

**WOODMANCOTE PARISH COUNCIL**  
**Minutes of Meeting held in the Parish Hall on Tuesday 8<sup>th</sup> December 2015 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), M. Grimes, D. Austin, P. Williams, A. Underwood and J. Prangnell  
L. Bannister (Clerk)

**Others Present:** HDC Cllr. B. Staines  
1 x member of the public Mr P. Mitchell

**188. Apologies**

Apologies were received from WSCC Cllr. Barling and HDC Cllr. Coldwell.

**189. Minutes of the last Meeting held on the 10<sup>th</sup> November 2015**

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

- Page 1 – The member of the public was Mr Roger Millman
- Page 5 – Remove word ‘of’ from last paragraph

**190. Action updates from previous Minutes**

Cllr. Broucke has asked the vicar if a notice board could go in the Parish Hall. The Vicar is happy with this but it needs to be checked with Peter Bates. The notice board in the car park is owned by the Church and the vicar would like to see it removed because of its current state.

The vicar updated Cllr. Broucke that the Parish Hall will soon be surveyed and the surveyor will give a full report soon about what maintenance/repairs are needed and how much it would cost.

Regarding the flooding in Blackstone Lane, the Highways department has inspected the site, lifted the gully grill and checked the defect, and passed this to their routine maintenance team to arrange jetting of the outlet system. However, the flooding is still bad so it needs to be reported to Highways again. Blackstone Lane is also flooding again past the Lag following the Operation Watershed work.

Regarding the fence at the property Hollinger, the Highways department has now sent an enforcement letter to the landowner informing them that they have 28 days to relocate the fence 1.5m back from where

it currently is. If the fence is not moved they will do it themselves and charge the landowner for the costs of doing so.

Regarding the footpath diversion at Morley Farm, the footpath Ranger has contacted the landowner to find out if she will be making an application to legally divert the footpath. However, this will not be high priority for them to follow up on because an alternative and suitable route is available.

The speed data collection results have been received. These have been passed to WSCC, and they will let us know if they think a vehicle activated sign is necessary.

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

None.

**192. Open Forum (Council agree to adjourn proceedings for questions from the members of the public)**

No comments were made by Mr Mitchell.

**193. Neighbourhood Plan (Cllr. Austin)**

Cllr. Austin reported that a rough draft Plan has been received for the Steering Group to comment on and modify. A Steering Group meeting will be arranged for next week to go through the document fully.

F. Bayo from AirS has sent through an email explaining the next steps. Cllr. Austin will send this around to everyone.

Once the Steering Group is happy with the draft Plan, it can go to a six week public consultation. The Inspector will look closely at how the comments from the public have been dealt with.

Cllr. Austin has started working on the foreword, but this cannot be completed until comments from the public have been received.

Following advice from HDC that sites should not be allocated in the Plan, rCOH suggested checking the windfall policy with HDC and asking them for a screening opinion on whether a SA/SEA is needed. HDC have responded to say that if the policy identifies sites, then the assessments would be needed.

The SHLAA from HDC has a map showing that no area of Woodmancote is suitable for development except for Firland Industrial Park. However, their notes say that Firland is unsuitable for residential development.

There has been conflicting advice from HDC about whether or not Woodmancote could sustain development. This needs to be resolved before the Plan can proceed.

**ACTION** – All emails received from HDC and rCOH need to be sent to the Steering Group

Shermanbury's Plan has now gone out for consultation.

The policy in WPC's Plan at the moment would allow windfall development.

The grant deadline has now been extended to the 29<sup>th</sup> February 2016.

The invoice from AirS has been received.

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

##### **194.1. Horsham District Council**

Cllr. Staines reported that the HDPF has now been adopted. There is a threat of judicial review from residents in the north of the District, as most of the proposed development will be located in the north.

The potential development of the leisure centre at Broadbridge Heath will be voted on to decide whether or not it needs updating.

There is no news on the Mid Sussex Plan. The last Cllr. Staines heard was that they were finding it hard to defend development without the Plan in place.

A social inclusion group are undertaking a work based project to help vulnerable people get online in Horsham. This is a pilot scheme and does not yet include the whole District.

*Cllr. Staines leaving meeting*

#### **195. Planning**

##### **195.1. DC/15/2581 – Alastor Barn, Henfield Road**

It was decided that there are no objections to this application provided that the proposed work meets all the regulations of the listed building. **ACTION** – Clerk to report this to HDC

#### **196. Planning updates**

The following applications have been permitted:-

- DC/15/2073 – Barn Cottage, Brighton Road
- DC/15/2236 – Deers Leap, Wheatsheaf Road
- DC/15/1728 – Granary Cottage, Paynesfield

WSCC have sent a report of their inspection at Firmland Industrial Park. They found that the pile was higher than regulations permit. **ACTION** – Clerk to thank WSCC for their report, and make them aware that the size of the pile was the reason WPC made them aware of the site last year, and which prompted the application in the first place

### **197. Pension – discretions policy**

WSCC require WPC to provide a discretions policy for their employee. However, members of the Council felt that they did not have the required experience to decide whether or not this document is appropriate.

**ACTION** – Clerk will send WSCC a draft of the discretions policy to ask them if it is appropriate for a Parish Council to sign

### **198. Operation Watershed**

#### **198.1. Blackstone Lane**

There was £121 left of the grant after the invoice was paid. An email has been received from WSCC to confirm that Operation Watershed are content for WPC to retain the money on the commitment from the Parish Council that the monies will be put to further flood reduction or awareness projects. **ACTION** – Clerk to confirm to WSCC that this is agreed

#### **198.2. Furners Lane**

An email was sent to WSCC to say that WPC disagree that the works in Furners Lane will have solved the problem of flooding and possibly made the footpath worse, and also believe the newly installed pipe is approx. 1 foot higher than the other end of the new ditch. So, WPC will be returning the funding provided so that WSCC can pay their contractor directly and take responsibility.

The response from WSCC was that it is WPC's responsibility to manage the resolution of their concerns, and WPC need to contact Balfour Beatty directly to agree actions for the contractor to take.

WPC are not convinced that the work will be fit for purpose.

No bill has been received from Balfour Beatty yet.

It was agreed to contact Mark Stokes at Balfour Beatty to say that WPC is very concerned about the work on Furners Lane and it is the Council's opinion that they cannot take responsibility for this work as it stands. Unless they have a solution, can they have a site meeting for some professional advice. **ACTION** – Clerk to do this

### **199. Faster broadband for Blackstone**

Cllr. Williams reported that although a new broadband box has been installed on the A281, the broadband service in Blackstone is still below the minimum requirement of 10mbps.

It was decided to write to Openreach to ask if they can let us know their timescale of improving service to Blackstone as many of the residents struggle with a low download speed. This needs to be copied in to Nick Herbert thanking him for his input. **ACTION** – Clerk to do this

### **200. Finance/Payment**

### **200.1. Reconciled accounts and cashbook**

These were agreed, and the bank reconciliation and statement were signed.

### **200.2. Budget**

This has been drafted to show the budget for the current year, and the year to date expenditure. The budget for the financial year 2016-17 was agreed, and will be finalised at the next meeting in January. The budget shows the precept required would be £8,100.

### **200.3. Payments:-**

- a. Grant - Medical Centre Link Scheme - £50
- b. Grant - Friends of Henfield Medical Practice Trust - £50
- c. Grant - Parish Magazine - £40
- d. WSCC – Invoice for Clerk’s salary for October – £304.17
- e. WSCC – Invoice for administration of payroll services - £43.85
- f. AirS – Invoice for neighbourhood planning services - £6,163.49  
Tell them we will pay once in final draft form.
- g. Expenses for Clerk - £39.45
- h. Expenses for Cllr. Austin - £35.50

All of these payments were agreed, and cheques duly signed, except, the invoice for AirS will be paid once the draft Plan has been finalised. **ACTION** – Clerk to report this to AirS

### **201. Correspondence / meetings**

#### **201.1. Hard standing at the bus stop**

An email has been received requesting hard standing at the bus stop on the A281. **ACTION** - Write to WSCC to ask them to look into providing this

#### **201.2. External audits**

From the financial year 2017-18, WPC have the option of either having an auditor appointed for them (as they do now), or opting out and sourcing their own auditor. If they want to do this, SALC need to be notified. The advice from SALC is not to opt out.

It was agreed not to opt out.

#### **201.3. Blackstone Rise garages**

No update has been received from HDC this month.

A resident has sent us a copy of their response to the questionnaire from HDC.

#### **201.4. Hall dates for 2016**

The hall has been booked for the 2016 meetings, which will be the second Tuesday of every month as follows:-

12th January  
9th February  
8th March  
12th April  
10th May  
14th June  
12th July  
9th August  
13th September  
11th October  
8th November  
13th December

#### **201.5. WSALC AGM**

Cllr. Williams attended this and the conference after it.

SALC have a fund available if equipment is needed to comply with the new Transparency Code.

#### **201.6. Electoral register**

This has been received from HDC.

#### **201.7. Wineham & Shermanbury Neighbourhood Plan**

The consultation period started for this on the 7<sup>th</sup> December.

#### **201.8. Horsham District Planning Framework**

The HDPF has been received, along with an overall policies map for the District.

#### **202. Other business**

A resident has reported that the floodlighting at Stable Cottage is very intrusive and comes on about 5.30am. There are six extreme spotlights at the sand school that cause an unnecessary nuisance to motorists and residents. **ACTION** – Clerk is to report this to Henfield Parish Council and the Planning department and ask that some action is taken to have the lights angled differently

There will be a temporary 30mph speed limit on the Henfield Road from 10<sup>th</sup> December until 30<sup>th</sup> September 2016.

It has been a long time since a PCSO has attended a meeting in Woodmancote. **ACTION** – Clerk to invite them to the APM in April to give an informative speech about policing in the area

#### **203. Date of next meeting**

This will be the 12<sup>th</sup> January 2016 at 7.30pm.

*The meeting closed at 21.10 pm*