

## ANSTY AND STAPLEFIELD PARISH COUNCIL DRAFT

**The minutes of the Parish Council Meeting of Ansty and Staplefield Parish Council held in Staplefield Village Hall on 9<sup>th</sup> September 2024 at 7:30pm.**

**Members present:** Simon Stokes (Chairman), Brad Williams, George Morley, Heinrich Schmidt, Jon Gilley, Amanda Saunders, James Steadman, Mandi Graves and Maria Fielding.  
**Also present:** Laura Mann (Clerk), MSDC Malcolm Avery, WSCC Pete Bradbury, MSDC Richard Bates and no members of the public.

### **1. Public Session.**

There were no residents present.

### **2. Apologies for absence.**

Apologies were accepted from Nuala Hampshire, Bob Birthwright and Crispin Salimbeni.

### **3. Declarations of interest in items on the agenda.**

All Councillors have a dispensation for matters concerning the District Plan review. No other DOIs were declared.

### **4. Minutes of the Parish Council meeting held on 12<sup>th</sup> August 2024.**

The minutes were AGREED and signed by Jon Gilley (Nuala Hampshire was absent and Simon Stokes was not present at the August meeting).

### **5. Planning decisions.**

The following planning decisions were noted:

- a. **DM/24/1631** | Ash (T1) - fell | 2 Gable Cottages Cuckfield Road Staplefield Haywards Heath West Sussex RH17 6ET No objection noted.
- b. **DM/24/1549** | Change of use of paddock to garden land. Erection of a residential outbuilding. | The Old Lodge Ditton Place Brantridge Lane Balcombe Haywards Heath West Sussex RH17 6JR Refusal noted.

### **6. Planning applications.**

- a. **DM/24/0433** | Visitor and community hub, outdoor learning and adventure playground, community growing area and historic botanical propagation polytunnels, new and improved access and connectivity infrastructure, wider landscaping and biodiversity enhancements and associated works. AMENDED PLANS received 28th May 2024 revising position of southern pay kiosk and bike parking, clarification on surface material, amendments to the eco lodge, removal of play equipment in Spring Copse, submission of Flood Risk Assessment and response and revisions to ecology / BNG. Additional information and amended plans received 18th and 30th July and 14th August in respect of a Water Vole Method Construction Statement, changes to the location of the southern pay kiosk to the south park and also a biodiversity enhancement layout plan and bat species response. | Borde Hill Garden Borde Hill Lane Haywards Heath West Sussex RH16 1XP Expiry date: Thu 05 Sep 2024 To now be reviewed on 1<sup>st</sup> October. Comment: No comment.
- b. **DM/24/1047** | Demolition of existing dwelling and erection of a replacement 4no.

bedroom dwelling to include an extensive planted roof and a secure garage building with an air source heat pump enclosure, bicycle and waste and recycling storage. Amended Plans received 20.08.2024 showing the dwelling moved southeast, the driveway also moved outside the tree Root Protection Areas and a new vehicular turning head to allow larger vehicles to turn on site. | Soles Coppice Brantridge Lane Balcombe Haywards Heath West Sussex RH17 6JR Expiry date Tue 17 Sep 2024 Comment: No comment

- c. **DM/24/2072** | Retrospective application for the change of use of land to mixed use of residential and agricultural and for the construction of a garage/storage building | Great Thorndean Farm Gables Slough Green Lane Warninglid Haywards Heath West Sussex RH17 5SL Expiry date Fri 04 Oct 2024 Comment: It was AGREED that the Clerk to submit a letter of objection on the grounds of change of use of agricultural land.

**7. To note the District Plan update.** The clerk, Simon Stokes, Brad Williams, and other stakeholders had attended a Teams meeting with the MSDC planning team and Judy Holmes, deputy CEO. Updating on the District Plan hearing, MSDC shared what they know. Phase 1 is taking place on October 21<sup>st</sup>, with Phase 2 likely to be in November. MSDC are currently responding to information requests from the Planning Inspector. It was noted that the Planning Inspector will only comment on the plan that is presented to them, so will not consider omitted sites. Developers can challenge the plan by strategically discrediting sites that are in the District Plan. It was noted that any NPPF changes will not influence the district plan, but the transition phase may impact it. Under the current quotas the MSDC District plan delivers with an additional buffer. A request has been sent to the Examination Programme Manager requesting a shared seat for some sessions for ASPC & CPC & Cuckfield.

On Tuesday, October 8th, Simon of ASPC and Andy, CPC, and Giles King from Cuckfield Society will speak at Ansty Village Centre. They will be updating on any progress and will be encouraging fundraising. An open letter will be circulated.

**8. To receive updates from District and County Councillors.**

MSDC Cllr Avery – Haywards Heath RFFC is being discussed at the next planning committee. He highlighted how essential it is for the club to be up and running to ensure its success. The site will include a gym, creche, café, be an events location and paddle tennis.

MSDC Cllr Bates – raised concern as he had noted lots of parking on the road. It was shared that the carpark is being expanded. He fully supports the actions being taken locally regarding the Ansty Farm activity.

WSCC Cllr Bradbury - informed that Woodland's Mead school and their amazing facilities have now been handed over to the governing body. There will be an official opening in the Autumn. He shared the financial impact that the enforced lane rental charge programme has had. It aimed to reduce the number of days roads are closed by utility companies, through charging a daily rate. Since starting, 26 Companies had been charged – £5.9m, with 673 works compressed as a result. Specifically in Mid Sussex: 16 companies, charged £1.5million, over 176 works. He will share the results of how many days of closures have been saved. Funding will go to funding more highway stewards. Brad Williams thanked Cllr Bradbury for facilitating a meeting between our consultants

Velocity and the WSCC Highways team.

*Cllrs Bradbury and Avery left the meeting.*

- 9. To receive an update on the licensing agreement with Unique Pub Properties.** James Steadman will send through the correspondence to be circulate to Unique Pub Properties.
  
- 10. To consider the Amenity grass contractor tender for 2025.** Simon Stokes outlined the current contract status to the Full Council. The three-year deal is closing at the end of the year. The options were noted. The prospect of installing an artificial pitch was briefly debated and it was agreed that it would not be suitable. The clerk suggested dividing the specification for tendering in two. One for all the parish amenity grass and the other specifically for grounds keeping the cricket element. This would allow flexibility with the costs of the greenkeeping potentially. Staplefield Cricket Club had withdrawn from their league. George Morley will look to secure a new Saturday league club to secure the future of the bookings. It was AGREED that the clerk will draw up the specifications and send out to tender.
  
- 11. To receive update on the Staplefield pavilion plans.** It was agreed that we were now looking at the new year for work to commence. The working group: George, James and Brad will assess the state of the Pavilion and supply the clerk with a specification. She can then seek tenders. It was noted and agreed that the group keeping the Village Fete Committee across it as they use the pavilion annually.
  
- 12. To receive an update on the Deaks Lane gates and signage.**

It was noted that the scope of the project was getting unrealistic. The 'quiet lane' strategy was not approved by WSCC. They would be unhappy with proposed signage and would stipulate the gates and contractors. As a result of this the cost had started to increase. As agreed, Simon Stokes met with Wilbar Associates a West Sussex County Accredited Highways consultant. He recommended that we put in additional WSCC approved highway signage to deter inappropriate vehicles from even entering the road. He indicated that the gates would need to be sited, too late for people to turn around. Signage would include single track road with passing places each end of the Lane. It was noted the County (if approved) could pay for them, however there is a long back log. ASPC could fund them if they wanted to get it done sooner. He also recommended getting a volume and speed survey done as information is currently anecdotal not evidence.
  
- 13. Finances**
  - a. Monthly finances. The financial statement including transactions since the last meeting and bank reconciliation were AGREED and signed by the Chairman. The bank statements for both the Current and Reserve Account were noted and signed.
  - b. Capital Grants Programme 2024-25 – It was AGREED that Jon Gilley, Amanda Saunders and Brad Williams will form the working party. They will meet and work up ideas. It was noted that there are strict criteria for applicants.

- c. It was noted the AGAR 2023-24 process has now been completed and the conclusion of Audit has been shared.

#### **14. Minor matters and items for the next agenda**

- a. Speed camera status at Sandrocks. It was AGREED that once the SID is up and running for a period, the clerk will gather the data to circulate.
- b. Status of the unkempt common grass at Rocky Lane. It was shared that this grass has now been cut by the estate's own contractors. MSDC has now cut one area but not the other.
- c. To consider any work required to fingerpost signs in the parish. Simon Stokes offered to enquire into the costs of repair. There had been an audit some 18 months ago on the state of the fingerpost signs. There were a couple including Bishopstone Lane and Copyhold Lane that needed attention.
- d. Progress of Traffic Restriction Order at Sparks Lane. The clerk had been in contact with West Sussex Highways regarding the options available and it had been recommended they now pursue a Community Restriction Order. This would require a petition or similar, to show support from residents and businesses before a consultation can take place. Nuala Hampshire had agreed to gather insight from the local community.
- e. Rocky Lane noticeboard. Mandi Graves shared the success of their Community Summer BBQ. Everyone had an amazing time. On asking residents what they would like, a community noticeboard including a map system to help visitors navigate the estate was requested. It was noted that a tree is being removed in the middle of the whole estate and this would be an ideal location. All agreed that this would be a great project to submit to the Capital Grants fund. Heinrich Schmidt informed the council that their estate has now got an online noticeboard. He requested that the PC fund flyers to promote the new website to ensure resident are aware. A volunteer group will design and print flyers to distribute to houses via letterboxes. He would inform the council of the costs involved, to be agreed at the next meeting. Virginia Way had yet to be adopted so they were concerned that their grit bins would not be filled by WSCC. It was AGREED that the Parish Council will pay for the grit should it need to.
- f. To note the recent Velocity Traffic Planning Consultant quote. The scope of the work was shared with the wider parish council. It was noted that this work falls into the criteria for the £5000 ringfenced in the budget for planning & legal matters (reserve account). The Parish Council AGREED the expenditure for £2,400 plus Vat.
- g. Request for advertising opportunity for local businesses in Staplefield. There had been communication regarding opportunities for local businesses to promote themselves in Staplefield. All agreed that unless the signage was on private land, the signage could not be placed on the Common or WSCC highways land.
- h. Vegetation clearance. There had been communication received regarding activity in the field behind the houses in Marwick Close & Crouch Fields, Ansty.

**MEETING CLOSED.**

## Schedule of receipts and payments

Ansty and Staplefield Parish Council							
Listing of transactions for authorisation and payments dated between 01/09/2024 and 30/09/2025							
Voucher	Date	Description	Type	Supplier / customer	Net	VAT	Total
448	13/09/2024	July meetings	Payment	Ansty Sports and Social	-40.00	0.00	-40.00
449	03/09/2024	2024 Season pitch fee	Receipt	Staplefield Cricket Club	735.30	0.00	735.30
450	09/09/2024	Staff Salaries Sept	Payment	WSSC	-2,305.59	0.00	-2,305.59
451	20/09/2024	Mobile phone	Payment	O2	-11.96	-2.39	-14.35
452	08/09/2024	Pavilion electricity	Payment	EDF Energy	-23.81	-1.19	-25.00
453	09/09/2024	Mileage for Aug Sept 24	Payment	Laura Mann	-27.00	0.00	-27.00
454	08/09/2024	Fencing work at Staplefield	Payment	IdVerde	-1,543.62	-308.72	-1,852.34
455	08/09/2024	Aug work	Payment	IdVerde	-365.80	-73.16	-438.96
456	09/09/2024	August traffic consultants	Payment	velocity	-230.00	-46.00	-276.00
457	08/09/2024	Deaks Lane pre work	Payment	Wilbar Associates Highw	-187.50	-37.50	-225.00
458	09/09/2024	hosted email	Payment	Vision ICT	-260.00	-52.00	-312.00

## 31<sup>st</sup> August 2024 Bank Reconciliation:

Council name	Ansty and Staplefield Parish Council	
Bank account	Current Acct	
Balance per bank statement at 31/08/2024		62,111.31
TOTAL NET BANK BALANCES AT 31/08/2024		62,111.31
Opening_balance		26,859.00
Total receipts		69,156.89
Total payments		-33,904.58
Total transfers		
Closing balance per cash book (must equal net bank balances above)		62,111.31
Council name	Ansty and Staplefield Parish Council	
Bank account	Deposit Acct	
Balance per bank statement at 30/07/2024		126,160.50
TOTAL NET BANK BALANCES AT 30/07/2024		126,160.50
Opening_balance		125,301.41
Total receipts		859.09
Total payments		
Total transfers		
Closing balance per cash book (must equal net bank balances above)		126,160.50
<b>Total Balances</b>		<b>188,271.81</b>

**Signed by Chair of Parish Council meeting 14 October 2024**