

WOODMANCOTE PARISH COUNCIL
Minutes of Meeting held in the Parish Hall on Tuesday 9th June 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
Tel: 07921 822869
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Present: WPC Cllrs. C. Broucke (Chairman), M. Grimes, D. Austin, P. Williams and J. Prangnell
L. Bannister (Clerk)

Others Present: HDC Cllrs. D. Coldwell & B. Staines
Lisa Boydell (HDC)
D. Spragg & A. Pennell
C. Blazeby
H. Linfield

89. Apologies

WSCC Cllr. D. Barling and Cllr. Underwood.

90. Minutes of the last Meeting held on the 12th May 2015

Subject to a few 'typo' corrections, and the addition of 'from Sussex Police' to point 75, the Minutes were approved and signed.

91. Action updates from previous Minutes

Regarding the new track/gate on the A281 and B2116, these were looked at by the Highways department who confirmed they are planning issues, and will be dealt with by the Planning department. The Planning department have visited the areas, but they are yet to comment.

Cllr. Williams has agreed to be a representative for the HALC and WSALC AGM meetings alongside Cllr. Prangnell.

It appears the sign for the Downsview caravan park has been removed.

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

None.

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

David Spragg is the agent for the Hascombe Farm planning application and attended with the landowner Andrew Pennell. There is currently a planning application with HDC and SDNP. They attended the meeting to show their faces and to say that the site is open if anyone wants to look around. They confirmed that this

is now a complete application. This will be a venue mainly for training, and a small amount of show jumping competitions. This will mean there will be a reduction in traffic movements from when it was owned by Royal Leisure.

C. Blazeby attended as a representative for Woodmancote Neighbourhood Watch. They have about 38 people signed up to receive emails about what is happening in the area. Parishioners can send information (for example things they are suspicious of) and this is circulated to everyone on the list. They have a few coordinators but are looking to recruit more members. C. Blazeby was asked what the response time is from the Police. This is currently quite poor, unless it is an emergency. C. Blazeby is rarely able to see the local PCSO.

C. Blazeby leaving meeting

L. Boydell arriving

94. Reports from other Authorities:

94.1. Horsham District Council

Cllr. Coldwell reporting as follows:-

Things are still getting into shape after the elections and now every post has been filled.

The office move has been completed.

Chris Lyons (director of Planning) has been working to resolve issues in the department and has sent an email to parishes explaining the systems in place.

They have fifteen new councillors who have all undergone lots of training.

Cllr. Staines reporting that he met with John Loxley at the garages at Blackstone Rise to discuss the future of them, and is aware that others from the Council are meeting him next week.

94.2. West Sussex County Council

Although Cllr. Barling gave his apologies, he mentioned that Firlands Industrial Estate has not yet been decided but is due to go before a committee soon. WPC are welcome to attend, and Cllr. Barling will let us know the date.

95. Presentation from Community Development & Engagement manager Lisa Boydell from HDC

L. Boydell gave a presentation which is attached.

96. Planning

96.1. DC/15/0531 – Hascombe Farm

Cllr. Coldwell said that the consultation period for this has now expired, however mentioned that he would turn down this application because not enough information has been supplied on the HDC website. This has now been rectified, and Cllr. Coldwell will now comment on the application.

Cllr. Grimes asking D. Spragg if any of the existing buildings are going to be coming down? There will be 24 dilapidated stables removed. The main barns are still there but are being refurbished. D. Spragg explained where the planned buildings will be situated. Their aim is to provide excellent training facilities and a good quality regional jumping venue for small competitions.

Cllr. Austin asking how many people could be accommodated? There would be room for 60 horse boxes and between 100-200 spectators (and they wouldn't anticipate having more than that). Normally the spectators would be people connected to the horses/riders.

Cllr. Grimes pointed out that Horn Lane is not suitable for heavy volumes of traffic, and asked if they see themselves running livery. They do not, and they appreciate how much this would impact the volumes of traffic.

A. Pennell said that it is important to put in perspective what was there compared to what they are proposing. In 2013 over 13,500 horses jumped at that venue. It's a top end project but they believe this will be much less intrusive than before.

Cllr. Coldwell pointed out that the Council can only consider what is to come, and not look at what was there previously.

It was decided to comment as follows:-

Woodmancote Parish Council has no objection to this application but would like it to run environmentally friendly to the parish in terms of lighting, traffic movements and noise. **ACTION** – Clerk to report this to HDC

D. Spragg and A. Pennell asking that if there are any issues can they please be contacted.

96.2. DC/15/1041 – 2 Bilsborough Barn

It was decided that there are no objections to this application. **ACTION** – Clerk to report this to HDC

96.3. DC/15/1010 – Morlands Farm

A letter has been received from the landowners explaining that they have made a 'prior notification' application to convert one of their agricultural barns to residential use.

It was decided to comment as follows:-

Woodmancote Parish Council do not feel the barn meets the criteria, but if it does we feel it should be tied to the business & we would ask for S106 funding if this does go ahead. **ACTION** – Clerk to report this to HDC

97. Planning updates

97.1. Firslands Industrial Park

This is still undecided. See point 94.2 above for information.

97.2. Northview Cottages

The Planning Compliance Officer has confirmed that there is no breach of planning taking place.

98. Rampion Wind Farm – update

EON have placed contracts for the onshore cable with Carillion Utility Services and for the build of the substation with ABB. They are currently working through the procurement process for the Major Horizontal Directional Drill contractor.

They are in the process of finalising their construction programme for the onshore cable works and should have the timing for this in the next couple of weeks. Then they will be in touch to let us know and either come to another meeting or send us the information.

B. Staines leaving meeting.

99. Transparency code & website

The new code came in this year and means we are required to publish lots more information on our website. This includes all schedules referred to in the Agenda (except the bank statement and accounts which don't come through in time – but which will go on the website after the meeting). Also, an annual report needs to be published by the 1st July each year. This should include all councillors and their responsibilities. This effectively turns the parishioners into the auditor (external audit will not be required next year).

It was decided to put a notice on the notice boards with email addresses for all councillors and the website information. This will also include details of the monthly meetings.

It was discussed and agreed that it would be good to refresh the images used on the website.

100. SDNP nominations

The ballot papers will not be sent until 22nd June, and voting closes on the 7th July. As such, when the ballot papers are received the Clerk will correspond with members to decide whether or not to vote, and who to vote for.

101. Neighbourhood Plan (Cllr. Austin)

There was a meeting on the 3rd June to review all of the sites put forward. All of the questionnaires have now been completed. All information will now be given to RCOH and AirS at a meeting on the 16th June.

The sites will all be subject to three assessments – strategic environmental assessment, sustainability assessment and habitat assessment. It is expected that it will take RCOH several weeks to complete these.

Once this is done the Steering Group will need to complete a housing needs assessment and submit it to AirS.

WPC has been advised to give all sites to AirS and RCOH so that they can all be assessed. None can be ruled out at this time.

After this we will be ready to prepare the pre submission plan.

Cllr. Austin is to find out if we can issue a cut off date for sites to be submitted.

The site owner of Peacock Paddock has now discovered mains drainage close to the site. Cllr. Austin asked H. Linfield what is the invert level of the drain? H. Linfield doesn't know but believes a pumping station would be needed, but shouldn't need a septic tank.

Cllr. Broucke didn't attend the meeting on the 3rd June as he is a site owner, but will be attending the next meeting to see what happens with the professional advisors, and will leave the meeting if appropriate.

Cllr. Coldwell mentioned that the examination on the HDPF starts again and should be ready for November for all of the neighbourhood plans to fit into it.

H. Linfield leaving meeting

102. Finance/Payment

102.1. Internal auditor's report for 2014/5

The only real criticism was lack of an asset register and that our reserves are too high. They should be about half of our precept. The auditor advised not to lower the precept next year because this would cause problems if it needs to be put back up again the following year, but to use the excess money for the benefit of the parish.

It was suggested that perhaps new notice boards could be purchased as they need updating. This will be discussed towards the end of the neighbourhood plan when we have a better understanding of how much money is available.

102.2. External audit

This was checked and signed by the Chairman and Clerk.

102.3. Reconciled accounts & cashbook

These were checked and approved. The accounts and bank statement were signed by Cllr. Williams.

102.4. Operation Watershed – Furners Lane

This has now been approved and a cheque paid in of £2,656. At the time the application was made, because it had to be made in such a rush, Clerk used the middle quote for the application as the lower one was not VAT registered, and the higher one was far too high. But, that means Council now needs to make a decision about what company to go ahead with. The quotes were:-

- Ed Burton – £5,522 plus VAT
- Geoff Langridge – £1,700
- Greenways – £2,656 plus VAT

It was decided to instruct Greenways. **ACTION** – Clerk to arrange for Greenways to meet with Council to clarify what they have quoted for

102.5. Seven hours overtime for Clerk relating to Neighbourhood Plan - £70

This was agreed and the overtime form signed by Cllr. Broucke.

102.6. Invoices to pay:-

- WSCC Invoice for Clerk's salary for May – £394.17
- Mark Mulberry (internal audit) - £106.20
- Expenses for Cllr. Austin - £9.99 (and need to ask him how much printing was)
- Expenses for Clerk - £130.40

These were all agreed and cheques duly signed. The invoice for the Clerk's salary has not yet been received, so the cheque will be held by the Clerk until this has been received and checked for correctness.

102.7. Mandate change form

This was completed to add Clerk as signatory and remove Cllr. Ochoa. This was signed by Cllrs. Broucke and Grimes.

103. Correspondence / meetings

There is a meeting at the Blackstone Rise garages next week with Cllr. Coldwell, John Loxley from HDC, Cllr. Broucke and the Clerk. Cllr. Coldwell suggested having some ideas in mind for what WPC wants to happen with the garages in the future. We will also need to negotiate a time frame for dealing with this.

Cllr. Williams has written to John Loxley to ask for information under the Freedom of Information Act. The reply was that there have only been informal meetings where it was decided that the garages are surplus to HDC's requirements. No formal decisions have been made. Cllr. Williams has emailed again to ask for proof of how this decision was made.

Cllr. Coldwell explaining that the reason for the decision is that HDC are under pressure to cut their costs, and they have been looking to save/make money wherever possible.

Cllr. Williams suggested that they could be leased to WPC and for us to deal with the administration, because the parking is essential.

Three leaflets for care and support have been sent to us from WSCC. Cllr. Williams will put these on the notice boards.

104. Holiday for Clerk (approved)

The Clerk will be on holiday from 22-26 June.

105. Other business

Cllr. Austin added information about the Neighbourhood Plan – regarding the most recent site that has been put forward, although most members of the Steering Group are familiar with it, everyone else should have a look at it before the meeting with AirS and RCOH so that all sites have been equally considered.

Cllr. Broucke asked for the site of the Parish Hall to be shown to AirS as a potential site for the future. It can't be put forward as a definite site due to the issues with ownership/trusteeship.

Cllr. Austin will ask advice about the Blackstone Rise garages and whether they could/should be included.

106. Date of next meeting

This will be on the 14th July at 7.30pm.

The meeting closed at 9.30pm