

Clerk to Council:  
Sarah Mamoany  
PO Box 881  
Haywards Heath  
West Sussex  
RH16 9QW

07884 962453  
clerk@woodmancoteparishcouncil.gov.uk  
www.woodmancoteparishcouncil.gov.uk



**Minutes of the Ordinary Parish Council Meeting held virtually on Zoom on  
Thursday, 22 April 2021 at 7.30 p.m.  
(This meeting was rescheduled from Tuesday, 13 April 2021 following the national period of  
mourning for His Royal Highness The Duke of Edinburgh.)**

**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  
2 representatives from Sussex Cricket  
4 members 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.*

**2021-230. Apologies**

No apologies were received.

**2021-231. Minutes of the meeting held on the 9 March 2021**

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

**2021-232. Actions from previous Minutes**

It was noted that no further meetings of the Safer Routes group had been held and Cllr. Austin was awaiting a call back from Cllr. M. Eastwood of Henfield Parish Council.

The Clerk advised she had not looked into obtaining quotes for the autumn footpath clearance.

**2021-233. Public Participation**

No comments from members of the public.

## **2021-234. Co-Option of Parish Council Vacancies**

The Council had received one application for the vacancies currently available on the Council, the application had been circulated to all members prior to the meeting. The applicant, Len Fricker was invited to speak to advise what he felt he could bring to the Council.

**It was RESOLVED** to co-opt Len Fricker onto the Parish Council and the acceptance of office declaration form was signed in the presence of the Clerk (remotely). The Clerk will sign the form when the original is received via post. Cllr. Fricker joined the meeting and was welcomed to the Council.

## **2021-235. Declarations of Interest from Members in respect of any items in the Agenda**

No declarations of interest were made.

## **2021-236. Reports from other Authorities:**

### **236.1. Horsham District Council**

Cllr. Croker reported as follows:

- HDC are offering government funded grants of up to £50k for businesses (revenue not capital), applications are open until the end of May 2021.
- The Council Tax support scheme remains open for this financial year.
- HDC have approved the low carbon refurbishment of the St Peters Hall/RAFA buildings, confirming their commitment to low carbon.
- Cllr. Croker attended the Sussex Police briefing where it was noted that efforts were being made to get more police seen in the community.

Cllr. R. Noel reported as follows:

- A Wellbeing meeting was held this week, which noted COVID numbers were still decreasing in HDC area, however slight rises in the Brighton/Lewes/MSDC areas was a reminder that it is still important to follow government guidelines.
- Waste Services – a recycling service for textiles and small electrical items is being introduced.
- Carbon Reduction Advisory Group are looking at other recycling schemes including free garden waste collection and food waste collection. HDC are aiming to be in the top 10 Councils for recycling commitments in the country.
- Cameras have been erected in areas where fly tipping is becoming a regular issue and these have resulted in fines being issued.
- Local Plan – final decision on site allocations will be made on the 9 June 2021.
- It was noted that should the application to demolish Woodmancote Parish Hall be approved it would then have to go to the full planning committee for approval. However, it was reported that the Heritage Officer is considering making the building a non-designated heritage asset.
- Blackstone Garage site – the sale is still proceeding and has not completed as yet.

### **236.2. West Sussex County Council**

Cllr. Dixon noted that this would be Cllr. Barling's last meeting as a County Councillor as he was stepping down and thanked him for his support to Woodmancote Parish Council over the years.

Cllr. Barling reported as follows:

- Steve Douglas (WSSC Highways) had advised that he was hopeful that the Woodmancote Community Highways Scheme would be put forward but as yet no final decision has been made. Discussions have also been held with WSSC Highways about the possibility of reducing the speed limit in Holmbush Lane.
- Cllr. Barling advised as far as he was aware the internet vouchers are still available. This was a query raised by Cllr. Bachelor as an application has been submitted to Open Reach by residents, but no response has been received as yet.

## **2021-237 Planning**

### **2021.237.1. DC/21/0512 - Woodmancote Parish Hall Brighton Road Woodmancote Henfield BN5 9SR - Demolition of Parish Hall /attached dwelling and outbuildings. Construction of four detached dwellings with carports and relocation of vehicle access.**

It was **RESOLVED** to object to this application on the following points:

- Application contrary to the Woodmancote Neighbourhood Plan Policies 1 and 3
- It was noted the HDC Conservation Officer's report dated the 1 April 2021 stated '*Heritage assets are defined in the glossary of the NPPF (2019) as being 'a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest' with Paragraph 184 noting 'that these assets are an irreplaceable resource and should be conserved in a manner appropriate to their significance.'* The Council would support these views as the building was once the local school and therefore has historical significance and interest to the Parish.
- '*Within the submitted documentation there is no indication that the existing building could not be converted or re-used and it is unclear why a layout could not be designed that would retain a building of local interest which is of historic and architectural value.'* The Council support these views and note that the building was once the local school and therefore has historical significance and interest to the Parish. The Council also question why the building cannot be retained and redeveloped within the site.
- Historical interest – The Council note a Heritage Statement has been requested and are considering making an application to see if the building can be listed due to its historical interest.
- Access – the A281 is a busy, fast road and the Council have concerns regarding the amount of traffic that a development of 4 x 4-bedroom homes would create.
- Overdevelopment – the application is overdevelopment of a site on a rural road and the dwellings will not be affordable homes designed to suit local needs.

It was noted that many of the planning documents were not available to view on the HDC Planning Portal. Therefore, this will be raised with HDC and a suggestion of extending the consultation period will be requested as it was felt members of the public cannot comment if the documents are not available to view. Cllr. R. Noel advised that the new IT system that had been implemented by HDC did not seem to be working well and it had been brought to the attention of HDC.

### **237.2. To consider application to Historic England in relation to listing Woodmancote Parish Hall**

It was suggested that the Council should consider making an application to Historic England to see if Woodmancote Parish Hall could be listed as it was felt the building is of significant historic interest to the Parish. The Clerk had made enquiries with Historic England and circulated information. There are no application fees; however, it is unclear how long this procedure would take, but it would be months, rather

than weeks; with COVID-19 restrictions having an impact on the process as well. **It was RESOLVED** that the Clerk would make an application to Historic England and Cllr. Batchelor would assist.

### **237.3. Any applications received since publication of the agenda.**

Two further applications were received, these will be discussed at the meeting to be held on the 4 May 2021.

### **2021-238. Planning Update**

The following decisions were noted:

DC/21/0503 – The Hundred Brighton Road Henfield BN5 9RT – Non-material amendment to planning permission DC/20/0072 amendments to dormer windows – Granted.

DC/21/0174 – Blackstone Farm Blackstone Street Blackstone – 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. – Granted.

### **2021-239. Blackstone Playing Fields**

#### **239.1. To consider request for temporary marquee**

Due to the current COVID restrictions in place, Sussex Cricket had requested if a temporary marquee (9m x 6m) could be erected to the east end of the pavilion, to provide additional shelter in order to assist with social distancing requirements. **It was RESOLVED** that permission would be given and that the marquee could be in situ as long as restrictions were in place that required its use.

#### **239.2. To consider proposal from Sussex Cricket in regards to the current lease and merging of Sussex Cricket in the Community Trust and Sussex Cricket Foundation and associated costs.**

The Council had received a letter from Sussex Cricket proposing the Parish Council accept the issue of a letter of non-objection to the name change to Sussex Cricket Foundation on the current lease; this would be appended to the existing lease; instead of following the more formal route of an Assignment Deed, transferring the tenancy to Sussex Cricket Foundation. The Clerk had obtained a quote for legal advice in regard to this proposal, which would be in the region of £500. Cllr. Dixon suggested that an extraordinary meeting was arranged to discuss this proposal in further detail.

#### **239.3. To consider rental valuation and appointment of solicitors**

Cllr. Dixon advised that the final report had not yet been received and that this item should also be discussed at an extraordinary meeting, together with agenda item 239.2. The Clerk will arrange a meeting date in due course.

### **2021-240. Emergency Plan**

#### **240.1. To consider standing down COVID response.**

**It was resolved** that the Council would leave the information on the website/noticeboards until at least the restrictions ended so it is still available should anyone need it.

## **240.2. To consider grant funding received.**

The Council had received the sum of £59.14 from a grant in relation to COVID hub support. As the grant money had not been used it had been requested it is returned to either Age UK or Horsham Matters. **It was resolved** to donate the unused funds to Age UK.

## **2021-241. WSCC Highways/Traffic Speed A281**

### **241.1 Update on Community Speedwatch**

Cllrs. Williams, Austin, W. Noel and Batchelor have all completed the first stage of the online training and therefore the Police training can now proceed. The Clerk advised she is awaiting a response from Steve O'Connell – CSW Officer. It was noted that although the poster was on the website/noticeboards, no volunteers outside the Council had come forward and it was agreed the poster should be circulated via social media and also put in the BN5 magazine.

The Clerk was requested to see if she could find out how many visitors the website has.

### **241.2. Update on quotes for SID pole installation**

The Clerk reported that she was awaiting confirmation from Steve Douglas (WSCC Highways) that the licence could be issued. Balfour Beatty had requested full payment of the £1,581.75 plus VAT before work commenced and **it was resolved** that the Council would pay this when a date for the works had been confirmed.

### **241.3. Notification of footway works on A281**

It was noted that work had commenced to remove the layby and put in a new footway on the 19 April 2021.

## **2021-242. Approval of:**

### **242.1. Asset Register.**

**It was RESOLVED** to approve the asset register with the addition of the playing field signs which were omitted last year.

### **242.2. Financial Risk Assessment.**

**It was RESOLVED** to approve the financial risk assessment.

## **2021-243. Finance/Payment**

### **243.1. Reconciled accounts and bank statements**

**It was RESOLVED** to approve the above dated 31.03.2021

## **243.2. Payments**

**It was RESOLVED** to pay the following listed on the schedule of payments amounting to £867.89 in total:

WSCC – Salaries February - £652.59

WSCC – Payroll administration - £47.30

Vision ICT – website hosting and support - £168.00

Due to recent correspondence between the Council and WSALC the payment of £177.22 to WSALC for WSALC/NALC subscriptions was not approved as it was felt a discussion was needed for the Council to consider its options on membership. This will be added to the next agenda.

## **243.3. To approve setting up of DD for ICO annual payment.**

**It was resolved** to set up a DD payment of £35.00 per annum to the ICO (Information Commissioner's Office) in relation to requirements under the GDPR/Data Protection Act.

## **2021-244. Correspondence/meetings/consultations**

### **244.1. HALC AGM 29 April 2021 at 7pm**

Cllr. Prangnell will attend and Cllr. Dixon will also attend if he is available.

### **244.2. WSCC Post 16 Transport Policy Statement Consultation**

Noted – no comment.

### **244.3. Local Authority Remote Meetings – Call for Evidence Consultation**

Noted – no comment.

### **244.4. Sussex Police & Crime Commissioners Office Briefing 18 May 2021**

Noted – no comments.

## **2021-245. Other Business**

Cllr. Batchelor asked if any further information was available on the missing 'thank you' signs on Blackstone Lane. The Clerk reported she has chased up Steve Douglas (WSCC Highways) however it appears that the Council will have to replace them as it is not a priority for WSCC Highways. The Clerk will obtain a costing for the replacement signs.

Cllr. Batchelor noted the subsidence to the road surface on Blackstone Lane has not been repaired, although it was reported this would be done by the 20 April. The Clerk will chase up WSCC Highways.

Cllr. R. Noel asked if the Council had sent a letter to the landowner regarding the gateway onto the Blackstone/Furners Lane footpath. It was confirmed that the Council had written suggesting a gateway but it was down to the landowner to decide if and what they wanted to do about the situation, which was raised due to cyclists using the footpath and causing a danger to pedestrians.

It was noted that garden waste was being dumped in the pulling in area of Furners Lane and Cllr. R. Noel advised he would report this to HDC and ask them to remove it.

Cllr. W. Noel requested if the Keep Britain Tidy Great British Spring Clean could be added to the next agenda. Cllr. Austin advised he would repair the posts on the noticeboard in Bramlands Lane as they were rotting away. Cllr. Dixon offered to assist.

**2021-246. Date of next meeting**

4 May 2021 at 7.30pm.

The meeting closed at 9.20pm

DRAFT