

DRAFT MINUTES TO BE AGREED ON 18TH JUNE 2024

- Date: Tuesday 4th June 2024
- Present: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ)
Mr M Ogden-Meade (MOM), Mr H True (HT), Mr M Watson (MW)
Mrs S Winship (SW), Mr T Worrall (TW)
- Apologies: All in attendance
- In Attendance: Mrs L Davies, Clerk
- Members of Public: None

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

1. Apologies for Absence:
All members were in attendance.
2. Declaration of Members' Interests:
HT declared that he was a Vice President of the Wisborough Green Cricket Club.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 21st May 2024 were approved as a correct record and signed by the Chairman.
4. Public Questions:
There were no members of public present.
5. Report on on-going matters:
 - a. Pavilion:
The Chairman reminded the meeting of the discussion at the last meeting and advised that the Parish Council's response to the Trustees needed to be confirmed as ambiguity had subsequently arisen.

Ownership: The solicitor's advice regarding ownership had been circulated and was displayed. In summary, the Parish Council owned the Freehold and the building was Leasehold. On termination of the lease, for any reason, the building would revert to the Parish Council and the current lease contained a 'for the avoidance of doubt' clause. Wisborough Green Sports (WGS) had security of tenure.

It was agreed that full details of the ownership to be provided to WGS Trustees in its entirety.

Discussion at the Last Parish Council Meeting: The minute extract was displayed. The Chairman gave a summary of discussion and reminded members of the decisions made. He highlighted the reference to the use of Community Infrastructure Levy (CIL) and the assumptions made by the Trustees; the amount to be received based on the village accommodating 75 new dwellings and that 50% of this funding would be used for the new

Pavilion. Details of a funding plan/strands had been received at the Trustees' meeting, and it was evident that they were relying upon CIL, although the figures quoted were inflated when compared to sums received from Songhurst Meadow. The Chairman appreciated that WGS had a good fundraising team and numerous good ideas, but it was presumptive to assume that the project would get benefit from 50% of the Parish Council's CIL receipts and it was likely that WGS would need another major funding strand. At the Trustees' meeting, ideas to improve the current building and make it more attractive for women, both for sports and socially, were discussed.

Lease: The current Lease had been circulated and was displayed. It required that the building was maintained to a "reasonable standard" and stated "within three months after the Trustees have received from the Council written notice of any want of repairs, painting and or decoration to execute such repairs painting and or decoration in a proper and workmanlike manner." The Chairman appreciated that as WGS planned to provide a replacement building, maintenance had not been undertaken in recent years. However, having recently inspected the building it was in a far worse condition than he had anticipated. MOM supported this observation, stating that the building needed to be brought up to a sustainable standard irrespective of a new building.

Members acknowledged that a new lease was in the process of being drafted and would be shared with the Pavilion Trustees in due course.

Trustee's Letter: Circulated and displayed. Members agreed with the suggested list of improvements minus the elements relating to Fixtures and Fittings (coffee machine and post mix). The current list lacked detail and costings which were required. Members appreciated the dilemma of spending on an old building when a new building was planned but agreed that with an unknown timeframe and the current uncertainty over fundraising, the existing building needed to be brought up to a minimum standard. It was critical that the building was safe and met health and safety requirements. It was suggested that trying to extend the life of the current building beyond 10 years might serve to prevent a new building from being achieved. Irrespective, immediate repairs were required to cover the next 3 to 5 years.

It was agreed:

- **That the Parish Council supported the provision of a new building. However, maintenance was required to bring the Pavilion up to a standard that addressed all health and safety concerns and improved the appearance to cover the next 3 to 5 years. It was unacceptable not to address the current failings, being a requirement of both the current and a future lease. If funding for the new building was not secured, a further decision would need to be taken.**
- **That all funds needed to be secured before work on the new building started.**
- **That the Trustees could not borrow against the building.**
- **That the suggested list of building improvements minus items considered Fixtures and Fittings were supported. Further details and costs to be requested from the Trustees.**
- **To obtain a copy of the building's condition survey and the latest fire regulations report.**

Maintenance Funding: At the Trustees' meeting, the Chairman had mentioned the possibility of the Parish Council applying for a loan from the Public Works Loan Board but applying for funding with a 3-5 year payback was unrealistic, which was agreed. However, Section 106 funding was being held by Chichester District Council (CDC) allocated to Sport & Leisure and the Parish Council retained CIL funding allocated to the Pavilion. This funding could be used. AB advised that WGS also wanted to allocate some funds to this maintenance but there was some concern at spending funds on the current building. AB was concerned that if the building was improved too much there would be less enthusiasm to fundraise for a replacement.

Other members suggested the counter argument being that if the current building was allowed to deteriorate, it would become unsafe and unappealing, and people would leave the Club. It was confirmed that CDC Planning appeared to support the new Pavilion but ‘water neutrality’ was delaying the decision. **It was agreed that funding would be given further consideration on receipt of the costed improvements schedule.**

Email Response to the Trustees: The draft was displayed and reviewed. Amendments were made. **It was agreed that the final response was delegated to PD/AJ and the Clerk.**

b. Clerk’s Update:

- Songhurst Meadow: An email had been received about a confrontational approach by a resident to a family using the area. The email had questioned ownership and Parish Council responsibility. In discussion with the Chairman and Vice-Chair, the Clerk had distributed a flyer to all households advising that as the landowner, the Parish Council should be informed of any perceived misuse. **Members supported this action.**
- The Three Crowns: For recent work in the garden, the Green outside the pedestrian gate has been used as a work area without Parish Council permission. The Clerk had telephoned to make the publican aware and requested that the area be left in a clean and tidy condition. Unfortunately, litter and stones had remained, so the Clerk had visited the public house and spoken directly to the manager. The area was tidied immediately but some stones were still present; the grass cutting contractor had been informed. The Clerk had therefore sent an email to reinforce that there was no right of access over the land and permission should be sought for any future use; she would also send a letter. **Members supported this action.**

6. 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/24/00650/DOM - Case Officer: Miruna Turland	Mr And Mrs Homan-Russell Wisborough Park House Kirdford Road Wisborough Green Billingshurst Garden structure attached to existing pool house. O.S. Grid Ref. 504796/126309 <u>No Objection</u>

7. Finance:

- a. Accounts for Payment:

The Clerk displayed the Payment List that was approved. Payments entered on 4th June 2024

Online payments for the Barclays Community Account

Payee	Amount £	Description
West Sussex County Council	80.00	Fee for County Archivist to attend the Annual Parish Meeting
Wetton Cleaning Services	870.47	Monthly public toilet cleaning and water test
Mr T Stride	120.93	Songhurst Meadow verge cutting
L N Davies	48.75	Laminating pouches, tree bands, horticultural soap & snap frames
	£1,120.15	

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Direct Debit / Card Payments from the Barclays Community Account

Date	Amount £	Payee	Description
30.05.24	28.48	Vodafone	Debit Card - Village Hall Broadband
03.06.24	3.60	IONOS	Auto Debit Card – monthly email fee
24.05.24	106.80	Shaws & Sons Ltd	Debit Card – A4 lockable looseleaf file for minutes
	£138.88		

Payments to the Barclays Community Account

Date	Amount £	Payee	Description
23.05.24	1.00	School Road resident	Peppercorn rent for access over Green
24.05.24	52.10	Allotment tenant	Deposit and rent
	£53.10		

8. Other Reports:

a. Health & Safety:

- The Clerk notified WGS that the goal posts had not been secured to the back of the Pavilion and posed a major risk especially to children; immediate action was taken. She had also picked up glass around the tree and in the sand, and highlighted this risk to WGS, suggesting that a tarpaulin was used to cover the sand and prevent use by children. SW offered a tarpaulin.
- A resident had observed and advised SW that the cricket nets were occasionally pulled out by children which posed a potential entanglement risk for animals. **Members agreed that the Cricket Club Chairman should be asked to ensure that the nets were pulled back and the boxes locked.**
- AJ reported damage to one of the playground gates. The Clerk was monitoring the top rail on one gate but would inspect for further damage this week.
- AB had spoken to the contractors who undertook the recent road repair on the A272. Ten metres had been resurfaced with a 50mm wear course. The drainage issue had not been resolved and the contractors had agreed with AB's observation that the repair would not last beyond a year. AB strongly believed that the road needed to be reconstructed properly and the drainage issue resolved, which he felt possibly linked to the services connection to Great Meadow.

9. Any Other Matters to Report:

- a. The Clerk advised that co-option of a new councillor would be at the next meeting; there were two applicants and details would be circulated.
- b. The specification for the School Road Watershed application had now been received from West Sussex County Council. The Clerk was required to obtain quotations and make the application. The work needed to be completed in the school holiday, the most realistic date being the October half term, **supported by members.**

10. Date of Next Meeting:

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

There being no further business, the meeting closed at 9.05 pm.

Signed by the Chairman: Dated: