

**WOODMANCOTE PARISH COUNCIL**

**ANNUAL GENERAL MEETING**

**Minutes of Meeting held in the Parish Hall on Tuesday 10<sup>th</sup> May 2016 at 7.30p.m.  
(Members of the Public were invited to attend)**

**Mrs L Bannister – Clerk to the Council**  
**48 Titmus Drive Tilgate Crawley West Sussex RH10 5ER**  
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**Present:** WPC Cllrs. C. Broucke (Chairman), A. Underwood, J. Prangnell, D. Austin and P. Williams  
L. Bannister (Clerk)

**Others Present:** 3 members of the steering group  
HDC Cllr. D. Coldwell  
2 members of the public – P Batchelor & P Mitchell

**63. Apologies**

Apologies were received from Cllr. Grimes and WSCC Cllr. Barling.

**64. Election of Chair and other officers**

It was agreed that Cllr. Broucke will continue as Chairman.

**65. Minutes of the last Meeting held on the 12<sup>th</sup> April 2016**

These were agreed, subject to a few small typos, and duly signed by Cllr. Broucke.

**66. Action updates from previous Minutes**

Regarding the damaged chevrons on the B2116, the Highways department has have been to take a picture of the site and will arrange for the job to take place.

The Neighbourhood Watch signs have been delivered to the Clerk instead of to WSCC direct. The Clerk has asked for a refund of the £30 postage fee from Nordis Signs but hasn't yet received a reply. These now need to be delivered to Balfour Beatty (who have agreed to hang the signs) near Chichester. Cllr. Williams sometimes goes to Chichester, so may be able to deliver these.

The person the Clerk has contacted about clearing the pavements has not responded.

It was reported that there was a road traffic accident either on 9/10 May which ended with a car in the ditch on the corner of Blackstone Lane.

Huge lorries have been spotted turning into the B2116.

The mobile home close to Holders has been opened as a matter by the Planning department, who will investigate whether or not this needs planning permission. **ACTION** – Clerk to also report that dog agility classes are being held in this field

The Clerk is continuing to chase the removal of the fence at Hollinger.

#### **67. Declarations of interest from members in respect of any items in the Agenda**

None.

#### **68. Planning**

##### **68.1. DC/16/0673 Annies Baskets Limited, Henfield Road**

It was agreed to comment on this application as follows:-

‘Woodmancote Parish Council does not have any objections to this application, but would ask that no floodlighting is added. If the residence has agricultural occupancy, this new addition should have the same condition.’

##### **68.2. DC/16/0464 Rectory Cottage, Brighton Road**

It was agreed to comment on this application as follows:-

‘Woodmancote Parish Council does not object to this application as long as it doesn’t affect any listed buildings.’

#### **69. Planning updates**

DC/16/0189 Downlands – Application refused

DC/16/0494 West Winds – Application permitted

DC/15/2583 Hundred Stedde Barn – this decision notice included the following condition:-

‘The development hereby approved shall be used for the production of wine only, and shall at no time be open to visiting members of the public, tours or tasting events. No retail of wine shall take place at the premises.’

It was reported that Stream Farm/Summers Barn in Bramlands Lane has multiple families living in it at the moment. **ACTION** – Clerk to report this to the Enforcement department

#### **70. HDC’s Strategic Housing & Economic Land Availability Assessment for Woodmancote**

An updated assessment has been provided for Woodmancote by HDC. This shows the entire Parish as not currently developable, except for two sites which have been excluded from the residential assessment – Blackstone Rise garages and Firsland Park Industrial Estate.

The Clerk has queried why the map appeared to be in orange instead of red (the orange key is for Mayfield Market Town Proposal), and why the garage site has been identified as commercial. HDC confirmed that the shading of the site is a light pink just because the site area is so large and it would obstruct all other sites if it were in a block colour. Also, they confirmed that the garage site has been excluded because it is too small to accommodate six units, and because it is considered more appropriate for commercial use.

Cllr. Austin suggested that included in the Neighbourhood Plan is a comment that large scale development will not be agreed.

It was agreed to comment on the assessment as follows:

‘Woodmancote Parish Council feels the colour on the map should be relative to the chart on the side, and doesn’t agree that the assessment should be misleading in its colours. Regarding SA414, Woodmancote Parish Council feel the word ‘proposal’ is misleading. Also, they feel the boundary of the Blackstone Rise garage site is incorrect.’

The Blackstone Rise garage site has been shown as commercial and so is excluded from the residential assessment.

#### **71. Open forum**

The meeting adjourned for the open forum.

Mrs Batchelor reported that there is a problem with footpath number 3190 which is Green Lane and goes north-south from the sharp bend past the ‘council’ houses. By Pikes Field, the landowner has put a pipe onto the footpath from their land, and the footpath is getting very boggy. **ACTION** – The Clerk is to report this to the ranger

Mr Mitchell reported that a tree came down at Horn Lane some time ago, and was told that the bit that was left would be removed. It is still there and Mr Mitchell is concerned that this will topple into the road.

**ACTION** – Clerk to report this to Highways and copy in the landowner that this would affect if the tree were to fall

#### **72. Report from Horsham District Council**

Cllr. Coldwell reported that he had a session with John Loxley, and apparently they have worked up a planning application for a couple of houses and some parking spaces. HDC has run to ground on this as the Planning department don’t want to consider this. Cllr. Coldwell will go back to John Loxley as there was a hint that something could be done. The plan to put in some road side parking spaces has been furthered.

There have been a couple of consultations sent out, about CIL and affordable housing, neither of which really affect Woodmancote.

The Environmental Cleansing Grant is still available, and WPC may need to re-apply for this.

Cllr. Coldwell advised that if members of WPC ever want to speak at a planning committee, they only need to tell Cllr. Coldwell. And if WPC is ever minded to approve an application, they can ask that it is considered at committee.

*Cllr. Coldwell left the meeting*

### **73. Risk assessment**

This was reviewed and approved by WPC.

It was noted that WPC should ensure that the Blackstone playing field and play equipment is adequately insured and ask them to provide a copy.

### **74. Co option**

Mary Batchelor is interested in becoming a Member, but was unable to attend the meeting. She will be invited to the next meeting to be co opted.

### **75. Neighbourhood Plan**

Cllr. Broucke reported that a Steering Group workshop was held and all of the Regulation 14 representations were assessed and the NP reviewed based on these. These have been sent to rCOH who will now finalise their comments and the Submission Plan will be created.

The next step is Regulation 16, where the NP will be submitted to HDC.

#### **75.1. Responses to Regulation 14 consultation**

Most of the negative comments from residents were regarding the Blackstone Rise garages. Based on these, and comments made by HDC, the Steering Group suggested that reference to the garages should be removed from Policy 4, and included in Policy 2 instead. rCOH's comments on this are as follows:

'Regarding Blackstone Garages specifically, the text you supplied can be moved to the policy 2 supporting text but not within the policy itself. However, I anticipated this concern by making the additional amendment to Policy 3 cause (ii) e.g.

***adequate off-road car parking spaces in line with the WSCC residential parking standards and that the amount and method of parking provision should not adversely affect road safety, or the development resulting in unacceptable levels of on-road parking demand;***

This comment was agreed to be included in the Plan.

#### **75.2. Fees for rCOH**

rCOH have spent a lot of time dealing with the NP for Woodmancote. They have asked if they can charge us £1,350 to cover some of this (this would have been half of the SEA fee that was not required in the end).

This was agreed. **ACTION** – Clerk to ask rCOH to send a formal request so that it can be formally agreed at the next Council meeting

### **75.3. Consultation statement**

This now needs to be completed. The Clerk and Cllr. Austin will complete all of the information, and circulate this between all members of the Steering Group to be agreed.

### **75.4. Henfield Neighbourhood Plan Referendum**

This was held on Tuesday 12<sup>th</sup> April and the results were as follows:-

Yes: 1,449

No: 84

Void: 4

The turnout was 36.39% and the “Yes” vote was 94.3% of this.

## **76. Finance/Payment**

### **76.1. Reconciled accounts and cashbook**

These were agreed and the bank statements and bank reconciliation were signed by Cllr. Underwood.

### **76.2. Printing expenses for Members**

It was agreed that each year each member that attends at least half of the meetings will be able to claim £15 per year towards printing costs. This will be paid at the December meeting.

### **76.3. Insurance**

Zurich has quoted £302.08 for the new policy to run from 1<sup>st</sup> June. This includes the same details as last year. This was agreed. It was also agreed that if a cheque needs to be written for this before the next meeting, the Clerk will arrange this.

### **76.4. Payments:-**

- a. WSCC – Invoice for Clerk’s salary for March – £304.17
- b. Expenses for Clerk - £47.64

These were agreed and cheques duly signed by Cllr. Williams and the Clerk.

## **77. Correspondence / meetings**

### **77.1. Operation Watershed – meeting at Furners Lane**

The Clerk and Cllr. Broucke met Mark Stokes from Balfour Beatty at Furners Lane. They have agreed to put the fence back up, and increase the bund at the Henfield end of the lane to ensure that the house doesn’t

flood. They don't see the flooding of the lane to be a problem. Mark Stokes agreed that this will be done in the next few weeks.

### **77.2. Views on the Parish**

An anonymous response was received from some questions that were asked on the website at the start of the neighbourhood planning process. This page is old and now needs to be amended.

### **77.3. Request for a birthday party at Blackstone cricket ground**

WPC have been asked by the cricket club if an 80<sup>th</sup> birthday party can go ahead for a member of the stoolball club. This was agreed.

### **77.4. Henfield Haven donation**

They have written to pass on their thanks to Members for their kind donation.

### **77.5. School bus from Blackstone**

An email has been received from a resident of Blackstone to ask if there is anything WPC can do to support the request for the bus service to be reinstated.

It was agreed to write to WSCC to say that it is a right for the children of the catchment area to have a bus service to their school. The bus service should be reinstated. The route has been used for the school bus for 40+ years. This will be copied to Steyning school. **ACTION** – Clerk to draft this and send around to Members to check

The Clerk will reply to the lady who complained to say that Members fully appreciate the situation and will try to get the bus service reinstated.

### **77.6. Freshwater Habitats**

They want to survey some of the ponds in Woodmancote and have asked if these are owned by WPC. They are not, so they will need to contact the landowners.

### **78. Other business**

A member of the public has shown Cllr. Underwood a newsletter that Twineham Parish Council hand deliver to all residents in Twineham. It was not felt that this is something that WPC should do.

Cllr. Austin asked when the Regulation 14 representations will be posted on the website. **ACTION** – Clerk to check this with AirS

Peter Bates has asked if we can change the notice board to go on the wall by the door and hang it portrait style. **ACTION** – Cllr. Prangnell will change this

Cllr. Prangnell reported that when the refuse lorry collects rubbish from his house this week, they put the household rubbish and recycling in the same lorry. This is the second time that this has happened. **ACTION**

– Clerk will report to Cllr. Barling and HDC that the small refuse lorry that does the extremely rural parts of Woodmancote often doesn't collect on the allocated day, and then is seen mixing the recycling with the rubbish

Cllr. Broucke reported that the railings by the church look like they have been dealt with – either fixed or removed.

Cllr. Williams has noticed an increase in contractors (The Three Shires) going up and down Blackstone Lane.

Cllr. Underwood asked if there has been any movement on Mr Millman's offer to donate to the Parish Hall. This is unknown.

At the APM, a copy of the Parish Hall report was circulated. The Clerk will keep a copy of this on file.

**79. Date of next meeting**

The next meeting will be held on Tuesday 14<sup>th</sup> June at 7.30pm.

*The meeting closed at 9 pm*