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**Minutes of the Ordinary Meeting held virtually on Zoom on Tuesday, 9 February 2021
at 7.30 p.m.**

Present: WPC Cllrs. C. Dixon (Chairman), W. Noel, P. Williams, M. Batchelor, J. Pragnell, R. Noel
and D. Austin.
S. Mamoany (Clerk)

Others Present: HDC Cllr. M. Croker and District Cllr. D. Barling
Cllr. M. Eastwood – Henfield Parish Council

1 member of the public

Cllr. Dixon informed Councillors that the meeting was being recorded for administrative purposes, and the recording will be deleted once the Minutes have been approved.

2021-198. Apologies

No apologies were received.

2021-199. Minutes of the meetings held on the 12 January 2021 and 27 January 2021

The minutes were **RESOLVED** by the Council and duly signed by Cllr. Dixon.

2021-200. Actions from previous Minutes

The Clerk noted she had not had the opportunity to progress the Community Speed Watch.

Barclays Bank confirmed that the address has now been changed on the Council bank accounts.

Steve Douglas (WSCC Highways) advised that WSCC had not provided a definite quote in the past for the installation of the SID ground poles and just a rough figure. The Clerk will continue to see if she can find other contractors to quote and request a firm quote from WSCC.

MSDC Enforcement Officer confirmed that a site visit had been made to the land in Blackstone Lane. The pergola as constructed is considered to be in breach of planning control at this time by virtue of it being built on agricultural land not reasonably necessary for the purposes of agriculture and this is being raised with the landowner. The planting around the site is not development for planning purposes and is therefore not subject to planning control.

Cllr. Batchelor reported that the subsidence on Blackstone Lane will be repaired by WSCC Highways before April.

2021-201. Public Participation

No comments from members of the public.

2021-202. Declarations of Interest from Members in respect of any items in the Agenda

Cllr. Dixon noted that he owns the property adjacent to the planning application noted on item 204.1.

Cllr. Williams noted that she owns the property adjacent to the planning application noted on item 204.3.

WSCC Cllr. Barling declared an interest in item 207.3. on the agenda as he was a partner in one of the solicitors.

2021-203. Reports from other Authorities:

203.1. Horsham District Council

Cllr. Croker reported as follows:

- HDC Council Tax Band D will increase by £5.00 per annum in 2021/22.
- Income is down in areas such as parking, commercial properties and leisure centres have needed a lot of financial support during the COVID restrictions. Savings have been made on staff salaries. New Homes Bonus Scheme will see significant reductions over the next 5 years.
- Due to the above, it will be necessary for HDC to look at selling some assets, this could include Drill Hall, Broadbridge Heath running track and Rockwood.
- Finances will be balanced this year due to Government grants, however in the future it could mean dipping into reserves.
- Local Plan will go to Cabinet at the earliest by March 2021.

203.2. West Sussex County Council

- Improvements in Childrens Services due to a new Director means that no further intervention is required.
- Fire & Rescue Service now has a shared control centre with Surrey and this is proving satisfactory. The application for a new Fire Station in Horsham has been approved.
- WSCC Council Tax Band D will increase by £1.32 per week in 2021/22.
- Budgets for Childrens Services, Fire Brigade and Highways have all increased.
- Elections will be held in May 2021 and Cllr. Barling noted he would not be standing this year.

2021-204 Planning

204.1. SDNP/21/00241HOUS & SDNP/21/00242/LIS – Catsland Farmhouse, Annexe Bramlands Lane Woodmancote BN5 9TG – Installation of rooflight to existing south facing roof, replacement of existing windows to south elevation and replacement of existing doors with glazed doors

It was **RESOLVED** to object to the above applications due to concerns about the volume of glass/light reflection in relation to the SDNP Dark Skies Policy and it not being in keeping with the character of the original building.

204.2. DC/21/0160 - Firsland Cottage Henfield Road Albourne - Erection of a single storey extension to the south and east elevations, erection of double storey extensions to the east and west elevations. Construction of a new porch and front entrance door, installation of new window openings to the north elevation and conversion of loft into habitable living space.

It was **RESOLVED** to make a comment that the extension was felt to dominate the plot and potentially change the character of the surrounding area, however the Council would not object to the application.

204.3. DC/21/0174 – Blackstone Farm Blackstone Street Woodmancote - Removal of asbestos sheets from the roofs and walls of two buildings and replacement with composite panels to the roofs and horizontal timber cladding to the walls.

It was **RESOLVED** that due to the current roof being asbestos, residents in the local area should be warned well in advance when the asbestos was due to be removed and it was also noted that the conservation officer should be consulted in relation to the new roofing materials due to the site being located in the conservation area.

204.4. Any applications received since publication of the agenda.

No further applications had been received.

2021-205. Planning Update

The following decisions were noted:

DC/20/2443 – Bramcote Farm Bramlands Lane Woodmancote BN5 9TG – Erection of a first floor rear extension and construction of a balcony at first floor level to the rear elevation – Granted.

SDNP/20/05042/HOUS & SDNP/20/05043 – Catsland Farmhouse Annex Bramlands Lane Woodmancote BN5 9TG – Removal of 2No. existing dormer windows and construction of 1No reverse dormer on the south elevation. – Granted.

2021-206. Rights of Way/Footpath

206.1. Safe Routes

The Chairman closed the meeting to allow Cllr. Malcolm Eastwood from Henfield Parish Council to speak.

Cllr. Eastwood explained the background of how the Safer Routes working group had been formed, which is made up of residents who have an interest in walking, cycling or riding and want to create safe routes. Some of these routes crossed into the borders of other Parishes including Woodmancote. Cllr. Eastwood invited a member of Woodmancote Parish Council to attend the meetings, which are held every 6 weeks. Cllr. R Noel attends representing HDC currently. The group are currently working on if the suggested routes are suitable and are starting to map them out checking access/surfaces etc.

The Chairman thanked Cllr. Eastwood for attending and re-opened the meeting.

It was noted that Woodmancote Parish Council do not support the change of use from a footpath to a bridleway from Blackstone to Henfield. Cllr. R. Noel commented that the application made by the BHS needed new evidence in order for the application to be successful and as far as he was aware no such evidence has been provided.

Cllr. Austin noted the route to access Prairie Gardens was a good idea and he would put Cllr. Eastwood in touch with one of the landowners which could be of assistance and he would also consider being the Parish Council representative.

206.2. Update on DMMO 2/19 Henfield (CC803.15670)

The Clerk had provided an update from WSCC that the application to change the use of the footpath to a bridleway was delayed due to the closure of the Country Records Office which is where the majority of historical documents are stored. Until the current COVID restrictions are lifted, they cannot advise when the investigation will continue, however the Parish Council will be consulted on the application.

An email from a resident regarding access for pushchairs along this path was noted, together with the Clerk's response.

206.3. To consider costs for footway clearance

The Clerk had circulated a quotation from a contractor who had looked at the footpaths last week and quoted £300 to sweep and clear the areas that he felt needed attention. Councillors noted that the footpaths didn't seem to look too bad currently and Cllr. W. Noel offered to go and check and report back to the Clerk. It was noted that some residents had done some clearing work recently.

The contractor noted that they all needed scrapping back and clearing which would be in the region of £2,000. It was noted that if vegetation was overhanging the Parish Council or WSCC Highways could write to the land owners and ask them to do the necessary work to keep the footpaths accessible.

2021-207. Blackstone Playing Fields

207.1. Update on progress of lease

Following the meeting held on the 27 January 2021, the Clerk had written to Sussex Cricket to update them with the Council's position. No response had been received to date.

207.2. To consider quotation for rental valuation

The Clerk had circulated a report with quotations from Chartered Surveyors in regards to obtaining a rental valuation report for the land. **The Council RESOLVED** to proceed with a valuation, in the interests of ensuring that the rental income was correct moving forwards with a new lease, it was felt that as the land was the only Council asset, they should ensure they were obtaining the correct rent.

The quotations were discussed and **it was RESOLVED** to instruct RH & RW Cluttons to proceed with a formal report if the costs were under £950, plus VAT or under.

207.3. To consider appointment of replacement solicitors

The Clerk had circulated details of 3 solicitors who had experience in commercial leases with their rates. It was noted that the Parish Councils solicitors' costs involved in drawing up the lease, which were being paid by Sussex Cricket had nearly been used. Therefore, further engagement would be needed with Sussex Cricket in relation to costs should the Council propose a new solicitor be instructed. It was noted that once the rental valuation had been completed the Council would be in a better position to decide the way forward.

2021-208. WSCC Highways/Traffic Speed A281

208.1. Update on Community Highways Scheme

It was noted that the scheme had passed the moderation stage and the Improvements Team would now be considering the proposal and a decision should be made by the end of February.

2021-209. Finance/Payment

209.1. Reconciled accounts and bank statements

It was **RESOLVED** to approve the above dated 31.01.2021

209.2. Payments

It was **RESOLVED** to pay the following listed on the schedule of payments amounting to £720.85 in total:

WSCC – Salaries January - £695.85

S Mamoany – Reimbursement Laptop Workshop repair to Clerk's laptop - £25.00

209.3. To consider grant proposals

No grant proposals were put forward by Councillors.

209.4. To approve auditor for 2021/22

It was **RESOLVED** to continue to use the services of Mulberry & Co for the internal audit.

2021-210. Correspondence/meetings/consultations

210.1. WSALC Correspondence/AGM and review of membership

The Clerk updated the Council on the communications and the Council noted these. Cllr. R. Noel will attend the meeting to be held by the WSALC Board of Directors on the 18 February 2021 and report back to the Council. The AGM will be held on the 25 February 2021.

210.2. Rampion 2 Wind Farm

A consultation was currently running and the Clerk will arrange for a representative to attend the next Parish Council meeting so that the Council could get a better understanding of the project. The Council had been invited to join a Liaison Group.

210.3. SDNPA Parking Supplementary Planning Document amended draft Consultation

Noted, no comment made.

210.4. SDNPA Camping and Glamping Technical Advice Note (TAN) Consultation

Noted, no comment made.

2021-211. Other business

None noted.

2021-212. Date of next meeting

9 March 2021 at 7.30pm.

It was noted that at this stage the Government are not intending to change the legislation surrounding remote meetings, which currently means as from the 7 May 2021 Parish Council meetings will have to be held in a public place. It may be a consideration that the Council bring forward the Annual Parish Council meeting due to be held on the 11 May so that this meeting could still be held remotely, depending on the situation with COVID and restrictions that might still be in place.

The meeting closed at 9.15pm