

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 Annual Parish Council Meeting held at Blackstone Pavilion, Blackstone Playing Fields, Woodmancote on Tuesday 10 May 2022 at 7.30 p.m.**

**Present:** WPC Cllrs M. Batchelor (Chair), W. Noel, R. Noel, R. Hukin, P. Williams, D. Austin and L. Morris.  
S. Mamoany (Clerk)

**Others Present:** 7 members of the public  
Cllr. M. Croker – Horsham District Council  
Cllr. P. Linehan – West Sussex County Council

Cllr. Batchelor advised members of the public that the meeting room had CCTV and to be aware that images could be recorded during the meeting.

**2022-068. Appointment of Chairman**

**It was RESOLVED** to appoint Cllr. Dixon as Chairman. As he was not present at the meeting **it was RESOLVED** that the Declaration of Acceptance of Office would be signed at the next meeting he attends.

**2022-069. Appointment of Vice Chairman**

**It was RESOLVED** to appoint Cllr. Batchelor as Vice Chairman. Cllr. Batchelor noted that she would be happy to continue for another year in the role, but felt that it would be good to have a change next year. The Declaration of Acceptance of Office was signed by Cllr. Batchelor.

**2022-070. Apologies**

Apologies were received from Cllr. Dixon and Cllr. Donald.

**2022-071. Minutes of the meeting held on the 8 April 2022**

The minutes of the meeting were **RESOLVED** by the Council and duly signed by Cllr. Batchelor.

## **2022-072. Actions from previous minutes**

The Clerk reported she had been in contact with the HALC secretary to query why the Council were not receiving any correspondence from them. She was informed that the Council have to be a member of WSALC to be a member of HALC which she queried and asked for the constitution that stated this information. The Secretary has asked the Chairman of HALC, Malcom Eastwood to ring the Clerk.

Further to the application decision relating to SDNP/20/03916/FUL Willow Farm, which had previously been discussed by the Council the Clerk reported that Guy Everest from HDC had responded as follows:

- The application was not on the planning decision list as it appears a small number of SDNP applications determined between Christmas and New Year may not have been populated on the usual weekly lists. A further email would be sent to advise if this was the case and which applications were affected.
- There was an administrative oversight in the respect the case officers report was not on the planning portal, this was to be corrected and added to the website.
- HDC had requested an ecological assessment prior to determining the application, one was not provided. The Council's Ecologist advised that a pre-assessment should be sought a view was taken that the nature of the site and proposed development was such that no submission was necessary in order to determine the application.

The Clerk noted the case officers report was still not on the planning portal and had not had a further response so she had emailed Guy Everest to chase up these queries and would report back to the Council. Cllr. R. Noel advised he would take this up with HDC if we received no further response.

## **2022-073. Public Participation**

A resident advised the Council that they had received an anonymous letter which focused on the lease to Sussex Cricket. The Council confirmed that they had received a copy of this letter and were aware that it had been sent to some individual Councillors and some residents. The resident commented that he felt the Council should consider taking the buildings back and look at converting the pavilion building into offices which he had researched would produce an annual income of around £42,000, which would be under a full repairing lease so the Council would have no maintenance to pay. With these funds the Council could employ staff to manage the grounds and letting of the building. The resident noted that it is a very large asset for a Parish Council to have and that other parties or schools might be interested in the grounds. The resident suggested he would take legal advice and asked if the Council would pay his legal costs if he was found to be correct that this could be done – Cllr. R. Noel stated the Council would not pay any legal costs in respect of this suggestion.

Cllr. R. Noel responded and noted that the land was gifted to the Council and as far as he was aware this was for recreational purposes only so a change of use application via HDC would most likely not be viable and currently the buildings did not belong to the Council as there was 11 years remaining on the current lease. He confirmed the Council had obtained a number of valuations on the grounds and noted that part of the grounds was not owned by the Parish Council and leased under the agreement that they were used for cricket. The Council had made decisions in the best interests of the Parish and with the constraints that are in place, by securing a higher rent for the facilities and a new lease that was more robust than the current lease which would remain in place for the next 11 years if it was not renewed; with no net income for the Parish.

A resident noted the following:

- They asked the Council to request that the vegetation is cut back at the north end of Blackstone Lane. The Clerk advised she will report this to WSCC Highways who are responsible.

- Following the talk held by Sussex Wildlife Trust they noted that they found a remark made by the speaker as being offensive in relation to Ukraine.
- They commented that Sussex Cricket do not do the Parish any favours and the same issues will occur in the next 30 years with a new lease and the grounds are not restricted to cricket, only the area leased from the Allen family.

Cllr. Williams noted that the Council have researched the situation and believe that the Council are doing the best for the community and will be providing a period of time for residents to comment on the new lease.

A resident noted that they had not received the anonymous letter and that some people in the Parish received it and others did not. It was noted it appeared to have been sent to a selective audience.

A resident asked for clarification on the length of the new lease – The Council confirmed it would be 30 years from the start date and the old lease would become void.

#### **2022-074. Declarations of Interest from Members in respect of any items in the agenda**

Cllr. R. Noel declared an interest in item 077.3 - DC/21/0938 as he knows the applicant.

Cllr. Austin declared an interest in item 077.1 - DC/22/0743 as he knows the applicant.

Cllr. R. Noel and Cllr. W. Noel declared an interest in item 077.6 - DC/22/0079 as they are neighbours of the applicant.

#### **2022-075. Appointment of:**

The following **was RESOLVED:**

**075.1. HALC Representative** – this was deferred to the next meeting.

**075.2. Blackstone Playing Fields representatives** – Cllr. W. Noel

**075.3. South Downs National Park Authority Representative** – Cllr. R. Noel

**075.4. Any other roles** – none noted

#### **2022-076. Reports from other Authorities:**

##### **076.1. Report from Horsham District Council**

Cllr. M. Croker reported the following:

- The local plan continues to be delayed by the water neutrality issue.
- The HDC Council Leader's 'big conversations' have begun with good attendance and booking is required, availability still for the Ashington meeting on the 19 May.
- HDC continue with plans for the Jubilee long weekend, further information can be found on the HDC website, which also links to a national events page.
- A second hot bin trial is about to begin to partly assess the size of the bins to be used.
- A Warmer Homes Scheme has been announced in relation to domestic energy efficiency measures available to home owners/tenants with EPC rated B and E or below.

- Advice is to look online first with regard to the £150 council tax rebate to see if you qualify and read the FAQ's prior to contacting HDC as they are expecting a high call volume.

Cllr. R. Noel reported the following:

- HDC are involved in the mental health awareness week. Helpline numbers and information can be found on the website.
- HDC will be lighting a flamed beacon at the Capital Theatre to mark the Jubilee Celebrations.

Cllr. Batchelor asked how the mental health service information will be dispersed around the villages. Cllr. Noel confirmed that services are available in Henfield and helplines are on the HDC website. The Clerk was asked to put information to the links on the website.

## **076.2. Report from West Sussex County Council**

Cllr. P. Linehan reported the following:

- In respect of mental health services, Cllr. Linehan reassured Councillors that WSCC have a widespread programme which also involves schools and teachers where people can be signposted to the right services
- WSCC budget will have a large deficit next year and the Council will need to look at grants and efficient working to cover this.
- WSCC have invested in high velocity road patching machines to deal with pot holes.
- WSCC children's services had previously received a poor Ofsted but are now reversing the position on this but are aware that they still have areas to improve on.
- A trial is being undertaken with noise cameras to detect when vehicles are breaking noise limits.
- Cllr. Linehan noted that if the Clerk needs to escalate any issues, he is always available to assist.
- Bus improvement funds requested are much less than expected due to a drop in use – please use the buses to drive up the numbers using the services.
- Cllr. Linehan requested that he is copied into the Councils response to the consultation on the Community Highways scheme in relation to the reduction of the speed limits on the A281.

## **2022-077. Planning**

**077.1. DC/22/0743 - Blackstone Gate Farm House Henfield Road Albourne - Change of use of land from agricultural to residential curtilage and erection of a detached garage building with home office above.**

It was **RESOLVED** to object to the application on the basis of development creep onto agricultural land.

**077.2. DC/22/0747 - 2 Gatehouse Lodge Brighton Road Woodmancote BN5 9SX - Install fixed line broadband electronic communications apparatus.**

The application was noted and the Clerk advised that HDC had already approved the notification.

**077.3. DC/21/0938 - Hascombe Farm Horn Lane Henfield BN5 9SA – Erection of extension to existing indoor riding arena to provide viewing area and pole barn for hay and storage purposes. Provision of tannoy system, circular horse walker, 2 x all weather paddocks, additional parking area and associated works.**

Cllr. Hukin reported on the site visit that he attended with Cllr. Dixon and **it was RESOLVED** to make no further objection to the application; but to note that the Council still had concerns about the use of the tannoy system and how it would be monitored and to highlight comments made by Henfield PC in relation to the suggestions made by HDC Officer Giles Holbrook whereby if the new applications were approved the existing unbuilt approvals would be surrendered.

**077.4. DC/22/0755 - Woodmancote Parish Hall Brighton Road Woodmancote BN5 9SR – Demolition of outbuildings. Conversion and extension of Parish Hall to create 3No. dwellings and construction of 1No. detached dwelling with an attached car port. Creation of car parking, cycle storage and construction of detached single car port. Creation of a second vehicle access. Resubmission of DC/21/0512.**

**It was RESOLVED** to make no objection to the application but to note the following comments: the application has no information on water neutrality or electric vehicle charging points; the building materials used should be sympathetic to the original building on the site; it was felt that the dormer and roof light at the front of the building were not in keeping with the original building; concerns were noted in relation to the number of parking spaces available for all 4 properties; no floodlighting should be allowed and drainage should be considered.

**077.5. DISC/22/0100 - Nut Knowle Farm Brighton Road Woodmancote BN5 9ST - Approval of details reserved by condition 4 5 and 6 to approved application DC/21/2124.**

The application was noted.

**077.6. DISC/22/0079 - St George Brighton Road Woodmancote - Approval of details reserved by condition 3 to approved application DC/21/2776.**

The application was noted.

**077.5. Any applications received since publication of the agenda**

No applications were received.

## **2022-78 Planning Update**

078.1. To note planning decisions:

The following decisions were noted:

DC/22/0747 - 2 Gatehouse Lodge Brighton Road Woodmancote Henfield West Sussex BN5 9SX - Install 1 x 9m wooden pole (7.2m above ground) adjacent to bus shelter. - No Objection to Notification

DISC/22/0075 - Eaton Thorne House Henfield Road Woodmancote Henfield West Sussex BN5 9BH -Approval of details reserved by condition to approved application DC/20/1691 – Application withdrawn

DC/22/0616 - 1 Blackstone Street Blackstone Henfield West Sussex BN5 9TH - Non Material Amendment to previously approved application DC/21/2317 (Removal of existing side cat slide and rear extensions and erection of a two-storey rear extension with associated remodelling works and alterations. Erection of a detached garage and store building to rear) to allow for the installation of a ground floor secondary window to the east elevation. – Application permitted

DC/22/0564 - Woodhouse Farm Wheatsheaf Road Woodmancote West Sussex BN5 9BA - Prior notification for the erection of a barn for wood, machine and general farm storage. - Prior Approval refused

DC/22/0385 Firsland House Henfield Road Albourne Hassocks West Sussex BN6 9JJ - Erection of a single storey rear and side extension. Application Permitted

DISC/22/0032 - Garage Block Blackstone Rise Blackstone Lane Blackstone West Sussex - Approval of details reserved by conditions 3, 4 and 13 on application DC/20/0025 – Application Permitted

DC/22/0077 - Blackstone Gate Farm House Henfield Road Albourne Hassocks West Sussex BN6 9JJ - Erection of a detached garage building with a home office above. - Application Withdrawn

DC/22/0331 - The Coach House Furners Lane Woodmancote Henfield West Sussex BN5 9AE -Variation of part iii) and removal of part iv) of condition 13 relating to previously approved application reference DC/20/1513 (Change of use of existing building to holiday accommodation with external and internal alterations (Full Application)) to allow for holiday accommodation to be occupied for no more than 28 consecutive days in any one period and removal of restriction relating to management of holiday accommodation by Bylsborough. - Application Permitted

## **2022-079. Insurance**

### **079.1. Approval of insurance policy**

The Clerk had circulated a report on the options for insurance **it was RESOLVED** to proceed with the Zurich quote of £291.84.

## **2022-080. Queens Platinum Jubilee**

### **080.1. Update from working party/associated costs**

Cllr. W. Noel updated the Council and confirmed that a first aider had been appointed and a risk assessment was in place. The possibility of having an ice cream stall was discussed and **it was RESOLVED** that this would not proceed as originally the working party had said they would have no traders/stalls and it was felt it would not be right to just allow one stall without offering the opportunity to others. Marcus Grimes was supporting the event by supplying advertising boards. Cllr. Morris offered to help with designing a flyer for the activities on the day.

## **2022-081. Blackstone Playing Fields**

### **081-1 Update on progress of lease**

It was noted that to date no further update was available. Cllr. Williams noted that sanctions should be considered in the new lease if Sussex Cricket did not adhere to the conditions of the lease.

### **081.2. To discuss any matters relating to leases of a confidential nature**

No discussions were held as nothing further to discuss.

## **2022-082. Finance/Payment**

### **082.1. Reconciled accounts and bank statement**

It was **RESOLVED** to approve the above dated 30.04.2022.

### **082.2. To approve the schedule of payments**

It was **RESOLVED** to pay the following, listed on the schedule of payments.

WSCC – Salaries – April - £656.20

Mulberry & Co – internal audit - £162.00

Zurich – Insurance premium - £291.84

S Mamoany – reimbursement of phone charges - £10.00

### **082.3. Approval of accounts 2021/22**

It was **RESOLVED** to approve the accounts for 2021/22

### **082.4. Approval of:**

It was **RESOLVED** to approve the following:

- a) Internal Audit Report
- b) Certificate of Exemption for External Audit
- c) Annual Governance Statement
- d) Accounting Statements
- e) Notice of Public Rights – 10.06.22 to 21.07.22

The Chairman and Clerk signed the documents at the meeting where required.

## **2022-083. Correspondence/meetings/consultations**

### **083.1. Email from resident regarding A281 footpath**

The Clerk noted that Cllr. W. Noel had reported that a resident had spoken to her about overgrown vegetation on the footpath. The Clerk had been liaising with operatives from Henfield PC to provide a quote, but they were short staffed. This has since been reported to WSCC Highways and the footpath has now been cleared.

The Clerk had circulated an email received this week from Ian Moorey at WSCC Highways consulting on the reduction of the speed limits on the A281 under the Community Highways Scheme. This has also been sent out to surrounding Parish Councils. The Council were pleased to see this scheme proceeding and **it was RESOLVED** to respond supporting the consultation.

To note: The Council received an anonymous letter by post which had been sent to some Councillors and residents; due to the letter being anonymous it was not possible to respond to the comments.

#### **2022-084. Other business**

Cllr. Williams noted a request had been made for a defibrillator in Blackstone and this would be added to the next agenda. It was reported that a resident was providing a course on the use of defibrillators and signs of stroke and heart attack, led by an ex-paramedic in June.

Safer Routes update would be added the next meeting agenda.

Cllr. R. Noel advised he had been asked what the plain poles were for along the A281 and he informed the resident they were for SID's. He had received a request for the Parish Council to provide notices for insertion in the Parish Magazine. Cllr. Noel will provide the contact details to the Clerk.

#### **2022.085. Date of next meeting**

The next meeting will be held in the pavilion at Blackstone Playing Fields at 7.30pm on Tuesday, 14 June 2022. It was noted the date had been incorrectly published as the 7<sup>th</sup> June. The Clerk will contact Sussex Cricket to check the availability of the meeting dates that have been booked as Sussex Cricket were using the facilities this evening, which had led to issues with parking and people coming into the pavilion why the meeting was being held.

The meeting closed at 9.22pm.