues as normal.

Climate Change Consultation – Look out for our new Climate Change Consultation which starts on 1st July. We are encouraging everyone to complete this survey online, as we are using a new platform for responses which includes videos, photographs and mapping. A paper copy will also be included in the next 'Initiatives' Magazine, delivered to all households in July. You can also sign up to our regular Initiatives+ emails here: www.chichester.gov.uk/newsalerts

Council Meetings – the next Full Council meeting is on Tuesday 16th July at 6pm.

District Councillor Surgeries:

Cllr Evans is available to meet residents face to face via one of his regular surgeries, from 12pm-2pm:

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.

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>

West Sussex County Council (WSCC): A report had been circulated in advance of the meeting, summarised below. Cllr Duncton was not in attendance.

- Busy at both West Sussex County Council (WSCC) and the South Downs National Park Authority (SDNPA) although there was little to report.
- Cllr Duncton attended D Day commemorations and provided details of her visit to Ranville, which was twinned with Petworth.
- Cllr Duncton continued to report issues with roads and reported the progress on potholes and other maintenance was evident.
- Although in the middle of an election, duties at WSCC continued as normal.
- It had taken about 5 years, but Children's Services was now receiving good reports. A children's home in Crawley was recently rated by Ofsted as outstanding.
- Trading Standards had been successful in prosecuting retailers who were selling illegal products.
- SDNPA – Cllr Duncton was involved in the planning committee which took considerable work and was involved in the selection process for a new Chief Executive, hopefully in place in August.

6. Public Questions:

The members of public applied to join the Council. There were no questions.

7. Policy Documents:

A revised Developer Engagement Policy was reviewed. **Members resolved to adopt as tabled.**

8. Report on on-going matters:

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

- The Programme Officer for the Local Plan examination had sent a letter of introduction which links to the examination details. All were asked to review. She had also responded to the specific enquiry about making further representation to the examiners. Work on this continued.
- Potential developers continued to contact regarding the Neighbourhood Plan Review timeline. The Clerk advised all that the process would resume when the housing allocation was confirmed.

b. Public Toilets:

The Clerk confirmed that the water account had now been established with Business Stream. The electricity supply account had still to be set up; CDC had forwarded details to the electricity company to transfer ownership. An electrical safety test would need to be undertaken in August; the Clerk was obtaining quotations. One quotation had now been received for a replacement pan in the ladies facility for £339.65 plus vat which needed to be replaced quickly. CDC advised that this was in line with previous charges and a local plumber, who was unable to do the work, confirmed that this charge seemed reasonable. **Members resolved to accept the quotation.** The Clerk was chasing CDC for the agreed financial contribution.

c. Pavilion:

No further information on the required improvements, building survey or fire safety report had been provided by the Trustees. **To be discussed at the next meeting when the information was available.**

d. Pavilion Lease:

A revised draft had now been received from the solicitor. **It was agreed that this should be reviewed by AJ/HT and MW and then shared with the Trustees before discussion with the Trustees.**

- e. Byelaws:
The Clerk had yet to submit the application to update the Byelaws. **Members agreed that Stable Field, as a new public open space, should be covered by the same Byelaws and included in the application.**
It was reported that football was being played at Stable Field this evening.
- f. Youth Surface:
Indicative costs of £8,315 plus vat had been received to extend the cricket net area on the east side to allow for the installation of further football goal/basketball net. **Members resolved that the project should not be progressed at the present time and that the existing galvanised basketball post should be powder coated in dark green at a cost of approximately £445.00 plus vat (quotation now outdated) and transport of £40. AB would provide details of another local company. It was agreed that the cheapest quotation should be accepted.**
- g. Clerk's Update:
- School Road Watershed Application: WSCC had provided the drawings and specifications; 3 quotations were now being obtained. MW was meeting with one contractor on Thursday.
 - Yellow Zig Zag Lines: WSCC advised that the road outside the school had been inspected and passed to the District Council for future line refurbishment. WSCC was working with CDC to create future programmes of road markings. **Clerk to follow up as the District Councillors were unaware of this arrangement, understanding that line painting was a WSCC responsibility.**
 - Village Maintenance: The Clerk continued to get identified work completed. All possible bench root rests had now been installed and the car park shed repaired and re-felted.
 - August Newsletter: To be prepared at the beginning of July. Clerk to review minutes over the last couple of months with a view to including some positive news. To include: Local Plan update, Fair, achieved maintenance, details of the tyre plate outside the public toilets, and hedge cutting for road safety.
 - Other matters to report since the publication of the agenda
 - Playground Inspection Course: The Clerk was now booked onto a course in October at Broadbridge Heath.
 - District Police Meeting: The Clerk and SW were attending a meeting tomorrow with the new area Neighbourhood Team Inspector, Dave Lyons. If possible, it would be useful to involve the new village Neighbourhood Watch coordinator in the future.

9. New Items for Discussion:

- a. CDC Climate Change Initiative:
CDC was engaging with residents, local organisations and Councils to encourage local climate change initiatives. **It was agreed that SW and the Clerk would attend a workshop to gain more information and report back for future discussion.**
- b. Annual Fair:
The official day was Friday 20th September and Mr Trickett had requested a second day on Saturday 21st September. He wished to return to the southern end of the Green. AB expressed his concern that heavy vehicles on the southern end could damage the drainage system and requested that the northern end, football pitch and behind the Pavilion, be used where any damage was less of an issue. He understood that the Fair had a right to return but did not believe that this related to a particular area; the Parish Council had a responsibility to maintain and keep the area safe. **The following was agreed:**
- **The two days were approved.**

- **The charge to be £270 for the official day and £70 for the second day.**
- **Mr Trickett to be requested to use the northern section of the Green.**

c. Litter Picking Equipment:

Members approved the purchase of further bag hoops and authorised expenditure up to £100.

d. Playground Gate:

Members agreed that gate should be replaced with a soft wood gate, the same as the existing, and authorised the cost of £80 plus installation and vat.

10. Correspondence:

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

Correspondence – Details of emails and letters received.
Durbans Road resident – moved to village in March and experiencing difficulties with sight line when leaving driveway. Would like white lines opposite to prevent parking. Clerk provided link to WSCC Highways. Members agreed with this action.
CAGNE – update and donation request.
Rural Services Network – The Rural Bulletin.
Smith Simmons & partners – requesting update on Neighbourhood Plan. Clerk advised that the process has been halted until the examination confirms the housing allocation.
Local resident – contacted the Chairman about signage to deter littering. In discussion with the Clerk, advised that littering in the village centre is not a problem, people who drop litter do not take notice of signs and that signs impact upon the appearance of the area. Members agreed with this response.
NALC – Pre election period and advice. “The key is business as usual. The point of the pre-election publicity period is for councils to avoid doing anything that could influence voters or promote specific people or political parties.” Noted.
WSALC – notification of CDALC meeting on 27 th June at 7.00 pm. Details forwarded to PD and SW.
Rural Services Network – The Rural Bulletin.
Open Spaces Society – Summer edition of Open Spaces Magazine.
Kirdford Road resident – questioning use of Stable Feld for sport. The Clerk provided details and the response discussed. Members delegated the response to the Clerk and AJ.
Kirdford Road resident – raising concern about use of her driveway by official for RunWisborough and congestion on the road. Noted.
Rural Services Network – The Rural Bulletin.
WSCC – Grit audit and winter arrangements for 2024/2025 – Clerk to complete.
Scott Planning – requesting an update on the NP process and whether a further call for sites would be undertaken as representing a client with land interest in WG
WSCC – Recycling Knowledge Survey – circulated. The recycling centre at Billingshurst was discussed. There was conflicting opinion on the effectiveness and impact of booking system, although many commented that the site was no longer busy. Clerk to obtain details of use.
SDNPA – South Downs News – June – circulated.
Pond Life, Biodiversity Boost, New Cycle Link and summer day out.
SDNPA – Local Plan Review Consultation. The new dates will be 8 th July to 16 th September. The consultation period has been extended by 2 weeks (from 8 to 10 weeks) to account for the summer holiday period. If you have any events planned for the summer period where we could display consultation material, please let us know at planningpolicy@southdowns.gov.uk
APCAG – Gatwick Expansion and Noise Management Board Update – circulated.
WSCC – Salt Audit for 2024/2025 – Clerk to complete.
Rural Services Network – The Rural Bulletin.

CDC – Request for Neighbourhood Plan Monitoring report for year end March 2024 as soon as possible. Members were asked to consider planning over the last year relating to NP policy. The inconsistent use dusk to dawn blinds and the site clearance on Billingshurst Road, contrary to policy and the condition notice, were noted. **Clerk to prepare statement for agreement at the next meeting.**

11. 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 No.	Application Details
KD/24/01197/FUL - Case Officer: Freya Divey	Mr and Mrs Weekes Lower Barn (Near Chandlers Barn) Skiff Lane Wisborough Green Billingshurst Replacement dwellinghouse (alternative scheme to class Q notice 19/00484/PA3Q and extant planning permission 20/00389/FUL). Construction of basement. (Variation of condition 2 of permission 23/01717/FUL - amendments to basement and ground floor). O.S. Grid Ref. 503194/127555 <u>Access in Wisborough Green</u> <u>No Objection</u>

- b. District Council Decisions:

Application Number	Application Details	Decision
WR/24/00848/PLD - Case Officer: Miruna Turland	Mr D Mitchell 1 & 2 Orfold Farm Cottages Billingshurst Road Wisborough Green West Sussex Proposed lawful development certificate for the amalgamation of 2 no. dwelling houses (1 & 2 Orfold Farm Cottages) into 1 no. dwelling with no external changes.	PERMIT
SDNP/24/01745/OHL Overhead Electricity Lines Jemma Frankland	Paul Roberts, Scottish and Southern Electricity Networks Land West of North Springs, Horsebridge Hill, Wisborough Green, West Sussex, RH20 1JP Exemptions notice from the Electricity Act 1989 (by falling within the Overhead Lines (Exemption) (England and Wales) Regulations 2009) - To replace the existing single pole mounted transformer with a new single pole mounted transformer (Ref: FBW139).	NO OBJECTION
WR/21/03622/FUL	Mr D Tredinnick Soel Copse Barn Formaly Starveall Barn Newpound Wisborough Green Replacement of existing barn and associated structures and erection of 1 no. self-catering holiday let.	REFUSE CONTRARY TO LOCAL PLAN AND NEIGHBOURHOOD PLAN POLICIES DECISION NOTICE CIRCULATED

- c. Enforcement: No updates to report.

12. Finance:

- a. Bank Reconciliation: HT had checked and agreed the bank reconciliation for the Barclays Community Account for month ending 31st May 2024.
- b. Accounts for Payment:
The Clerk displayed the Payment List for June that was approved.

Online payments for the Barclays Community Account

Payment entered on 18th June 2024 unless stated otherwise.

Payee	Amount £	Description
West Sussex County Council	2,152.11	Clerk's salary and oncosts for May
JWS Landscapes	324.50	Songhurst Meadow grass cutting for May
Sussex Land Services	774.00	Village green grass cutting for May
Mr P Townsend	14.99	Preservative paint for PC shed at the allotments (painted free of charge)
Mr P Drummond	102.20	Annual Parish Meeting refreshments (May payment failed)
	£3,367.80	

Direct Debit / Card Payments from the Barclays Community Account

Date	Amount £	Payee	Description
06.04.24	282.65	NEST	Direct Debit - Clerk's pension for May
	£282.65		

- c. Monthly Financial Statement: The statement was circulated in advance of the meeting and displayed. There were no further questions.

13. Other Reports:

- a. The Green:
 - Cricket Nets: The Cricket Club Chairman advised that the nets were pulled back and raised above ground after senior and Friday evening training. The Club wanted to encourage use of the nets by juniors during the week and would ensure that they were educated on how to put away and leave in a state to prevent animal entrapment. They would also put signs on the boxes. It was noted that they had still be left out and it was questioned how and if young children would put away. **It was agreed that as HT was attending a Cricket event on Sunday, he could speak further to those concerned.**
 - Friday Evening Traffic Concerns: The Clerk had received several comments about Friday evening parking, which had also been raised on the Village Facebook page; photographs and a video were shown. The impact and options were discussed. AB advised that there was a WGS Committee meeting tomorrow evening. **It was agreed that the Clerk should write to advise that a traffic management plan, in line with Council policy, was required due to the size of the event.**
 - RunWisborough: A successful event was held on 9th June. The organisers did experience difficulty with a few motorists ignoring the road closure and becoming confrontational with the volunteer marshals. They would consider further for next year.
 - School Fair: The event had been held on 15th June but unfortunately it had been wet. The Clerk was unaware of any concerns.

b. Allotments:

Members approved a greenhouse or polytunnel at the top by the shed on plot 2C.

c. Health & Safety:

SW noted that many speed limit signs were now covered by foliage and hedges were restricting pavement access due to exceptional growth this year. **The Clerk to contact WSCC highways to obtain sign clearing/cleaning advice with a view to a local contractor undertaking this work. Cutting hedges for safety to be included in the newsletter.**

14. Any Other Matters to Report:

There were no further matters to report.

15. Date of Next Meeting:

Planning Committee – Tuesday 2nd or Tuesday 9th July 2024 at 8.00 pm (if required)

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

There being no further business, the meeting closed at 9.28 pm.

Signed by the Chairman: Dated: