

WOODMANCOTE PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of Meeting held in the Parish Hall on Tuesday 9th December 2014 at 6.00p.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
Email: woodmancoteparishcouncil@gmail.com

Present: Cllrs. D. Austin (Chairman), C. Broucke, P. Williams, J. Ochoa and volunteers D. Linford, C. Blazeby, P. Wilkins, P. Batchelor and L. Austin
L. Bannister (Clerk)

Others Present: M. Clark

1. Apologies

Cllr. M. Grimes and R. Lunn

2. Minutes of the last Meeting held on the 11th November 2014

The minutes were agreed and duly signed subject to noting that although it was agreed that it would be done, a message was not printed on the envelopes containing the questionnaires.

3. Action updates from previous Minutes

All updates are dealt with in items below.

4. Declarations of Interest from members in respect of any items in the Agenda

None.

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

None.

6. Terms of reference & declaration of interest forms

Forms were duly signed.

7. Vision workshop report

There was some confusion over the use of the terms 'countryside' and 'greenfield sites'. L. Austin explained that HDC has defined certain categories of settlement as follows:-

- Category 1 – e.g. Horsham and Henfield
- Category 2 – e.g. Small Dole
- Countryside – anything outside of a built up area boundary. Therefore, Woodmancote is defined as countryside.

A greenfield site is any land which has not been previously developed.

A brownfield site is any land which has been previously developed.

Greenbelt is an area of land which is almost a buffer around a city to stop growth. However, regulations surrounding greenbelt land is not so strictly adhered to due to demand for housing. There is only greenbelt around large cities (such as London).

There were a few spelling/grammar issues in the report, which have now been corrected.

It was requested that on page 4 the word 'cricket' is left out when describing the sports pavilion.

The vision report has now been sent to AirS. It was requested that a final copy is sent to all members of the Steering Group.

8. Meetings

Cll. Austin and the Clerk attended a Parish Online workshop. This is a mapping function which seems suitable to produce the maps required for the Neighbourhood Plan. If these are outsourced, it would seem it would be very expensive.

Cllr. Austin has played around with the facility and one function is to find certain areas in the Parish, highlight and colour them - which could be useful if there are any responses to the call for sites.

Cllr. Austin has met with some business owners in Firlands who have some grievances. Cllr. Austin has suggested they put their grievances in their questionnaire responses.

There was a meeting on the 25th November in the Cricket Pavilion putting envelopes together with questionnaires. All members were happy with the way meeting went.

9. Finance / Payment

There was an expense of £491.85 for printing the Christmas cards and questionnaires, and putting together the SAEs and envelopes.

The Clerk has completed five hours of overtime relating to the Neighbourhood Plan in November.

10. Correspondence

There has been a letter received from a parishioner pointing out that he received a questionnaire which was also addressed to his deceased mother, whose name had been crossed out on the envelope instead of printing a new one. He has returned the questionnaire not filled in. The resident will be sent a letter apologising unreservedly for this.

11. Next steps

11.1 Letter to Statutory Stakeholders

A letter needs to be sent to all statutory stakeholders, who we are required to write to in case they have any interest in the Parish (eg a cable running through it). We also need to write to anyone who may have a business interest in the Parish.

The agreed list of people to write to are:-

WSCC

Adur & Worthing District Council

Mid Sussex County Council

Brighton & Hove Council

South Downs National Park

Bolney Parish Council

Twineham Parish Council

Albourne Parish Council

Fulking Parish Council

Henfield Parish Council

Shermanbury Parish Council

Upper Beeding Parish Council

Poynings Parish Council

West Sussex Local Forum

EDF

English Heritage

Power Networks UK

Environment Agency

Highways Agency

Natural England

Scotia Gas Networks

Scottish & Southern Energy

Southern Water

Sport England

Telefonica O2

Vodafone

All other networks

South East Water

Henfield Health Centre

Hurstpierpoint Health Centre

ADM Architects
Clive Voller Associates
Crickmay Chartered Surveyors
Crowther Overton-Hart (L. Austin to check this one)
Derek Scoble Architect
Downsview Associates
Downsettmayhew Planning Partnership
Keith Potts ITPS
Lewis & Co Planning
George Baxter Associates
Morgan Carn Partnership
Simon Brett Associates
Roger Minos
Gerald Moore
Stevens
Richards
HJ Bourke
Clifford Dann
Marcus Grimes
Mish Mckay
Taggart
Goodsman Letting

EDE Planning Consultants
Rampion – EON – Fisher Jone (agent acting for EON)

The letter can be sent by email where possible.

The letter will inform that Woodmancote is producing a Neighbourhood Plan and seek their assistance through consultation.

If any member thinks of any other stakeholders that should receive a letter, they should please let the Clerk know.

11.2 Questionnaire

There have been 49 replies so far, which is almost 2000 comments. Cllr. Ochoa has prepared a spreadsheet. The responses so far are encouraging – 21% have been returned already.

Cllr. Ochoa summed up the responses so far:-

- Residents care about the community and would like to see very little change
- Concerns are speed and quality of roads
- Drainage is biggest complaint

- There is a great deal of pride in Woodmancote
- Bus service could be improved
- Facilities for young people don't exist
- Not all replies distinguished between rented and purchased accommodation, so Cllr. Ochoa has assumed bought in these instances for the purposes of collating the results
- The cricket pavilion has been pointed out to be the best feature
- A general store or community shop would be desirable (such as Sayers Common)

The response to last year's questionnaire was 29.9% - so we're on track to at least equal that.

11.3 Community evidence paper

This will be finished off in the January meeting. But, the comments so far are:-

- All members are happy with the picture on the front of the document, but maybe a few more could be added.
- There were various other suggestions for small changes to the document.

All members are to put together a small list of Strengths, Weaknesses, Opportunities and Threats for the whole Parish to bring to the next meeting.

12. Other business

There have been no replies to the call for sites so far.

The Henfield Neighbourhood Plan is available for download if anyone wants to read it.

Cllr. Austin is away from the 14th December until the 9th January.

13. Date of next meeting

This will be on Tuesday 13th January at 6pm.

The meeting closed at 19.35