

**WOODMANCOTE PARISH COUNCIL**  
**Minutes of Meeting held in the Parish Hall on Tuesday 14<sup>th</sup> June 2016 at 7.30p.m.**  
**(Members of the Public were invited to attend)**

**Mrs L Bannister – Clerk to the Council**  
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**Present:** WPC Cllrs. Williams (Chair), A. Underwood, J. Prangnell, D. Austin and M. Batchelor  
L. Bannister (Clerk)

**Others Present:** HDC Cllr. D. Coldwell  
WSCC Cllr. D. Barling

As Cllr. Broucke was absent from the meeting, it was agreed that Cllr. Williams would act as Chair for the meeting.

**80. Apologies**

Apologies were received from Cllrs. Broucke, Grimes and Staines.

**81. Co option**

Mary Batchelor requested to join the Council. She has a passion for the area as she was brought up in Woodmancote.

It was agreed to co opt M. Batchelor onto the Council.

Cllr. Batchelor completed the register of interests and acceptance of office forms.

**82. Minutes of the last meeting held on 10<sup>th</sup> May 2016**

These were agreed subject to the following amendments:-

- Item 76.2 – amend ‘turns up to’ to ‘attends’
- Item 78 – include the name of the contractor (The Three Shires) and that they are going up and down Blackstone Lane, not the Three Shires lot.

**83. Action updates from previous Minutes**

Two snow shovels were collected from the Clapham Depot to be kept for the Winter Management Plan. They are being kept by Cllr. Williams at the moment, but will be given to Cllrs. Austin and Broucke as previously agreed.

Regarding the pipe that was discharging water onto footpath 3190, the landowner has now removed the pipe as she was aware of the issue this was causing. There was therefore no need to write to her.

Regarding the fence at Hollinger, the Highways Department has reported that the legal team are now progressing enforcement. They will be making contact with the landowner shortly.

The Operation Watershed work is due to be done on Furners Lane on Friday.

The Neighbourhood Watch signs should be put up soon.

#### **84. Declarations of interest from Members in respect of any items in the Agenda**

None.

#### **85. Open forum**

No members of the public were present, and so no items were raised.

#### **86. Reports from other Authorities**

##### **86.1. West Sussex County Council**

See item 95 below.

##### **86.2. Horsham District Council**

Cllr. Coldwell reported as follows:-

Regarding the refuse truck that was seen putting both household refuse and recycling into the same truck, some of the lorries are split and can collect two types of rubbish at the same time.

WSSC has a consultation out on reducing the operating hours of amenity tips. This is being discussed at HDC, who have objected to this as they feel it will lead to an increase in fly tipping. However, as an individual Cllr. Coldwell doesn't have a problem with it, as he only visits a few times a year and so can choose which times he visits.

HDC is quiet at the moment. They have just got over their annual meeting where they reappointed positions.

Cllr. Coldwell will look into the Firsland Park Industrial Estate planning application (for the water tank) to see what conditions were attached.

*Cllr. Coldwell left the meeting*

#### **87. Planning**

### **87.1. DC/16/0981 Firmland Park Industrial Estate**

This application was received after the last meeting, and the comments deadline was due to expire before this meeting. So as not to miss the deadline, the following comment was submitted to HDC:-

‘Woodmancote Parish Council has no objection to this application as it has been deemed to be necessary to the site by the fire service, but we feel that the positioning must be within the permitted site grounds and suitable screening must be planted on the south and west perimeters as this is 18+ feet high. Please confirm if the hydrants shown on the plan are proposed or existing.’

This application has now been permitted.

### **87.2. DC/16/1154 Ashleigh, Brighton Road**

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

‘Woodmancote Parish Council does not object to this application but would ask that there is no additional lighting added so as not to affect the highway or the dark sky policy of the area.’

### **88. Planning updates**

The following applications have been permitted:-

DC/16/0464 Rectory Cottage

DC/16/0673 Annes Baskets Limited

Stream Barn/Summers Farm – this has been reported to HDC, who have logged this as an enforcement matter.

WSCC have sent a report following their recent visit to Firmland Park Industrial Estate as follows:-

*‘I most recently visited the site on 20 May 2016. Stockpile heights were again high (i.e. in excess of the 2.8m limit) but set back from the boundary so it was better contained than has previously been the case. The area under the overhead lines remained clear which was also a concern previously.*

*I have asked the operator to consider submitting an application to try to regularise the situation in planning terms – i.e. to amend the condition which limits stockpile heights to 2.8m. I have suggested that they also apply to increase the height of the walls to contain these. They have confirmed that they intend to do so in the near future.*

*They also intend to install a structure to house a conveyor belt which currently extends outside of the building which will better contain dust emissions.*

*Otherwise I am satisfied that the site is operating in accordance with their planning permission.’*

### **89. Olus sites and Firmland & Winterpick – letter to MP**

Albourne PC have written to their MP to complain about the sites. They have asked if WPC would do the same.

It was decided that whilst WSCC are monitoring the sites, and as no complaints have been received from residents recently, it is not necessary at this time to write to an MP. However, WPC does support Albourne PC in principle.

### **90. Vehicle Activated Sign**

WSCC have sent a form that needs to be completed that requires quite a few decisions to be made (such as exactly where the sign will go, whether it will be mains/solar, etc). It was felt that guidance from WSCC was needed, and so the Clerk will try to arrange a meeting.

### **91. Eon – Rampion Wind Farm**

Cllr. Austin reported that his internet and phone was disconnected for five days. Initially he was told that this was a lightning strike, but found that a cable was cut through near Bilsborough.

After this, Eon cut through the water pipe and left Cllr. Austin without a water supply. This is despite Cllr. Austin showing this pipe on a map at several meetings, and at WPC meetings. The foreman was very dismissive when Cllr. Austin complained about this. The water pipe has been temporarily fixed.

Drains have been put in to take water away from the cables, but these are outside of their demarked area.

It has been reported that there are unhappy farmers along the route.

Leanne Taylor has left Eon, and the Clerk is unsure who will replace her.

The fences put up by Eon have reportedly cost £300,000.

Cllr. Austin reported that a record amount of kWh of renewable energy has been used this year.

### **92. Neighbourhood Plan**

#### **92.1. Submission Plan**

Since the last meeting, the Plan has been updated to reflect the comments made in the Regulation 14 representations. The Plan has been checked by HDC again, and they have suggested some more minor amendments to Policy 2. They also asked why no sites were selected! This was of course on advice from HDC, rCOH and AirS. The Housing Report has been updated to reflect the reason that no sites were selected.

HDC wanted clarification that windfall development on greenfield land which is infill would be acceptable, and Policy 2 has been updated to reflect this.

The Plan has been sent to HDC for one final check before Regulation 16 submission, which will be done soon.

### **93. Policies & procedures**

WPC now needs a code of conduct, complaints procedure, procedures to deal with written requests and procedures to deal with document receipt, circulation, response, handling and filing. The Clerk has put these together and will send to all Members to read, so that they can be agreed at the next meeting.

### **94. Finance/payment**

#### **94.1. Reconciled accounts and cashbook**

These were agreed and signed by Cllr. Underwood.

#### **94.2. Internal audit**

The accounts were audited recently, and all of the reported figures were agreed. The auditor was satisfied that the systems in place were adequate. The only point raised was that the reserves being held were too high. These have built up to over £17,000 due to grants being received for items that had been budgeted for. The external auditor will want to see that the Council has earmarked these funds for spending as Parish Councils have no power to accumulate funds.

A few suggestions were made as follows:-

- Cllr. Prangnell suggested a more permanent drainage solution for the end of Blackstone Lane. However, the Clerk reported that this could probably be funded by an Operation Watershed grant.
- Cllr. Underwood suggested a bench in the Parish.
- Cllr. Williams suggested another VAS facing west. Cllr. Prangnell asked if a double sided sign would be possible.
- Cllr. Austin suggested a VAS for the B2116.
- Updating the notice boards to the new style frames.

#### **94.3. External audit**

##### **a. Annual Governance Statement**

This was agreed and signed by the Clerk and Cllr. Williams.

##### **b. Accounting Statements**

These were agreed and signed by Cllr. Williams.

##### **c. Exercise of Public Rights**

This will run from Monday 20<sup>th</sup> June to Friday 29<sup>th</sup> July. Notices will be put on the notice boards and website.

This will now be submitted to the external auditor.

#### **94.4. Overtime for Clerk for Neighbourhood Plan – 8 hours**

This was agreed and the form signed by Cllr. Williams.

#### 94.5. Payments

The following payments were agreed, and cheques were signed by Cllr. Williams and the Clerk:-

- a. WSCC – Invoice for Clerk’s salary for March – £304.17
- b. Zurich – Invoice for insurance policy - £302.08
- c. AirS – Final invoice for Neighbourhood Planning - £3,195
- d. Parish Hall – Invoice for January to April 2016 - £84.50
- e. Mulberry & Co Invoice for internal audit - £106.20
- f. HALC Invoice for annual subscription - £15.00

*Cllr. Barling arrived*

#### 95. Report from West Sussex County Council

Cllr. Barling reported that the consultation on household waste sites has now ended. Around 4,000 replies were received. The response has not been analysed yet, but it appears that the response is very balanced. He has suggested that the sites are open at the weekend, and that the same closing days are not used for each depot. This is an effort to save £2m off of their budget. This also includes charging for tyres and concrete. Chichester has mobile sites for recycling, which pop up every couple of weeks. This is also under threat.

Once the responses are analysed, WSCC will make decisions.

Cllr. Underwood asked anyone would be made redundant. Cllr. Barling said that the employer is Viridor, and they use agency workers for out of hours jobs.

Cllr. Underwood also mentioned that the sites don’t take all waste, such as certain gas cylinders and computers.

Cllr. Underwood said that she wouldn’t want it to encourage more fly tipping. Cllr. Barling said this is something they are looking at.

The County Record Office has issued a booklet for their 70<sup>th</sup> anniversary. In it there is a map of Woodmancote from 1768. He has asked for an electronic copy of this to give to WPC. If Members want to visit, Cllr. Barling can arrange this. **ACTION** - Add this as an Agenda item next month

Cllr. Williams reported that she saw a man from BT in Blackstone Lane surveying for super fast broadband. This area is next on the list to get super fast broadband.

Cllr. Barling said that WSCC is looking into alternative technologies for residents that are off of the main road and won’t benefit from this broadband rollout.

Regarding the plans for car parking in Horsham District, this came from HDC, but this is an extension of austerity.

They are embargoed to speak about the EU referendum.

## **96. Correspondence / meetings**

### **96.1. SHLAA Consultation**

A comment was sent in to HDC following the last meeting. The response from HDC was as follows:-

*'Many thanks for your email, unfortunately the colour of the Mayfield Market site cannot be changed as it would obscure other sites located within that site area due to the vastness of the site. I have however added wording to the main SHELAA report explaining the difference for the colouring.*

*The word proposal for SA414 is to demonstrate that the site was submitted as an alternative site for consideration as part of the HDPF examination process. The whole site area relates to the proposal set out in the representation made my Mayfield Market town as opposed to being identified by HDC.'*

WPC don't approve of the use of the orange colour and believe it is misleading.

HDC have checked the site boundary of the garages and confirm that their version is correct. Cllr. Batchelor will speak to number 8 Blackstone Rise about this as she knows that HDC's plan is incorrect.

Cllr. Batchelor asked why the garage site was shown as commercial. HDC have confirmed this is due to its current use.

### **96.2. AirS evaluation form**

This will be looked at when the process has been completed.

### **96.3. Bus service into Blackstone Lane**

WSCC have responded as follows:-

*'Thank you for your emailing raising the issue of school buses for pupils on Blackstone Lane.*

*The Blackstone issue was one that came up around Sept 2014. It was prompted by the fact that the contractor was struggling to get down the lane, which has 90 degree bends and is narrow. On top of that there was some unsympathetic parking that was not helping, although was subsequently sorted.*

*The coach operator did not want to continue going down the lane, and so we were involved in making a judgement as to whether that was acceptable or not. On the one hand the nearest stops are some distance away, but on the other the coach was being scratched on vegetation. They had in fact also previously had a coach bogged down (and subsequently written off) when avoiding an on-coming vehicle. In 2015 we had a request from another contractor (who used to do the Blackstone run, as it happens) to change one of their routes elsewhere, for similar reasons.*

*The School (John Young) were involved at the time and there was a great deal of time and attention given to the issue.*

*The coaches in the 1970's/80's were the same length and width as more modern ones. They were, however, less square in section so the rooflines now tends to be more vulnerable on the 'corners' and along their lengths. Ace Travel were in fact keeping one coach specifically to do the run with. Due to its size and being age they accepted the wear and tear on the paint, which they would not normally do to the same extent. Agricultural vehicles and many lorries do not have the same considerations. Ace Travel also had to choose carefully which driver could do the run too, because very competent but less experienced drivers could have found it difficult.*

*Steyning Grammar does not have any minibuses serving it, so we don't have an option of diverting something else. At the time we did various dry runs to try to get a vehicle doing something else to serve Blackstone, but unfortunately found little that was able to do so. Where we may have been able to do so there would have been a significant additional cost, which the Council has not budgeted for and can ill afford. Given that we can serve the stops at the bottom of the lane, that is what we have chosen to do.*

*I hope that this has answered your questions, but please let me know if you would like any further clarifications.'*

It was agreed that WPC will ask WSCC/Steyning School to provide a licenced taxi to collect and deliver the children to a safe pick up point.

#### **97. Holiday for Clerk**

The Clerk will be on annual leave from 14-18 July inclusive.

#### **98. Other business**

There was a discussion about where the new development in Burgess Hill would be.

Cllr. Batchelor reported that parking while cricket matches are on is still an issue. People are parking on verges making it difficult for people coming up and down the lane. Cllr. Williams will bring this up at the next playing field meeting.

Cllr. Broucke met with Mr Millman and Rev. Doick about the donation that Mr Millman was going to make to the Parish Hall. They need ideas of how they are going to bring funds in after the hall has been renovated, as the current income would not make it worthwhile. Members think this would naturally increase if the hall is renovated, and it could be suitable for small weddings.

#### **99. Date of next meeting**

The next meeting will be held on Tuesday 12<sup>th</sup> July at 7.30pm.

*The meeting closed at 9.30 pm*