

**WOODMANCOTE PARISH COUNCIL**  
**Minutes of Meeting held in the Parish Hall on Tuesday 12<sup>th</sup> July 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. Broucke (Chair), P. Williams, J. Prangnell, D. Austin, M. Grimes and M. Batchelor  
L. Bannister (Clerk)

**Others Present:** HDC Cllr. D. Coldwell  
2 members of the public, C. Carey & G. Sargent

#### **100. Apologies**

Apologies were received from Cllrs. Underwood, Staines and Barling.

#### **101. Minutes of the last Meeting held on the 14<sup>th</sup> June 2016**

These were agreed and duly signed subject to the following amendments:-

- Page 4, item 91 – amend paragraph 1 to ‘near Bilsborough’ instead of ‘by Bilsborough’
- Page 4, item 91 – amend paragraph 7 to ‘record amount of kwh’
- Page 7, item 96.1 – correct spelling of ‘difference’ in second paragraph
- Page 8, item 96.3 – correct spelling of ‘been’ in second paragraph

#### **102. Action updates from previous Minutes**

The Neighbourhood Watch signs have now been hung.

The Clerk has spoken to the Highways Department about the application form for the Vehicle Activated Signs. They were unable to come out for a meeting as they are too busy, but they did talk to the Clerk and answer most questions. The only decision needed to be made was where to site the sign. It will need to go on one of the verges either side of the Parish Hall car park entrance. It was agreed that the sign will go to the right of the entrance (closest to the hall).

The Clerk has reported to Highways that the jetting of the drain at the bottom of Blackstone Lane was ineffective.

As agreed at the last meeting, the Clerk has asked WSCC to consider providing a taxi to take the school children from Blackstone Lane to their bus stop. They have said that they investigated this two years ago and found that this would have been too expensive. However, they will look into this again.

The Operation Watershed work at Furners lane has now been completed. No invoice has been received yet.

Cllr. Batchelor reported that the plan submitted under the SHLAA consultation was incorrect. A copy of the Land Registry entry showing the correct plan was given to the Clerk.

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

None.

### **104. Open Forum**

Chris Carey, a chartered surveyor, and Gavin Sargent, an architect, presented their plans for Shaw Cottage. This is to reconfigure the main building of a Grade II listed property in Blackstone Lane. They want to submit a planning application soon, but wanted to get feedback from WPC first.

They have engaged with HDC to get some pre application advice, but have received differing advice.

Cllr. Broucke said that although WPC wouldn't give a comment on this before being consulted so as not to pre-empt advice, WPC usually say that they want any development to be in keeping with the current property and local area, and not cause any nuisance to neighbouring property.

*Both members of the public left the meeting*

### **105. Reports from other Authorities:**

#### **105.1. Horsham District Council**

Cllr. Coldwell reported that:-

There is a new Chairman, Christian Mitchell.

HDC are reviewing the number of district councillors they need, and also the ward boundaries. These may well change.

HDC are also looking at the refuse collection system. They are currently using side loaders, which are getting very expensive to run. Collections will stay as they are until at least 2017. There is big capital expenditure coming up and it looks as if HDC will switch back to rear loaders as they are cheaper.

Cllr. Grimes asked when the change in the amenity tip hours will come about. Cllr. Coldwell said that these are operated by WSCC, but he is aware that WSCC have just employed two more operatives to deal with fly tipping.

Cllr. Broucke asked if the review of car parks will affect Henfield. Cllr. Coldwell said that at the moment there is no intention to charge for rural areas or market villages. This review is more about getting car parks

to pay for themselves as at the moment they cost HDC around £300,000 each year. The people that use the car parks long term are going to be asked to pay for this, although the annual charges are currently very low.

*Cllr. Coldwell left the meeting*

## **106. Planning**

### **106.1. DC/16/1354 Hundred Steddle Barn, Brighton 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 all materials used are in keeping with the current property and local area, and that no additional floodlighting is added.’

The application for Swains, DC/16/1225, has been refused, but a new application has been received for this. The consultation was only received just before the meeting and so details were not available. So, it was agreed that Members will review the application and decide on a comment by email.

## **107. Planning updates**

Nothing to report.

## **108. Winter management**

WPC need to do an audit of the salt bins. There are bins on Blackstone Lane, the A281 and Bramlands Lane. They will be topped up if they are less than 75% full. Cllr. Austin will check these and report to the Clerk.

The Winter Management Plan will be reviewed at the next meeting.

## **109. Fence outside Woodmancote Place**

There is a metal rail loose following a road traffic accident. Police have forwarded insurance details, but ownership of this fence hasn't yet been clarified. WPC are waiting for Highways to clarify who owns this fence.

## **110. Visit to County Record Office**

A few Members wanted to attend. The Clerk will ask Cllr. Barling what he had in mind.

## **111. Eon – Rampion Wind Farm**

Work is continuing.

Cllr. Austin is still in talks with Eon to repair the water pipe that they cut through.

Cllr. Grimes reported that Eon have started to build drainage trenches.

### **112. Parish Hall fundraising**

Mr Millman offered to give some funds to renovate the Parish hall. He had a meeting with the vicar.

A copy of the Land Registry entry has now been supplied.

As things stand the Church want to preserve the hall, but it has to fundraise in its own right to stay viable.

If WPC supports the renovation of the hall, the running of it may need to change.

The Vicar is running this project. So far the hall has been surveyed, and some of the wiring has been checked.

WPC feels it is right to fundraise on behalf of the hall through the hall committee. WPC supports any fundraising activities that would ensure the longevity of the hall.

### **113. Neighbourhood Plan**

Cllr. Austin spoke to rCOH today. They have hit a bit of a snag preparing the Basic Conditions Statement for Regulation 16. They need to make a change to this to reflect why WPC did not include any sites for development and therefore did not do a Sustainable Environmental Assessment. They have received confusing advice from HDC about this, but will have the document ready by the end of the week.

This means that WPC will be ready to submit the plan to HDC by next week. HDC will have the plan for 6 weeks, and if they decide that the Plan is acceptable it will go to an independent inspector which will also take around 6 weeks. If the Plan is deemed to be acceptable by the inspector, it will go out to referendum, which will also take around 6 weeks.

### **114. Adoption of Policies & Procedures**

This includes:-

- Employee code of conduct
- Complaints procedure
- Procedures to deal with written requests
- Procedures to deal with document receipt, circulation, response, handling and filing

It was agreed to adopt all of these.

### **115. Review of Standing Orders & Financial Regulations**

These were reviewed and no changes were made.

### **116. Finance/payment**

### **116.1. Reconciled accounts & cashbook**

These were agreed and the accounts and bank statement were signed by Cllr. Prangnell.

### **116.2. Budget comparison**

The budget looks to be on track at the moment.

Council is still holding surplus funds, which need to be earmarked.

It was suggested looking into buying VAS sign direct instead of getting it supplied by the Highways Department.

### **116.3. Payments**

It was agreed to make the following payments:-

- a. WSCC – Invoice for Clerk’s salary for May - £304.17
- b. SSALC Ltd – Invoice for New Councillor’s Training - £66

An invoice hasn’t yet been received by WSCC, so this cheque will be held until the invoice is received.

## **117. Correspondence/meetings**

### **117.1. Playing Field meeting (Cllr. Williams)**

Cllr. Williams reported that car parking came up again. There is an issue with people parking in the lane, which is caused mostly by footballers in the winter. It is a breach of the playing field lease to allow their customers to park on the lane, and matches should be scheduled so that there is no need to do this.

The entrance to the playing field has now been tidied a bit.

### **117.2. Highways Department**

Cllr. Austin has heard from the Highways Department as he was a volunteer to aid the Department. This group has now been disbanded and all equipment now needs to be returned to them.

### **117.3. Shaw Cottage, Blackstone Lane**

C. Carey contacted the Clerk to say that they wanted to come and present the plans for this property to WPC. This was covered in item 104 above.

## **118. Holiday for Clerk**

The Clerk is on annual leave from 14-18 July.

## **119. Other business**

There will only be a meeting in August if there are planning matters to discuss.

There is no new update on the fence at Hollinger. The Highways Department are dealing with this. An adjacent property has put up a sign advertising their shop, which doesn't have planning permission.

Cllr. Batchelor said that she has seen different cars in Blackstone doing more than 60mph. The rumble strips are worn out and overhanging foliage is covering the sign.

Perhaps a list of things that need to be done in the Parish could be compiled so that these can all be reported to WSCC.

C. Blazeby has reported that a car has been seen in Blackstone Lane being photographed in various locations, and it has had its number plate removed.

There was a break in on Blackstone Lane.

**120. Date of next meeting**

The next meeting will be held on Tuesday 9<sup>th</sup> August at 7.30pm.

*The meeting closed at 9.05 pm*