



Shingley Parish Council

Chair: Cllr Phil Baxter, 7 Kings Platt, Shingley, West Sussex, RH13 8AX
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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Thursday 12th January 2023 commencing 7:30pm held at the Andrew Hall, Shingley.

1. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Beckett, Cllr Cuthbertson, Cllr Emrich, Cllr Larcombe, Cllr Payne and Cllr Woodage.

Also Present: WSCC Cllr Jupp and P. Richards (Clerk). No members of the public were present.

Apologies: Apologies were accepted from Cllr Huggett, Cllr Lindsay, Cllr Roggendorff, and Cllr de Zoete.

2. To receive any declarations of interests from members in respect to Items on the agenda – none.

3. Public Session – No members of the public were present.

4. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 12th December 2022.

The minutes, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

5. Matters Arising from Item 4 (for information only).

Cllr Cuthbertson advised that her previous action to contact Knepp Estate's environmental officer (item 158) was no longer required as the Clerk had obtained the parish carbon footprint details separately.

The Chair advised that he would postpone item 6 until the County Councillor arrived at the meeting.

6. District Councillor – no update.

7. Planning Applications.

- **DC-22-2134 - Little Tawneys, Cowfold Road, Coolham** - Erection of a two-storey rear extension and associated works.
Members voted, unanimously, to **OBJECT** to the application. Members agreed with resident comments that the proposed development would overlook a neighbouring property and create overshadowing/loss of light.
- **DC-22-2188 - Sweepers, Saucelands Lane, Shingley** - Erection of a single storey front infill extension, roof extensions and fenestration and door changes. Installation of 5no rooflights to front and rear.
Members voted to **SUPPORT** the application. Votes for 6 with 1 abstention.
- **DC-22-2208 - Goodwin Cottage, Billingshurst Road, Coolham** - Erection of a single storey side extension.
Members voted to **SUPPORT** the application. Votes for 6 with 1 abstention.

8. Planning Matters

- Cllrs Larcombe and Payne advised that the recent application to develop the barn next to Coolham airfield had been withdrawn; and

- Cllr Payne updated Members with details on the latest delay to the HDC Local Plan. The most recent draft Plan now appears to be out of date given the latest information from Department for Levelling Up, Housing & Communities. It will remove the need for strategic sites (e.g. the proposed site at Buck Barn) and may require a new Local Plan that reflects local Neighbourhood Plan requirements.

9. **Roads, Footpaths, Bridleways & General Maintenance of the Parish.**

- **Storage** – Cllr Cuthbertson suggested that the parish acquire local storage for parish equipment such as grit spreaders and other equipment. Cllr Woodage volunteered to store such equipment in his barn. The Clerk and Cllr Woodage agreed to look at the relevant inventory and asset register and report back;

20:43 – WSCC Cllr Jupp attends meeting.

- **Shingley School TRO** – Cllr Cuthbertson reported that speed data will be collected by WSCC and that she had requested an extension of the proposed 20mph zone to include Red Lane to the Pound Lane junction;
- **Traffic management projects** – Cllr Payne advised that he had received no response from WSCC Highways officers regarding SID locations. WSCC Cllr Jupp agreed to chase up the officers. WSCC Cllr Jupp reminded the parish council of their insurance obligations should they erect SIDs at unapproved locations. The Chair agreed and stated that this matter must follow the necessary WSCC procedures. WSCC Cllr Jupp advised that she would be happy to help and requested that Cllr Payne send her the suggested list of SID locations;
- **Footpath** – Cllr Beckett reported on the lack of footpath from Coolham crossroads south towards Thakeham. He advised that the verge was not suitable and presented a danger to pedestrians and cyclists who utilise this route. Members agreed that speed management is the real issue as many vehicles had been observed exceeding the 30mph limit on multiple occasions. The Clerk advised that this matter had been reported by Coolham residents in the past but none of them had responded to requests to join the local Community Speedwatch team; and
- **Boar Lane** – Cllr Cuthbertson reported that feedback from residents had suggested that, following recent repairs, the new walkway on the Boar Lane bridleway was not wide enough. Only two planks had been fitted which meant that the walkway was not wide enough for cyclists to push their bicycles and walk on the planks at the same time. It was suggested that an additional plank was required. WSCC Cllr Jupp reminded Members of the budget pressure faced by WSCC and that the parish was fortunate to get the repair done. That said, she asked for further details and agreed to review this matter. Cllr Emrich also advised that he would ask the Knepp Estate Ranger to look at this problem.

10. **Report from the County Councillor**

WSCC Cllr Jupp referred to her report, circulated previously. No questions were raised by Members. The Chair thanked her for arranging for the grit bins in Shingley to be refilled.

- #### 11. **Climate and Environment** – Cllrs Cuthbertson and Emrich advised that they would attend the next Sussex Green Living event. Cllr Cuthbertson advised that she is working with the Shingley Primary School to increase the range of materials that could be recycled there e.g. single use plastics.

12. **Royal Coronation**

Cllr Cuthbertson suggested that the parish plant a tree to celebrate the Coronation of King Charles III on 6th May 2023. Members **AGREED**, in principle, with this suggestion.

13. **Finances.**

- The Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A); and
- Cllr Payne suggested that the Operation Watershed earmarked reserve be vired to the traffic management earmarked reserve. Members **AGREED** and **RESOLVED** that the amount of £550.00 be transferred; and

- Cllr Payne suggested that the parish council switch bankers in order to attract a better rate of interest on its savings account. Members **AGREED** but deferred the decision to switch banks until after the May 2023 elections.

14. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on 16th February 2023 commencing 7:30pm at the Andrew Hall, Shipley; and
- The next Planning Sub-Committee Meeting will be held on a date to be advised.

There being no further business the Chairman closed the meeting at 21:21.

Signed **Chair**

Date.....

Acronym Information

AIRS	Action in Rural Sussex
AGAR	Annual Governance and Accountability Return
APCAG	Association of Parish Councils Aviation Group
CIL	Community Infrastructure Levy
CSW	Community Speed Watch
HALC	Horsham Association of Local Councils
HDC	Horsham District Council
HDPF	Horsham District Planning Framework
HAMSVVA	Horsham and Mid Sussex Voluntary Association
LGS	Local Green Space
NALC	National Association of Local Councils
NHP	Neighbourhood Plan
NPPF	National Planning Policy Framework
PIP	Permission in Principle
PROW	Public Rights of Way
SDNP	South Downs National Park
SHELAA	Strategic Housing Economic Land Availability Assessment
SID	Speed Indicator Device
SPC	Shipley Parish Council
TPO	Tree Preservation Order
TRO	Traffic Regulation Order
WSALC	West Sussex Association of Local Councils
WSCC	West Sussex County Council

APPENDIX A – Payments

Payments 12th January 2023				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
WSSC	Clerk's salary - November 2022	1867	50	£ 1,248.31
Grasstex	Grass/hedge cutting - Oct & Nov 2022	1868	51	£ 455.02
Andrew Hall	Meeting 10/11/2022	1869	52	£ 25.00
				£ 1,728.33
Income since last meeting	Amount			
VAT Refund	£ 2,625.70			
TOTAL INCOME	£ 2,625.70			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 2,400.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 796.21	09 January 2023		
Deposit Account (Bus Bank)	£ 66,876.49	09 January 2023		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 73,021.84			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ -	Spent in 2021/22		
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 1,982.00	£1000 added		
Playing field and pavilion maintenance	£ 1,000.00	£500 added		
Includes Solar Community Benefit	£ -	Moved to traffic management		
Includes Operation Watershed 2014	£ -	Moved to traffic management		
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 28,695.00	Less SID June 2022		
TOTAL ALLOCATIONS	£ 40,110.00			
PAID SINCE LAST MEETING TO BE APPROVED	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To Pay after this Meeting	Invoiced Services	Chq Nos	Folio	Amount
WSSC	Clerk's salary - December 2022	1870	53	£ 1,248.31
Coolham Village Hall	Meeting 12/12/22	1871	54	£ 25.00
Sarah Cuthbertson	Purchase of salt/grit	1872	55	£ 9.90
				£ 1,283.21
	Immediate Transfer D/Acc to C/Acc.			£ 1,200.00



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The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Thursday 16th February 2023 commencing 7:30pm held at the Andrew Hall, Shipley.

15. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Beckett, Cllr Cuthbertson, Cllr Emrich, Cllr Larcombe, Cllr Lindsay, Cllr Payne, Cllr Roggendorff and Cllr de Zoete.

Also Present: WSCC Cllr Jupp and P. Richards (Clerk). No members of the public were present.

Apologies: Apologies were accepted from Cllr Huggett and Cllr Woodage.

16. To receive any declarations of interests from members in respect to Items on the agenda – none.

17. Public Session – No members of the public were present.

18. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 12th January 2023.

Following the correction of a typographical error, the minutes, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

19. Matters Arising from Item 4 (for information only).

- Item 10 - Chase meeting date with WSCC Highways Officers – WSCC Cllr Jupp;
- Item 10 - Send details of SID locations to WSCC Cllr Jupp– Cllr Payne; and
- Item 10 – Knepp Ranger to review Boar Lane issue – completed.

20. WSCC Councillor – WSCC Cllr Jupp provided an update that included:

- She congratulated Cllr Cuthbertson on achieving a reduction of the speed limit to 20mph in School Lane, Shipley;
- WSCC will set the 2023/24 budget on 17th February 2023;
- Riparian landowners will be contacted by WSCC regarding their land management responsibilities to prevent flooding;
- The County secondary school application process will be published shortly. She also reported that the first zero carbon school in the County had been built in Burgess Hill; and
- She reported on the sad passing of May Hood MBE who was a stalwart of the Shipley community; Cllr Jupp reported, in a discussion with Members relating to road conditions and potholes, that the WSCC Highways Team were overwhelmed with requests to repair potholes. She agreed to report the pothole on the Billingshurst Road but advised that there was a considerable lead time in deploying resources to repair potholes.

21. District Councillor – Cllr Lindsay provided an update that included:

- The HDC budget will be set in the coming days and will see a 3% increase; and
- HDC continues to provide Cost of Living assistance and support to those residents in most need.

22. Planning Applications.

- **DC-23-0022 - Broomfield Barn, Coolham Road, Shipley** - Erection of an equine field shelter for the provision of hay, food, and tractor storage (Retrospective).
 - Members were not capable to make a decision on the application as they were unable to check the details of the previously approved proposals (2001 Ref SP/45/01 that is not available on the HDC portal). Therefore, Members voted, by majority, to submit a **NEUTRAL** comment. **Votes:** Support 1, against 3, abstention 1, neutral 4;
 - Members observed that the development footprint appeared to be approximately 25% larger than the suggested previous approval allowed (although Members were unable to check this original approval). It suggested the proposal could be an overdevelopment of the site compared to the suggested previous approval and Members trusted that the planning officers will review this point;
 - Members noted that the applicant had confirmed that the proposed use of the applicant's field shelter is for dry storage of hay and food store for the owners' "...2 personal horses and 5 pet sheep". Members requested that the development remains for residential use only and suggested the condition below should HDC officers feel minded to approve the application;
 - *"The field shelter hereby shall be used solely for purposes ancillary to the occupation and enjoyment of Broomfield Barn and shall not be used as a separate unit of accommodation or for business use."*

23. Planning Matters – none.

24. Roads, Footpaths, Bridleways & General Maintenance of the Parish.

- Cllr Cuthbertson reported that the "Shipley" directional sign at the junction of Pound Lane and the A272 had still not been replaced despite numerous requests submitted to WSCC Highways. WSCC Cllr Jupp agreed to investigate this issue;
- Cllr Cuthbertson had been asked by a resident to request a triangular "Horse and Rider" road warning sign to be erected adjacent to Boar Lane. WSCC Cllr Jupp agreed to investigate this matter;
- Cllr Cuthbertson referred to the damaged fingerpost at Lackenhurst Lane and the recent quotation to repair it. Cllr Payne advised that he had recovered the finger sign and would contact the contractor to arrange a repair reusing the letters from the damaged finger sign;
- Cllr Cuthbertson reported that WSCC Highways had approved the proposal to reduce the speed limit in School Lane, Shipley to 20mph. Options to reduce speed limits in Red Lane to 30mph are ongoing. WSCC Highways advised her that Community Speedwatch and Operation Crackdown schemes could be used to encourage motorists to adhere to the new 20mph speed limit. The deployment of 20mph speed signs was discussed and WSCC Cllr Jupp agreed to investigate this matter;
- Cllr Payne advised that residents also wanted a reduction in speed limits in Brooks Green and had encouraged the deployment of more SIDs in Coolham. Cllr Payne had advised residents that the Community Speedwatch scheme could be extended to Brooks Green. He had also advised them on the deployment issues relating to SIDs. The Chairman noted the concerns from the residents and the steps in place that could remedy the issues raised. He also advised that more participation from the local residents would be required for the Community Speedwatch scheme to be successful. Cllr Payne suggested that residents were cautious in joining the scheme as they might be confronted by angry motorists; and
- Cllr de Zoete reported that several potholes in the parish required repair. Cllr Cuthbertson advised that the new WSCC Highways reporting system was a big improvement on the previous app. The Chairman suggested that residents should be encouraged to report highways issues directly to WSCC using the new reporting tool rather than via the parish council.

25. Climate and Environment – The Chairman thanked Cllr Cuthbertson for her comprehensive notes from the last HDC Climate workshop.

- Cllr Cuthbertson advised that she was in discussion with the Head Teacher at the William Penn School, Coolham to see how more environmental/recycling initiatives could be introduced at the school. The school had requested that the parish council assist with a litter pick with the school children but WSCC Cllr Jupp reminded Members that any organised litter pick events must be approved by WSCC; and

- Cllr Cuthbertson reported that a new Terracycle bin had been delivered to the Shipley CE Primary School. The bin is available for the whole community. She advised that she would prepare an article on this new initiative for the parish newsletter and website.

26. Royal Coronation

- The Chairman reminded Members of the decision to plant a commemorative tree in Shipley and to install a bench in Coolham playing fields. Suggestions to provide a commemorative mug or pin for all those children in education across the parish had also been received. Members **AGREED** that the parish council approve and fund the purchase of a mug for those school children in the parish. Cllr Cuthbertson was asked to confirm the exact numbers of mugs required and to advise the Clerk. The Clerk advised that HDC would offer a £200 grant for community based Coronation activities. The Clerk was asked to request the grant from HDC.
- Cllr Cuthbertson suggested that the Coronation bench be of the same design as that of the Jubilee bench. Members **AGREED** that Cllr Cuthbertson use the same design and supplier;
- Cllr Cuthbertson proposed various Coronation tree species. Members **AGREED** to the planting of a walnut tree providing that the excavation of a suitable hole for the tree was less than 600mm to avoid any disruption to local services; and
- Cllr Cuthbertson suggested that the planned Shipley village event be held on 8th May 2023. WSCC Cllr Jupp advised that the Andrew Hall was already booked for that day for the SPC event. The Church had agreed to provide refreshments. Cllr Cuthbertson was asked to prepare an article for the parish newsletter and update the relevant social media/parish websites accordingly.

27. Finances.

- The Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A); and
- Cllr Payne suggested that the required update to SPC's NHP would require additional funding. The majority of the Plan (70-80%) would remain the same however, the Plan would need to be updated to reflect changes in the new HDC Local Plan e.g. housing numbers. The Clerk was asked to contact WSALC and see if grants were available to fund the update costs.

28. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on 23rd March 2023 commencing 7:30pm at the Andrew Hall, Shipley; and
- The next Planning Sub-Committee Meeting will be held on a date to be advised.

There being no further business the Chairman closed the meeting at 21:04.

Signed Chair

Date.....

Acronym Information

AGAR	Annual Governance and Accountability Return	NPPF	National Planning Policy Framework
APCAG	Association of Parish Councils Aviation Group	PiP	Permission in Principle
CIL	Community Infrastructure Levy	PROW	Public Rights of Way
CSW	Community Speed Watch	SDNP	South Downs National Park
HALC	Horsham Association of Local Councils	SHELAA	Strategic Housing Economic Land Availability Assessment
HDC	Horsham District Council	SID	Speed Indicator Device
HDPF	Horsham District Planning Framework	SPC	Shingley Parish Council
HAMSVA	Horsham and Mid Sussex Voluntary Association	TPO	Tree Preservation Order
LGS	Local Green Space	TRO	Traffic Regulation Order
NALC	National Association of Local Councils	WSALC	West Sussex Association of Local Councils
NHP	Neighbourhood Plan	WSCC	West Sussex County Council

APPENDIX A – Payments

Payments 16th February 2023				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
WSCC	Clerk's salary - December 2022	1870	53	£ 1,248.31
Coolham Village Hall	Meeting 12/12/22	1871	54	£ 25.00
Sarah Cuthbertson	Purchase of salt/grit	1872	55	£ 9.90
				£ 1,283.21
Income since last meeting				
	Amount			
Bank Interest	£ 28.65			
TOTAL INCOME	£ 28.65			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 1,200.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 747.90	31 January 2023		
Deposit Account (Bus Bank)	£ 65,705.14	31 January 2023		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 71,802.18			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ -	Spent in 2021/22		
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 1,982.00	£1000 added		
Playing field and pavilion maintenance	£ 1,000.00	£500 added		
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 28,695.00	Less SID June 2022		
TOTAL ALLOCATIONS	£ 40,110.00			
PAID SINCE LAST MEETING TO BE APPROVED				
	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To Pay after this Meeting				
	Invoiced Services	Chq Nos	Folio	Amount
WSCC	Clerk's salary - January 2023 & back pay	BACS	56	£ 2,023.03
Andrew Hall	Meeting 12th Jan 2023	BACS	57	£ 25.00
Starboard Systems	Scribe software accounting package	BACS	58	£ 331.78
Matthew Payne	Padlock for SID	BACS	59	£ 29.49
Paul Richards	Mileage	BACS	60	£ 79.20
Paul Richards	Parish mobile (Aug 22 - Feb 23) x £10 per r	BACS	61	£ 70.00
Paul Richards	Stamps	BACS	62	£ 16.32
Paul Richards	Clear Pockets	BACS	63	£ 6.99
Paul Richards	Microsoft Office renewal	BACS	64	£ 79.99
Paul Richards	140 litre recycling wheelie bin	BACS	65	£ 57.29
Paul Richards	External hard drive	BACS	66	£ 39.99
Paul Richards	Printer paper	BACS	67	£ 34.99
Paul Richards	Stationery	BACS	68	£ 3.99
Delia Thornton	Emergency Plan	BACS	69	£ 120.00
				£ 2,918.06
	Immediate Transfer D/Acc to C/Acc.			£ 2,900.00



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29. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Beckett, Cllr Cuthbertson, Cllr Emrich, Cllr Huggett, Cllr Larcombe, Cllr Payne, Cllr Woodage and Cllr de Zoete.

Also Present: Three members of the public were present and P. Richards (Clerk).

Apologies: Apologies were accepted from WSCC Cllr Jupp, Cllr Lindsay and Cllr Roggendorff.

30. To receive any declarations of interests from members in respect to Items on the agenda – none.

31. Public Session – No members of the public spoke.

The Chairman suggested a change in the Agenda order, and this was **AGREED**.

32. Climate and environment.

Cllr Cuthbertson reported that she attended a HDC/Wilder Horsham knowledge hub zoom workshop designed to share ideas with neighbouring parishes, details of which had been circulated. She suggested that SPC arrange local community hub style events to incorporate new ideas such as the Terracycle scheme at Shingley school. She awaits feedback from Councillors on this proposal. The Chairman advised that several HDC run climate workshops were to be scheduled. Cllr de Zoete congratulated Cllr Cuthbertson in implementing the new Terracycle scheme and Cllr Emrich added that SPC needed a “Climate Champion” to encourage and promote new ideas. The Chairman suggested that the new administration could appoint a Councillor to this role at their forthcoming Annual Council Meeting following the local elections.

Cllr Cuthbertson advised that several SPC Councillors would be litter picking on 26th March 2023 and invited other Councillors to join.

33. Royal Coronation – the Chairman thanked all those who had bought and planted the Coronation tree. Cllr Cuthbertson provided an update that included:

- **Tree** – now planted in Church Close, Shingley. Local residents were assisting by watering it;
- **5th May event** – A “Tea-for-All” event is to be held at the Shingley school with all residents invited. The local MP will be in attendance;
- **7th May event** – a Teddy Bear’s picnic event will be held on the Coolham Playing Fields as part of the “Big Coronation Lunch”. She enquired if the £200 grant could be allocated to provide flyers, flags and bunting for the event. This was **AGREED**. Cllr Emrich asked that she consider the environmental impact of single-use plastics (e.g. in the bunting and flags) given SPC’s commitments to the environment as heard in the previous agenda item. Members considered the commissioning of a flower bed as an environmentally friendly alternative. Cllr Huggett was asked to review this. Cllr Cuthbertson advised that a bouncy castle

would be hired for the event. The Clerk was asked to check SPC's insurance for the use of such equipment.

- **Bench** – the Coronation bench will be installed at the Coolham Playing Fields. She will review the proposed site location with Cllr Woodage. A plaque for both the bench and tree will be commissioned. The Chairman asked that she ensure the correct Royal nomenclature was used and Cllr Huggett was asked to check with her contacts as to the appropriate wording;
- **8th May event** – the commissioning of the Coronation tree will be held in Shipley on the green adjacent to Church Close. Refreshments will be provided by the Church from 11am; and
- **Mugs** – 219 mugs will be required for the children of school age in the Shipley parish schools and nursery. The Clerk advised that a minimum order of 250 would be required. Members **AGREED** to fund £1,500.00 for the purchase of 250 mugs at £6.00 each. The Clerk was asked to circulate details to Councillors.

The Chairman thanked Cllr Cuthbertson for organising the Coronation events.

20:15 – Cllr Cuthbertson left the meeting.

34. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 16th February 2023.

The minutes, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

35. Matters Arising from Item 34 (for information only) – the completed actions were noted.

36. WSCC Councillor – WSCC Cllr Jupp had sent her apologies but had provided an update that had been circulated previously.

37. District Councillor – no update.

38. Planning Applications – none.

39. Planning Matters.

- Cllr Payne referred to the Water Neutrality Statement provided by the applicant for planning application DC/21/2180 – Woodfords, Shipley Road, Southwater (Outline application for the erection of up to 73 new dwellings (C3 use) etc.). He suggested that the legally binding agreement to enforce the stated measures seemed to be overlooked by HDC. He intended to appear at the forthcoming planning committee that would consider this application. Members **OBJECTED** to several assertions in the Water-Neutrality Statement and asked the Clerk to respond as necessary to HDC citing Cllr Lindsay's comments previously circulated.
- The Chairman reminded Councillors of the need to review the SPC NHP. Cllr Payne added that the NHP must be reviewed every two years however proposals before Parliament could extend this to a five year review. He suggested that the majority of the NHP could be reused with just an update required to reflect the changes in HDC's Local Plan. It was **AGREED** that the new administration would be better placed to review this action once a decision on HDC's Local Plan was announced. The Clerk was asked to write to HDC to confirm the current and future position of SPC's NHP.

40. Roads, Footpaths, Bridleways & General Maintenance of the Parish.

- The Chairman referred to WSCC Cllr Jupp's support of the 20mph zone TRO proposal at Brooks Green Road, Coolham. Cllr Payne reported that he was in discussion with WSCC Highways regarding the proposed location of their suggested TRO and "buffer zoning". The Highways team had suggested a 60mph, 40mph and 30mph zone approaching the Coolham crossroads. Members **AGREED** to this proposal and asked the Clerk to formally respond accordingly to Cllr Payne;

- Cllr Payne referred to the recent visit of the WSCC Highways engineer to meet SPC Councillors. He reported that WSCC do not require permission to install a SID; the only permission required is to install a post if it is on WSCC land e.g. a verge on the highway. Cllr Payne advised on the planned roll-out of SIDs on the roads approaching the Coolham crossroads:
 - **South** – post to be installed on WSCC owned land by the 30mph sign. Cllr Payne to discuss this with local landowners and WSCC;
 - **North** – difficult to identify the relevant landowners who might be impacted by the proposed TRO; and
 - **Enforcement** – if a SID, once installed, were found to be unsafe and did not comply with specified conditions, then WSCC could investigate.
- Cllr Payne proposed that, following WSCC advice, SPC purchase 2 SIDs immediately: one to be installed by the existing SID at Coolham Village Hall (but facing eastbound) and one by St Cuthmans once agreement from the landowner has been received. The Clerk reminded Members of their previous decision to purchase 6 SIDs in total. It was **AGREED**, unanimously, to approve the purchase of 2 further SIDs subject to the necessary consultation;
- Cllr Woodage advised that a resident had reported that a rope swing hanging from a tree adjacent to Church Close was in poor repair and in need of replacement. He suggested that the swing be replaced with properly installed apparatus. The Clerk advised that the rope swing was on parish council land. As such, any play equipment therein should comply with the necessary regulations and British Standards. The Chairman advised that, now the parish council had been made aware of the unauthorised rope swing, it must be removed as it was in a dangerous condition and did not comply with the necessary standards. To leave it in situ could attract a public liability claim against the parish council. Members **AGREED** that the swing be removed.

41. Finances - The Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A).

42. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on 17th April 2023 commencing 7:30pm at the Coolham Village Hall.
- The next Planning Sub-Committee Meeting will be held on a date to be advised.

There being no further business the Chairman closed the meeting at 21:04.

Signed **Chair**

Date.....

Acronym Information

AGAR	Annual Governance and Accountability Return	NPPF	National Planning Policy Framework
APCAG	Association of Parish Councils Aviation Group	PIP	Permission in Principle
CIL	Community Infrastructure Levy	PROW	Public Rights of Way
CSW	Community Speed Watch	SDNP	South Downs National Park
HALC	Horsham Association of Local Councils	SHELAA	Strategic Housing Economic Land Availability Assessment
HDC	Horsham District Council	SID	Speed Indicator Device
HDPF	Horsham District Planning Framework	SPC	Shingley Parish Council
HAMSVA	Horsham and Mid Sussex Voluntary Association	TPO	Tree Preservation Order
LGS	Local Green Space	TRO	Traffic Regulation Order
NALC	National Association of Local Councils	WSALC	West Sussex Association of Local Councils
NHP	Neighbourhood Plan	WSCC	West Sussex County Council

APPENDIX A – Payments

Payments 23rd March 2023				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
WSCC	Clerk's salary - January 2023 & back pay	BACS	56	£ 2,023.03
Andrew Hall	Meeting 12th Jan 2023	BACS	57	£ 25.00
Starboard Systems	Scribe software accounting package	BACS	58	£ 331.78
Matthew Payne	Padlock for SID	BACS	59	£ 29.49
Paul Richards	Mileage	BACS	60	£ 79.20
Paul Richards	Parish mobile (Aug 22 - Feb 23) x £10 per r	BACS	61	£ 70.00
Paul Richards	Stamps	BACS	62	£ 16.32
Paul Richards	Clear Pockets	BACS	63	£ 6.99
Paul Richards	Microsoft Office renewal	BACS	64	£ 79.99
Paul Richards	140 litre recycling wheelie bin	BACS	65	£ 57.29
Paul Richards	External hard drive	BACS	66	£ 39.99
Paul Richards	Printer paper	BACS	67	£ 34.99
Paul Richards	Stationery	BACS	68	£ 3.99
Delia Thornton	Emergency Plan	BACS	69	£ 120.00
				£ 2,918.06
Income since last meeting	Amount			
Bank Interest	£ 30.14			
TOTAL INCOME	£ 30.14			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 2,900.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 554.84	20 March 2023		
Deposit Account (Bus Bank)	£ 64,077.58	20 March 2023		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 69,981.56			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ -			
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 1,982.00			
Playing field and pavilion maintenance	£ 1,000.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 28,695.00			
TOTAL ALLOCATIONS	£ 40,110.00			
PAID SINCE LAST MEETING TO BE APPROVED	Invoiced Services	Chq Nos	Folio	Amount
Camelia Botner	Deposit for bench	BACS	70	£ 175.00
				£ 175.00
To Pay after this Meeting	Invoiced Services	Chq Nos	Folio	Amount
Phil Baxter	Chairman's allowance 2022/23	BACS	71	£ 500.00
Phil Baxter	Travel and mileage	BACS	72	£ 67.05
HDC	Empty litter bins	BACS	73	£ 91.00
WSCC	Clerk's salary Feb 2023	BACS	74	£ 1,324.37
ICO	Data protection fee	BACS	75	£ 40.00
Grasstex Ltd.	Hedge trim and jet wash play equipment	BACS	76	£ 358.78
Sussex Fruit Trees	Coronation tree	BACS	77	£ 63.50
				£ 2,444.70
	Immediate Transfer D/Acc to C/Acc.			£ 2,500.00



Shingley Parish Council

Chair: Cllr Phil Baxter, 7 Kings Platt, Shingley, West Sussex, RH13 8AX
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Website: www.shingleyparishcouncil.org.uk

The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 17th April 2023 commencing 7:30pm held at the Coolham Village Hall.

The Chairman opened the meeting by thanking the Councillors and Clerk for their support during his Chairmanship. He also thanked those Councillors stepping down at the next election for their service to the community.

43. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Beckett, Cllr Cuthbertson, Cllr Emrich, Cllr Huggett, Cllr Larcombe, Cllr Lindsay, Cllr Payne, Cllr Roggendorff, Cllr Woodage and Cllr de Zoete.

Also Present: Three members of the public were present and P. Richards (Clerk).

Apologies: Apologies were accepted from WSCC Cllr Jupp.

44. To receive any declarations of interests from members in respect to Items on the agenda – none.

45. Public Session – A resident who had submitted planning application DC/23/0371 (Acorn House, Brooks Green Road, Coolham) explained that he was at the meeting to answer any questions Councillors might have. There were no questions.

46. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 23rd March 2023.

The minutes, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

19:36 – Cllr Huggett joins the meeting.

47. Matters Arising from Item 46 (for information only)

- Item 33 – Cllr Cuthbertson advised that the flyers had been printed at no charge. She also advised that environmentally friendly products had been purchased e.g. linen bunting.

48. WSCC Councillor – no update.

49. District Councillor – no update as HDC had entered the pre-election period. Cllr Emrich questioned the progress with the draft Local Plan. Cllr Lindsay reported that HDC was awaiting Government advice before finalising the draft Plan.

50. Planning Applications.

DC/23/0371 - Acorn House, Brooks Green Road, Coolham - Part demolition of ground floor rear wall and removal of existing lean-to. Erection of a single storey rear extension including alterations to rear and side extension walls and roof.

Members voted to **SUPPORT** the application (10 votes FOR with one abstention).

51. Planning Matters.

The Chairman thanked Cllr Payne for representing SPC at the recent HDC Planning Sub-Committee in relation to application DC/22/1204 (Woodfords building development). Cllr Payne advised that he had spoken about several concerns with the proposed water neutrality statement and the lack of future enforcement of any proposed conditions imposed by HDC. The District Councillors rejected the statement until HDC had agreed a strategy to enforce any imposed conditions. This matter now rests with the respective legal teams. Cllr Lindsay reported that HDC was seeking advice regarding future offsetting arrangements.

52. Roads, Footpaths, Bridleways & General Maintenance of the Parish.

- The Chairman referred to the proposed TRO that would impose reduced speed limits for School Lane and Red Lane. He suggested that this was a success to be proud of and Members **AGREED**, unanimously, to support the application. The Clerk was asked to write to WSCC accordingly;
- Cllr Payne asked that confirmation be noted that the approval to acquire 6 SIDs had been given by Shipley Parish Council previously. Two had been installed and the installation of the other four would be subject to the necessary approvals from WSCC and landowners; and
- Cllr Cuthbertson advised that she would continue, as a private citizen, to apply for a TRO at Dragons Green to reduce the speed limit. She intended to meet WSCC Highways to discuss this matter and asked if SPC would pay for any village gateways. The Chairman advised that sufficient funds were available, however quotes were needed before approving any purchase. In addition, the pre-election period conditions would prevent the current administration from making future financial commitments; this would be a matter for the new Parish Council. He asked that she send any proposal to the Clerk for the attention of the new Parish Council. Cllr Woodage advised that he would send Cllr Cuthbertson sample supplier quotes.

53. Climate and environment.

- Cllr Cuthbertson requested that she remain the SPC representative for the HDC and Wilder Horsham Knowledge Base initiatives once she had stepped down as a Parish Councillor. This was **AGREED** in principle subject to confirmation by the new Parish Council at its Annual Council Meeting on 18th May 2023; and
- Cllr Cuthbertson referred to the newly formed Shipley Community Hub and advised of a local Repair Café initiative. She agreed to send updates to the Clerk for circulation to the new Parish Councillors.

54. Coronation Update – Cllr Cuthbertson provided an update on the activities planned to celebrate the Coronation. The Clerk was asked to update the website with the latest information. Additional updates included:

- Mugs – order placed; and
- Hanging baskets – to be raffled off at the end of the event in Coolham. Cllrs Cuthbertson and Huggett were asked to liaise over this matter.

55. Finances - The Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A). Cllr de Zoete asked if the Knepp Estate would contribute to the purchase of two vehicle activated signs at the Pound Lane/Shipley Road staggered junction with the A272. Cllr Emrich confirmed that the Estate would contribute.

56. Dates of next meetings.

- The Annual Parish Meeting (a meeting of the residents) will be held on 18th May 2023 commencing 7:00pm at the Andrew Hall, Shipley. This will be followed by the Annual Council Meeting at 7:30pm; and
- The next Planning Sub-Committee Meeting will be held on a date to be advised.

The Clerk was asked to invite the Schools and the Shipley Community Hub to the Parish Meeting.

There being no further business the Chairman closed the meeting at 20:42.

Signed Chair

Date.....

Acronym Information

AGAR	Annual Governance and Accountability Return	NPPF	National Planning Policy Framework
APCAG	Association of Parish Councils Aviation Group	PIP	Permission in Principle
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CSW	Community Speed Watch	SDNP	South Downs National Park
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HDC	Horsham District Council	SID	Speed Indicator Device
HDPF	Horsham District Planning Framework	SPC	Shipley Parish Council
HAMSVA	Horsham and Mid Sussex Voluntary Association	TPO	Tree Preservation Order
LGS	Local Green Space	TRO	Traffic Regulation Order
NALC	National Association of Local Councils	WSALC	West Sussex Association of Local Councils
NHP	Neighbourhood Plan	WSCC	West Sussex County Council

APPENDIX A – Payments

Payments 17th April 2023				
Income since last meeting		Amount		
None	£	-		
TOTAL INCOME		£	-	
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£	2,500.00		
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£	1,177.19	31 March 2023	
Deposit Account (Bus Bank)	£	61,557.58	31 March 2023	
Investment Acc. (NSI)	£	5,349.14		
TOTAL BALANCES	£	68,083.91		
EARMARKED RESERVES				
Coolham Airfield Memorial	£	733.00		
Replacement play equipment - reserve fund	£	4,500.00		
Finger Posts	£	-		
Bridleway Imp.	£	600.00		
Parish maintenance - inc Ash Die back, H&WB	£	1,982.00		
Playing field and pavilion maintenance	£	1,000.00		
Includes Election Reserves	£	2,100.00		
Includes NHP Funding Reserves	£	500.00		
Traffic management (Coolham crossroad & Pound Lane)	£	28,695.00		
TOTAL ALLOCATIONS	£	40,110.00		
PAID SINCE LAST MEETING TO BE APPROVED		Invoiced Services	Chq Nos	Folio
Brunel engraving		Coronation plaque	BACS	1
Brunel engraving		Amendment to plaque	BACS	2
				£ 237.00
To Pay after this Meeting		Invoiced Services	Chq Nos	Folio
WSSC		Payroll costs	BACS	3
T.P.A. Ralph (Ralph Restorations)		Fingerpost repair	BACS	4
WSALC		Subscriptions - NALC & WSALCX	BACS	5
Sarah Cuthbertson		Rock salt	BACS	6
Paul Richards		Annual Office 365 subscription	BACS	7
Harry Woodage		Fixings for SID	BACS	8
Charlotte Johnston		Hanging baskets for Coronation	BACS	9
Brunel Engraving		Tree plaque (balance)	BACS	10
Chown China Ltd		Coronation mugs	BACS	11
				£ 3,229.24



Shipley Parish Council

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Dear Councillors,

You are duly summoned to a Planning Sub-Committee Meeting of the Shipley Parish Council that will take place on **Monday 24th April 2023 commencing 7.30pm**. The meeting will be held at the **Andrew Hall, Shipley, West Sussex, RH13 8PL**.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chair.

P.S. Richards
Clerk to the Council

19th April 2023

AGENDA

1. Attendance and Apologies for Absence.
2. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.
3. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chair).
4. Approval of the Minutes of the Planning Sub-Committee Meeting of the Parish Council held on 18th August 2022.
5. Planning Applications.
 - **DC-23-0546 - Southview, Emms Lane, Brooks Green** - Erection of an open porch to main entrance;
 - **DC-22-1986 - Bridge Farm, Coolham Road, Coolham** - Erection of a single storey open fronted building for (Class B8) storage and distribution purposes;
 - **DC-23-0494 - Knepp Castle, West Grinstead, Horsham** - Realign stay wires on pole 564930/31. Remove poles 564929, 564928, 564927 overhead line and associated equipment; and
 - **WSSC-014-23 - Shipley CofE Primary School, School Lane, Shipley** - The continued siting and use of a temporary classroom for a period of 5 years.
6. Planning Matters.
7. Dates of next meetings.

Members of the public should be aware that being present at a meeting of the Council be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting or video conference, by any person present.



Shingley Parish Council

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Website: www.shingleyparishcouncil.org.uk

The Minutes of the Annual Council Meeting of Shingley Parish Council held on Thursday 18th May 2023 commencing 7:00pm held at the Andrew Hall Shingley.

The Chairman, Cllr Phil Baxter, opened the meeting by thanking the Councillors and Clerk for their support during his Chairmanship.

- 57. Election of Chairman** – the Chairman invited nominations and Cllr Emrich proposed that Cllr Payne be elected as Chairman. This was seconded by Cllr de Zoete. There being no further nominations, Members voted to elect Cllr Payne as Chairman. Cllr Payne accepted the position and signed his Acceptance of Office form. Cllr Baxter stepped down and Cllr Payne took the Chair. He thanked the former Chairman for his service to the community.
- 58. Election of Vice-Chairman** - the Chairman invited nominations and Cllr Emrich proposed that Cllr Larcombe be elected as Vice-Chairman. This was seconded by Cllr Roggendorff. There being no further nominations, Members voted to elect Cllr Larcombe as Vice-Chairman. Cllr Larcombe accepted the position and signed his Acceptance of Office form.

19:06 - the meeting was adjourned to hear the Annual Parish Meeting.

19:24 – the meeting was resumed.

59. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr de Zoete, Cllr Emrich, Cllr Huggett, and Cllr Roggendorff.

Also Present: Three members of the public were present and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr Wright and WSCC Cllr Jupp.

Cllr Payne advised that Mrs Cuthbertson was elected as a parish councillor on 4th May 2023 but had advised, subsequently, she is not accepting the office as she is stepping down.

- 60. To receive any declarations of interests from members in respect to Items on the agenda** – none.
- 61. Public Session** – A resident advised that the newly elected HDC Councillor is attending a HDC training session and might be late for the meeting.
- 62. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 23rd March 2023 and Planning Sub-Committee held on 24th April 2023.**

The minutes, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

63. **Matters Arising from Item 62 (for information only)** – none.
64. **Council Structure**
- Review appointment of members to Committees, and representatives on outside organisations
 - WSALC – Cllr Payne;
 - HALC – Cllr Payne;
 - Coolham Village Hall Management Committee representation – Cllr Huggett; and
 - Horsham District Climate Initiative (Knowledge Hub) and climate change initiatives – Cllr Emrich with the support from Mrs Cuthbertson.
 - Elect Chair of the Complaints Committee – Cllr Payne.
65. **Policies and codes of conduct** – the Clerk advised that there were no proposed changes to the procedures and policies. Members **AGREED** to re-approve them.
66. **WSCC Councillor** – WSCC Cllr Jupp had given her apologies but had sent an update, circulated previously, to Members. The update was noted.
67. **District Councillor** – no update as the HDC Councillor was attending a training session.
68. **Co-option process** – the Chair advised that, following the uncontested election, three vacancies for the role of parish councillor were available. The Clerk was asked to advertise these vacancies and request applications for co-option to be heard at the next meeting.
69. **Planning Applications.**
DC/23/0558 - Hillside Farm, Billingshurst Road, Coolham - Erection of a replacement stable building. Members voted, unanimously, to **SUPPORT** the application. They asked that the planning officer approve the actual proposed materials as the current wording in regard to materials is too vague.
70. **Planning Matters** – none.
71. **Roads, Footpaths, Bridleways & General Maintenance of the Parish.**
- Following recent resident complaints, Cllr Emrich reported that the Knepp Estate would offer the field adjacent to Kings Platt to be rented to the parish council on a peppercorn rent for the parking of cars. The parish council would need to install suitable grass matting, maintain the grounds and provide the necessary insurance cover. He agreed to provide costings and would report back to the next meeting. Members **AGREED**, in principle, with the suggestion;
 - Cllrs de Zoete and Huggett reported that the repairs to the Boars Lane bridleway were a great improvement. Cllr Emrich advised that the Knepp Estate would clear the adjacent ditches during the summer; and
 - Cllr Payne advised that he would report the persistent flooding on the sharp bend at the south end of Sincox Lane to WSCC Highways.
72. **Finances** - The Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A). Cllr Payne advised that 2 SIDs, approved previously, could now be installed on the eastern approach to Coolham crossroads as the relevant landowner had given permission to fit them on their land. Following the purchase of these 2 new SIDs, the remaining traffic management earmarked funds would total circa £20,000. Members **AGREED** to review the remaining traffic management projects during the next few weeks.

73. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on 12th June 2023 commencing 7:30pm at the Coolham Village Hall; and
- The next Planning Sub-Committee Meeting will be held on a date to be advised. The Clerk was asked to invite the Schools and the Shipley Community Hub to the Parish Meeting.

There being no further business the Chairman closed the meeting at 20:02.

Signed **Chair**

Date.....

Acronym Information

AGAR	Annual Governance and Accountability Return	NPPF	National Planning Policy Framework
APCAG	Association of Parish Councils Aviation Group	PIP	Permission in Principle
CIL	Community Infrastructure Levy	PROW	Public Rights of Way
CSW	Community Speed Watch	SDNP	South Downs National Park
HALC	Horsham Association of Local Councils	SHELAA	Strategic Housing Economic Land Availability Assessment
HDC	Horsham District Council	SID	Speed Indicator Device
HDPF	Horsham District Planning Framework	SPC	Shipley Parish Council
HAMSVA	Horsham and Mid Sussex Voluntary Association	TPO	Tree Preservation Order
LGS	Local Green Space	TRO	Traffic Regulation Order
NALC	National Association of Local Councils	WSALC	West Sussex Association of Local Councils
NHP	Neighbourhood Plan	WSCC	West Sussex County Council

APPENDIX A – Payments

Payments 18th April 2023				
Income since last meeting		Amount		
Bank Interest	£	39.64		
Coronation mug purchase	£	6.00		
Precept	£	15,819.43		
Coronation Grant	£	200.00		
TOTAL INCOME	£	16,065.07		
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£	3,200.00		
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£	580.90	30 April 2023	
Deposit Account (Bus Bank)	£	74,442.65	30 April 2023	
Investment Acc. (NSI)	£	5,349.14		
TOTAL BALANCES	£	80,372.69		
EARMARKED RESERVES				
Coolham Airfield Memorial	£	733.00		
Replacement play equipment - reserve fund	£	6,000.00	£1,500 added	
Finger Posts	£	-		
Bridleway Imp.	£	600.00		
Parish maintenance - inc Ash Die back, H&WB	£	5,500.00	£750 added	
Playing field and pavilion maintenance	£	1,500.00	£500 added	
Replacement noticeboards	£	1,200.00	New	
Defibrillator replacement fund	£	1,000.00	New	
Includes Election Reserves	£	2,100.00		
Includes NHP Funding Reserves	£	500.00		
Traffic management (Coolham crossroad & Pound Lane etc.)	£	28,695.00		
TOTAL ALLOCATIONS	£	47,828.00		
PAID SINCE LAST MEETING TO BE APPROVED		Invoiced Services	Chq Nos	Folio
None				
				£ -
To Pay after this Meeting		Invoiced Services	Chq Nos	Folio
Phil Baxter		Chair's allowance	BACS	12
Andrew Hall		Hall hire 24th April	BACS	13
Parish Online		Licence 2023/24	BACS	14
WSCC		Clerk's salary March 2023	BACS	15
WSCC		Clerk's salary April 2023	BACS	16
Andrew Hall		Hall hire 16th February and 23rd March	BACS	17
				£ 2,823.82
		Immediate Transfer D/Acc to C/Acc.		£ 2,800.00



Shingley Parish Council

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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 12th June 2023 commencing 7:30pm held at the Coolham Village Hall.

74. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr Emrich, Cllr Huggett, Cllr Roggendorff and Cllr Wright.

Also Present: WSCC Cllr Jupp, 2 members of the public were present and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr de Zoete.

75. To receive any declarations of interests from members in respect to Items on the agenda – none.

76. Co-option of new Councillors.

The Chairman reminded members that, following the May elections, two Parish Councillor vacancies had arisen. Two candidates presented their applications with one written representation also received. The meeting was adjourned so that Parish Councillors could review the statements. The meeting was resumed, and the Parish Councillors were asked to vote for two candidates via secret ballot. Following the ballot, Mrs Tuck and Mr Woodage (who was not present) were returned to the Office of Parish Councillors. Mrs Tuck signed her Acceptance of Office statement and took her seats as Parish Councillor. The Chairman thanked the remaining candidate for his excellent application.

77. Public Session – A resident asked if any defibrillator training was planned. The Chairman asked the Clerk to arrange this.

78. Approval of the Minutes of the of the Annual Meeting of the residents held on 18th May 2023 and of the Annual Meeting of the Parish Council held on 18th May 2023.

The minutes, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

79. Matters Arising from Item 78 (for information only).

- The entrance door to the Andrew Hall in Shingley had been repaired; and
- The Annual Knepp Estate report will be available on the SPC website once received.

80. WSCC Councillor – WSCC Cllr Jupp asked that her reports be published on the SPC website. She also reported that:

- A recent waste prevention partnership between WSCC, Sussex Police, the Environment Agency and HDC was to deter and detect illegal waste activity e.g., fly-tipping. The operation (across Chichester, Horsham, and Arun districts) reported that 99 vehicles were stopped and searched with two vehicles ceased. The operation will now be extended across the whole county. Cllr Emrich reported that there were also considerable instances of fly-tipping occurring on private property. WSCC Cllr Jupp advised that this was a matter for HDC;

- The new Fire and Training Centre in Horsham (accessed by the A24) will open later in the Summer;
- The youth offending service had been working at Lodge Hill with 14 to 18 year olds with favourable results;
- A recent PROW report for the parish had been published and circulated to Members;
- WSCC were holding a volunteers and carers week to celebrate the role and contribution of volunteers across these services. Several vacancies were still available. Support for the 84,000 unpaid carers across West Sussex was also available; and
- £4.5m had been added to the Highways budget for repairs to roads, signs, ash die-back and drainage. 3 jet-patchers had been put into service are working very well. The Chairman asked for a progress update on the removal of trees impacted by ash die-back. WSCC Cllr Jupp would provide an update; and
- The Chairman asked when the verges in the parish would be cut back. WSCC Jupp advised that junctions and sight lines were being addressed but verges are being left uncut to encourage nature recovery. Cllr Larcombe advised that the sightlines at the Smithers Hill Lane and the A272 had not been addressed. WSCC Cllr Jupp agreed to review this.

81. **District Councillor** – HDC Cllrs Blackburn and Jeffrey attended. Cllr Blackburn advised that:

- The new intake of HDC Councillors were undergoing extensive training; and
- The proposed development at Woodfords, Shipley Road had been delayed up by water neutrality monitoring conformance issues. The Chairman advised that he had been approached by the developer to discuss future plans. Cllr Larcombe referred to the planning application to be reviewed by SPC later in the meeting. He asked that HDC address the issues of monitoring all water neutrality conformance agreements. HDC Cllr Blackburn agreed to review this.

82. **Planning Applications.**

DC/23/0589 - Palaceland Farm, Hooklands Lane, Shipley - Conversion and change of use of agricultural barn to holiday let accommodation (Class C1).

Members voted to **SUPPORT** the application (4 x support with 2 x no objection).

Members noted the water neutrality statement and asked that a Pre Occupation Condition should be in place requiring all water offsetting commitments to be in place before occupation including the 20,000L rainwater tank and water purification system detailed in the Water Neutrality statement.

83. **Planning Matters** – The Chairman reported that the planning appeal in relation to the recent Keepers Cottage application had yet to be determined.

84. **Roads, Footpaths, Bridleways & General Maintenance of the Parish.**

- Cllr Larcombe reported a damaged footpath sign at Spoutes Lane. The Clerk advised that the WSCC on-line reporting tool should be used to report these sorts of issues; and
- Cllr Wright reported that, following the recent road closure in Countryman Lane, the road signs had yet to be recovered by the contractors. WSCC Cllr advised that the works were performed by a utilities company not WSCC. She asked that Cllr Wright send him the details.

85. **Climate and Environment.**

Cllr Emrich advised that he was unable to attend the next HDC Climate Initiative (Knowledge Hub) meeting. Mrs Cuthbertson was attending to represent the parish and he asked that Cllr Tuck also attend.

86. **Finances.**

- a) **Review the internal audit report 2022/23** – Members noted that the Internal Audit reported no failures or issues. Members noted the report.
- b) **Approve the Annual Governance Statement 2022/23** – Members approved the Statement and asked that the Chairman and Clerk sign it.

- c) **Approve the Accounting Statement 2022/23** - Members approved the Statement and asked that the Chairman and Clerk sign it.
- d) **Approve the July payments** – the Clerk presented the payments schedule. Members approved the schedule **AGREED** that the necessary payments be made (Appendix A).

87. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on 13th July 2023 commencing 7:30pm at the Andrew Hall, Shipley; and

There being no further business the Chairman closed the meeting at 20:44.

Signed **Chair**

Date.....

Acronym Information

AGAR	Annual Governance and Accountability Return	NPPF	National Planning Policy Framework
APCAG	Association of Parish Councils Aviation Group	PIP	Permission in Principle
CIL	Community Infrastructure Levy	PROW	Public Rights of Way
CSW	Community Speed Watch	SDNP	South Downs National Park
HALC	Horsham Association of Local Councils	SHELAA	Strategic Housing Economic Land Availability Assessment
HDC	Horsham District Council	SID	Speed Indicator Device
HDPF	Horsham District Planning Framework	SPC	Shipley Parish Council
HAMSVA	Horsham and Mid Sussex Voluntary Association	TPO	Tree Preservation Order
LGS	Local Green Space	TRO	Traffic Regulation Order
NALC	National Association of Local Councils	WSALC	West Sussex Association of Local Councils
NHP	Neighbourhood Plan	WSCC	West Sussex County Council

APPENDIX A – Payments

Payments 12th June 2023				
Income since last meeting				
Amount				
HDC Environmental cleansing grant	£	179.05		
Bank Interest	£	37.53		
TOTAL INCOME	£	216.58		
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£	4,300.00		
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£	852.35	31 May 2023	
Deposit Account (Bus Bank)	£	70,359.23	31 May 2023	
Investment Acc. (NSI)	£	5,349.14		
TOTAL BALANCES	£	76,560.72		
EARMARKED RESERVES				
Coolham Airfield Memorial	£	733.00		
Replacement play equipment - reserve fund	£	6,000.00		
Finger Posts	£	-		
Bridleway Imp.	£	600.00		
Parish maintenance - inc Ash Die back, H&WB	£	5,500.00		
Playing field and pavilion maintenance	£	1,500.00		
Replacement noticeboards	£	1,200.00		
Defibrillator replacement fund	£	1,000.00		
Includes Election Reserves	£	2,100.00		
Includes NHP Funding Reserves	£	500.00		
Traffic management (Coolham crossroad & Pound Lane etc.)	£	28,695.00		
TOTAL ALLOCATIONS	£	47,828.00		
PAID SINCE LAST MEETING TO BE APPROVED				
	Invoiced Services		Chq Nos	Folio
Gallagher	Insurance for 2023/24		BACS	18
				£ 1,204.73
To Pay after this Meeting				
	Invoiced Services		Chq Nos	Folio
Camelia Botner	Coronation bench - final payment		BACS	19
Peter Frost	Internal audit fee		BACS	20
WSSC	Clerk's salary - May 2023		BACS	21
Bridget Huggett	Coronation expenses		BACS	22
Matthew Payne	SID padlock		BACS	23
Elan City	SID		BACS	24
Andrew Hall	Meeting 18/5/23		BACS	25
				£ 5,646.61
	Immediate Transfer D/Acc to C/Acc.			
				£ 5,600.00



Shingley Parish Council

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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Thursday 13th July 2023 commencing 7:30pm held at the Andrew Hall, Shingley.

88. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr Huggett, Cllr Tuck, Cllr Wright, and Cllr Woodage.

Also Present: 4 members of the public were present and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr de Zoete, Cllr Emrich and Cllr Roggendorff.

89. To receive any declarations of interests from members in respect to Items on the agenda – none.

90. Co-option of new Councillors.

One candidate presented their application with three other written representations also received. The meeting was adjourned so that Parish Councillors could review the statements. The meeting was resumed, and the Parish Councillors were asked to vote for two candidates via secret ballot. Following the ballot, Jo Nunn and Rebecca Smale (who was not present) were returned to the Office of Parish Councillors. Jo Nunn signed her Acceptance of Office statement and took her seat as Parish Councillor.

91. Public Session - none.

92. Approval of the Minutes of the of the Planning Sub-Committee held on 29th June 2023 and of the Ordinary Meeting of the Parish Council held on 21st June 2023.

The approval of the Planning Sub-Committee minutes was deferred as additional amendments were required. The minutes of the Ordinary Meeting, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

93. Matters Arising from Item 78 (for information only) – noted.

94. WSCC Councillor – No update.

95. District Councillor – HDC Cllrs Blackburn and Jeffrey attended. Cllr Blackburn advised that:

- Several HDC councillors had toured and reviewed the proposed strategic sites as nominated in the draft Local Plan;
- HDC Cllr Blackburn had been appointed as the Cabinet lead for Climate and an Climate Action Strategy is being drafted. This will be promoted to residents in the coming weeks with Focus Groups scheduled for September 2023. New climate related initiatives include Solar Together, and the Community Climate Fund. A new technology tool, One Planet, will be utilised to assist the various initiatives and programmes.

- Cllr Payne asked when the draft Local Plan would be published. HDC Cllr Blackburn had been advised that no firm timescales had been agreed but will advise SPC once known. She confirmed that the Southwater strategic site had been reviewed; and
- Cllr Larcombe asked that HDC report back on their climate initiatives e.g. progress on the net zero commitment. Cllr Blackburn agreed and suggested that the One Planet tool may help in this respect.

96. Planning Applications.

- **DC-23-1194 - Barn South of Units 1 and 2, Nightingale Farm, Sincox Lane** - Application to confirm the continuous use of building for (Class B8) storage purposes for a period in excess of ten years (Lawful Development Certificate - Existing).
Members commented that they had no evidence to confirm or not confirm the continuous use statement.
- **DC-23-1205 - Land To The North of Thornhill Court, Billingshurst Road, Coolham** - Erection of an agricultural building;
Members voted, unanimously to **SUPPORT** the application.
- **DC-23-1224 - Brooks Green Park, Emms Lane, Brooks Green** - Stationing of 3no. 2-bedroom residential park homes for year-round occupation.
Members **OBJECTED** to the application for the following reasons:
 - **Water Neutrality** – the applicant's statement suggests a water usage of 97 litres per day. This figure is unrealistic given:
 - The current national water usage figure is approximately 150 litres per year; and
 - The national average is based on home occupiers who have a financial driver to reduce usage to reduce costs. Holidaymakers would have no such financial imperative and, therefore, would not worry about conserving water e.g. they would not keep to the 14.3 litres of water for bathing.
Members agreed that the water usage figures provided by the applicant are unreliable.
 - **Trees** – Members agreed with the HDC Tree Officer's comments in that the application “....be amended to remove unit 3 and the conflict between proposed new development and the implications that it has on the future health and form of adjacent trees of recognised significant landscape importance”.
However, Members would be minded to **SUPPORT** the application if the water neutrality statement provided more realistic figures.
- **DC-23-1235 - Land To The North of Hilltop Country Park, Emms Lane, Brooks Green** - Change of use of the land from agricultural to the use as a holiday caravan park for forty-seven static caravans for holiday use from 1st February to 5th January.
Members **OBJECTED** to the application for the following reasons:
 - Overdevelopment – the plan would see a significant increase in units being developed on a rural, greenfield site;
 - Access – a significant increase in vehicles that will access the already crowded and busy country lane;
 - Conflict with the made Shipley NHP – the proposed application breaches many of the Shipley NHP policies. Conflicts specifically with 3 of the 5 criteria (1) not infill or on previously developed land, (2) Is an outward extension outside settlement boundary (3) Doesn't deliver affordable housing:
 - Policy Ship HD1: New housing development – the development cannot be considered to provide affordable housing. The units are for holiday let only and do not contribute to the requirement for affordable housing in the parish and district; and
 - Policy Ship HD2: Housing mix – the proposed development does not contribute to a rebalancing of the housing stock as they are holiday lets.
 - Conflict with the HDC Local Plan – The application site lies in the countryside outside of the identified built-up area of any settlement. Given this location, the application appears to be in breach of paragraph 80 of the NPPF and policies 3, 4, and 26 of the Horsham District Planning Framework (HDPF).

- Water Neutrality – the applicant's statement suggests a water usage of 103 litres per day. This figure is unrealistic given:
 - The current national water usage figure is approximately 150 litres per year; and
 - Members are aware that HDC does not, as yet, have a process in place to check the offsetting claims of the applicant's water usage not the claimed reductions for offsetting that do not comply with the detail and spirit of Natural England's positioning statement, namely:
 - a) these obligations need to be in place until at least 2030, likely to be longer, and need to be inherited by future owners/occupiers.
 - b) are delivered at all.
 - c) are monitored monthly and reported on annually.
 - d) a sufficient enforcement process is in place with penalties for over usage.

The applicant has not demonstrated how they would prove their claims for offsetting and given the lack of a credible check and balance system, the offsetting claims cannot be verified.

- Shipley NHP - Finally, under point 4.7 of the Shipley Neighbourhood Plan, the application fails on six counts, namely:
 - Point 1 – Rural Nature of the site;
 - Point 3 – Ribbon Development;
 - Point 4 – Well-being of neighbouring residents (noise, view and traffic);
 - Point 5 – Infrastructure;
 - Point 7 - This is knocking down an agricultural building.

97. Planning Matters – The Chairman reported that the planning appeal in relation to the recent Keepers Cottage application had yet to be determined.

98. Roads, Footpaths, Bridleways & General Maintenance of the Parish.

Cllr Payne reported on progress to install a vehicle activated sign (VAS) on the approach to the junction of the A272 and Paygate Corner. The Knepp Estate had kindly agreed for the sign to be erected on their land and that they would contribute to the cost of it. They would also clear vegetation to afford easy access to the site.

99. Climate and Environment.

- Cllr Tuck reported that, following a Social Media training course that she attended recently, she would be preparing a Climate and Environment Strategy presentation with the objective to improve communications to residents in collaboration with local organisations. She advised that she would be meeting with Mrs Cuthbertson to review existing activities in the parish. Cllr Tuck was asked to present progress on the Strategy to the next meeting;
- The Chairman suggested that the One Planet tool, mentioned earlier in the meeting, could be used to circulate relevant case studies to the community; and
- The Chairman recommended that Cllr Tuck take the lead on Climate and Environment matters assisted by Cllr Emrich and Mrs Cuthbertson who headed the Wilder Horsham/KHub initiative. This was **AGREED**;

100. Parishioner Survey

Cllr Tuck reminded Members that the last formal public consultation with residents was in 2017 as part of the NHP engagement events. She thought it important that the parish council understand the current issues that might be important to residents today. She proposed that a "Priority Statement" be prepared seeking views from residents via a simple survey. Members **AGREED** to this proposal and recommended that a Working Group (of both Councillors and residents) be formed to action this. Cllrs Nunn and Huggett agreed to join the Working Group to be led by Cllr Tuck. Cllr Tuck was asked to prepare initial proposals to be circulated to Members. The Chairman suggested that survey should be online but with paper copies made available to those not connected to email or the internet.

101. Finances - Approve the July payments – the Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A).

102. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on 4th September 2023 commencing 7:30pm at the Coolham Village Hall.

There being no further business the Chairman closed the meeting at 21:17.

Signed **Chair**

Date.....

Acronym Information

AGAR	Annual Governance and Accountability Return	NPPF	National Planning Policy Framework
APCAG	Association of Parish Councils Aviation Group	PIP	Permission in Principle
CIL	Community Infrastructure Levy	PROW	Public Rights of Way
CSW	Community Speed Watch	SDNP	South Downs National Park
HALC	Horsham Association of Local Councils	SHELAA	Strategic Housing Economic Land Availability Assessment
HDC	Horsham District Council	SID	Speed Indicator Device
HDPF	Horsham District Planning Framework	SPC	Shingley Parish Council
HAMSVA	Horsham and Mid Sussex Voluntary Association	TPO	Tree Preservation Order
LGS	Local Green Space	TRO	Traffic Regulation Order
NALC	National Association of Local Councils	WSALC	West Sussex Association of Local Councils
NHP	Neighbourhood Plan	WSCC	West Sussex County Council

APPENDIX A – Payments

Payments 12th June 2023				
Income since last meeting				
Amount				
Bank Interest	£	45.91		
TOTAL INCOME	£	45.91		
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£	5,600.00		
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£	2,010.47	30 June 2023	
Deposit Account (Bus Bank)	£	64,805.14	30 June 2023	
Investment Acc. (NSI)	£	5,349.14		
TOTAL BALANCES	£	72,164.75		
EARMARKED RESERVES				
Coolham Airfield Memorial	£	733.00		
Replacement play equipment - reserve fund	£	6,000.00		
Finger Posts	£	-		
Bridleway Imp.	£	600.00		
Parish maintenance - inc Ash Die back, H&WB	£	5,500.00		
Playing field and pavilion maintenance	£	1,500.00		
Replacement noticeboards	£	1,200.00		
Defibrillator replacement fund	£	1,000.00		
Includes Election Reserves	£	2,100.00		
Includes NHP Funding Reserves	£	500.00		
Traffic management (Coolham crossroad & Pound Lane etc.)	£	26,175.00	Less £2520 June 2023	
TOTAL ALLOCATIONS	£	45,308.00		
PAID SINCE LAST MEETING TO BE APPROVED				
Invoiced Services	Chq Nos	Folio	Amount	
None			£	-
			£	-
To Pay after this Meeting				
Invoiced Services	Chq Nos	Folio	Amount	
Grasstex	Grounds maintenance - 27/3 to 26/6	BACS	26	£ 745.92
Cooham Village Hall	Meetings 12/6 and 29/6	BACS	27	£ 50.00
Mulberry & Co	New Councillor training - Cllr Tuck	BACS	28	£ 96.00
Vision ICT	Web domain name	BACS	29	£ 36.00
Vision ICT	Email box hosting	BACS	30	£ 21.60
WSCC	Clerk's salary - June 2023	BACS	31	£ 1,313.70
HDC	Training - Cllr Tuck	BACS	32	£ 20.00
Paul Richards	Mileage (March to July 2023)	BACS	33	£ 122.40
Paul Richards	Roadside SID posts x 2	BACS	34	£ 249.02
				£ 2,654.64
				£ 2,500.00
	Immediate Transfer D/Acc to C/Acc.			£ 2,500.00



Shingley Parish Council

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The Minutes of the Extraordinary Council Meeting of Shingley Parish Council held on Thursday 17th August 2023 commencing 7:30pm held at the Andrew Hall, Shingley.

103. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr de Zoete, Cllr Emrich, Cllr Nunn, Cllr Smale, Cllr Tuck and Cllr Wright.

Also Present: 2 members of the public were present and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr Huggett, Cllr Roggendorff and Cllr Woodage.

104. To receive any declarations of interests from members in respect to Items on the agenda – none.

105. Public Session - none.

106. Approval of the Minutes of the of the Planning Sub-Committee held on 29th June 2023 and of the Ordinary Meeting of the Parish Council held on 13th July 2023.

The minutes of the Ordinary Meeting, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

107. Matters Arising from Item 106 (for information only).

- Item 79 – brought forward (Cllr Emrich);
- Item 100 – draft survey in progress (Cllr Tuck); and
- Item 100 – website sign ups (Clerk).

108. Planning Applications.

- **DC-23-1323 - 8 Dragons Lane, Dragons Green** - Erection of a single storey rear and side extension and raised patio area to the rear.
Members **SUPPORTED** the application (**Votes:** 7 for and 1 abstention).
- **DC-23-1418 and 1419 - Falconers, Sincox Lane, Shingley** - Removal of existing glasshouse and erection of a single storey extension (Listed Building Consent and householder).
Members **SUPPORTED**, unanimously, the application (**Votes:** 8 for) on the proviso that the HDC Conservation Officer approves the proposal to increase the footprint to the property.

109. Planning Matters – The Chairman reported that the planning appeal in relation to the recent Keepers Cottage application had yet to be determined. He also advised that HDC had yet to publish their determination regarding the Woodfords water neutrality application.

110. Roads, Footpaths, Bridleways & General Maintenance of the Parish.

Cllr De Zoete drew attention to the overgrown footpath adjacent to the Coolham Airfield. The Clerk was asked to write to the owner accordingly. Cllr Smale also reported an overgrown footpath near to School Lane. Cllr Emrich agreed to review this matter.

111. Climate and Environment.

Cllr Tuck provided a comprehensive update that included:

- HDC are encouraging parishes to develop their own climate Action Plans via the ‘K-hub’ initiative. Cllr Tuck will use the HDC template to assist drawing up the Plan. She had requested assistance from residents to help with the Action Plan (Greener Shipley) via the parish newsletter, local Facebook pages and the SPC website. The Clerk was asked to update the website and social media sites requesting that residents contact Cllr Tuck to join the Action Group;
- The OnePlanet demonstration on 16th August 2023 was informative and provided an opportunity for Greener Shipley to use the collaboration tool’s 10 goal approach as part of the Action Plan. Cllr Tuck agreed to circulate details of the presentation. She will ask the Action Group to use the OnePlanet tool at their first meeting planned for early September 2023. Cllr Nunn requested that Cllr Tuck liaise with the Shipley Community Hub which is seen to be developing well and very busy.
- Various funding schemes had been identified and Cllr Payne asked that Cllr Tuck summarise these opportunities to her colleagues;
- The Chairman proposed that the OnePlanet tool, mentioned earlier in the meeting, should be acquired by SPC and that the parish council subscribe to this collaboration tool. This was **AGREED** and the Clerk was asked to subscribe to OnePlanet.

112. Finances - Approve the August payments – the Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A). Cllr Payne advised that he had received various quotes for the proposed vehicle activated sign and thanked the Knepp Estate for their generous offer to donate money towards its acquisition.

113. Dates of next meetings.

The next Ordinary Parish Meeting will be held on 4th September 2023 commencing 7:30pm at the Coolham Village Hall.

There being no further business the Chairman closed the meeting at 20:36

Signed **Chair**

Date.....

Acronym Information

AGAR	Annual Governance and Accountability Return	NPPF	National Planning Policy Framework
APCAG	Association of Parish Councils Aviation Group	PIP	Permission in Principle
CIL	Community Infrastructure Levy	PROW	Public Rights of Way
CSW	Community Speed Watch	SDNP	South Downs National Park
HALC	Horsham Association of Local Councils	SHELAA	Strategic Housing Economic Land Availability Assessment
HDC	Horsham District Council	SID	Speed Indicator Device
HDPF	Horsham District Planning Framework	SPC	Shingley Parish Council
HAMSVA	Horsham and Mid Sussex Voluntary Association	TPO	Tree Preservation Order
LGS	Local Green Space	TRO	Traffic Regulation Order
NALC	National Association of Local Councils	WSALC	West Sussex Association of Local Councils
NHP	Neighbourhood Plan	WSCC	West Sussex County Council

APPENDIX A – Payments

Payments 17th August 2023				
Income since last meeting		Amount		
Bank Interest	£	44.38		
TOTAL INCOME	£	44.38		
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£	5,600.00		
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£	1,855.83	31 July 2023	
Deposit Account (Bus Bank)	£	62,349.52	31 July 2023	
Investment Acc. (NSI)	£	5,387.65		
TOTAL BALANCES	£	69,593.00		
EARMARKED RESERVES				
Coolham Airfield Memorial	£	733.00		
Replacement play equipment - reserve fund	£	6,000.00		
Finger Posts	£	-		
Bridleway Imp.	£	600.00		
Parish maintenance - inc Ash Die back, H&WB	£	5,500.00		
Playing field and pavilion maintenance	£	1,500.00		
Replacement noticeboards	£	1,200.00		
Defibrillator replacement fund	£	1,000.00		
Includes Election Reserves	£	2,100.00		
Includes NHP Funding Reserves	£	500.00		
Traffic management (Coolham crossroad & Pound Lane etc.)	£	26,175.00		
TOTAL ALLOCATIONS	£	45,308.00		
PAID SINCE LAST MEETING TO BE APPROVED		Invoiced Services	Chq Nos	Folio
None				£ -
				£ -
To Pay after this Meeting		Invoiced Services	Chq Nos	Folio
Mulberry and Co		Training - Cllr Tuck	BACS	35
WSSC		Clerk's salary - July 2023	BACS	36
Andrew Hall		Meeting 17/8	BACS	37
				£ 1,383.70
		Immediate Transfer D/Acc to C/Acc.		£ 1,200.00



Shingley Parish Council

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The Minutes of the Planning Sub-Committee Meeting of Shingley Parish Council held on Thursday 28th September 2023 commencing 7:30pm held at the Andrew Hall, Shingley.

1. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr Nunn, Cllr Smale, Cllr Tuck, and Cllr Wright.

Also Present: P. Richards (Clerk) - No members of the public were present.

Apologies: Apologies were accepted from Cllr Emrich, Cllr Huggett, Cllr Roggendorff, Cllr de Zoete, and Cllr Woodage

2. To receive any declarations of interests from members in respect to Items on the agenda – none.

3. Public Session – None

4. Planning Applications.

- **DC/23/1627 - Sunnydell, Coolham Road, Brooks Green - Demolition of existing shed and erection of a replacement shed to the north side of the dwelling.**

Members voted, unanimously, to **SUPPORT** the application on the proviso that the shed shall be used solely for purposes ancillary to the occupation and enjoyment of the main dwelling and shall not be used as a separate unit of accommodation or business.

- **DC/23/1711 - The White House, Coolham Road, Brooks Green - Erection of a 3-bay detached car port.**

Members voted, unanimously, to **SUPPORT** the application on the proviso that the car port shall be used solely for purposes ancillary to the occupation and enjoyment of the main dwelling and shall not be used as a separate unit of accommodation or business.

5. Planning Matters.

- The Chairman provided an update on the recent HDC Strategic Planning meeting that reviewed both Shingley and Southwater parishes. There was no update regarding any strategic plans for Shingley and the Buck Burn development not materially discussed. The meeting focussed on a presentation by Berkley Homes relating to a potential strategic development in Southwater;
- The Chairman also advised Members of a new water neutrality statement by HDC and referred to the potential of a new developer to drill 4 new bore holes to extract water to support a new development;
- Cllr Tuck reported that HDC had announced new timescales for the completion of their updated Local Plan. The Regulation 19 process should commence in January 2024; and
- Members also reported concerns regarding the development of application DC/22/2208. The Chairman agreed to review this.

6. Dates of next meetings – to be advised.

There being no further business the Chairman closed the meeting at 20:01.

Signed Chair

Date.....



Shingley Parish Council

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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Thursday 12th October 2023 commencing 7:30pm held at the Andrew Hall, Shingley.

127. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr de Zoete, Cllr Emrich, Cllr Huggett, Cllr Nunn, Cllr Smale, Cllr Woodage and Cllr Wright.

Also Present: WSCC Cllr Jupp, HDC Cllr Jeffrey, 4 members of the public were present and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr Roggendorff and Cllr Tuck.

128. To receive any declarations of interests from members in respect to Items on the agenda – none.

129. Public Session.

- A resident objected to planning application DC/23/1705 and read out a prepared statement; and
- Another resident also objected to planning application DC/23/1705 and also read out a statement.

The Chairman proposed that item 134 (Planning applications) be brought forward. This was **AGREED**.

130. Planning Applications.

- **DC/23/1705 - Nightingale Farm, Sincox Lane, Shingley** - Extension to existing Glamping site approved reference DC/20/2046.
Members voted, unanimously, to OBJECT to the application. Members supported local resident objections in regard to: -
 - **Overdevelopment** - the existing site is crowded and resembles a regular campsite rather than the advertised glamping experience. No layout has been provided for the proposed additional units;
 - **Negative effects on amenities** - the applicant's statement is incorrect by stating there are no properties within 300m "...only 10 within 1km", there are far more. There are 11 alone on Sincox Lane, another 12 on Saucelands Lane, plus others. Neighbouring properties will be overlooked and will suffer a loss of privacy and increased noise;
 - **Transport** - no traffic management details have been presented and, in the absence of WSCC Highways comments, Members are concerned with the increased traffic on narrow, rural lanes;
 - **Design** - the application is incorrect by stating the site cannot be seen. The existing site is visible, and the proposed design is over-bearing/out-of-scale, and out of character in terms of appearance; and
 - **Water neutrality** - the revised statement is not credible. Offsetting water consumption based on animal usage is not sustainable given the horses that occupy the site will be moved to an adjacent location, and even if moved further away will still be consuming water. Moving animals is not offsetting and they can always be replaced, and any consumption figures are disputed by the British Horse Society. Members also had concerns that conditions imposed on the previous, approved, application had not been implemented such as visitor numbers. They were also advised that no EV charging points had been installed. In addition, treatment of effluent is not as described in the original application causing concern about pollution to the adjacent water course.

- **DC/23/1792 - Baileys Farm, Brooks Green Road, Coolham** - Erection of a business unit (Classes E and B8 Use) with associated parking.

Members voted to OBJECT to the application – VOTES 1 x support, 6 x object and 1 x abstain. Members noted that no site notice was visible and that groundworks seem to have commenced before the application had been decided upon.

Members were concerned that the application is a huge overdevelopment of an already crowded site. Many traffic problems have been reported with reference to this site with heavy goods vehicle blocking the roads (especially at school drop off and pick up times) and damaging local vehicles. The water neutrality statement is also disputed as the offsetting of water consumption based on animal usage is not sustainable. The animals will simply be moved to another, adjacent site where they will continue to consume water. Moving animals to another location is not offsetting and they can always be replaced. The application will add little to rural employment given the vast overdevelopment and traffic issues.

131. Approval of the Minutes of the of the Ordinary Meeting of the Parish Council held on 4th September 2023.

The minutes of the Ordinary Meeting, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

132. Matters Arising from Item 131 (for information only).

- Item 79 - Knepp report (removed);
- Item 79 - quote for grass matting – Cllr Emrich to provide;
- Item 81 - Ash die-back – AJ awaiting removal programme stats;
- Item 121 - Send Cost of Living grant fund info to Chair – HDC Cllr Jeffrey;
- Item 124 - Latch Coolham playing fields – see item 136;
- Item 124 - Send info on broken/rotten road signs to RS; and
- Item 124 - Cut back invasive hedge by SPC lay-by, Shipley – Clerk.

133. Report from the County Councillor.

WSCC Cllr Jupp provided an update that is attached at Appendix B. She also advised that a survey relating to the provision of County Council services is on the WSCC website. She asked that Members consider completing it. In addition, she reported that the Public Health service is launching a stop smoking campaign with an initiative aimed at reducing the use of vapes by children.

The Chairman thanked her for the report. He asked if additional EV charging points could be considered at the Coolham Village Hall car park. This would be an additional site to those also agreed in the Coolham layby and car park adjacent to the Andrew Hall. She agreed that these sites would be ideal locations.

134. Report from District Councillors.

HDC Cllr Jeffrey provided an update that included:

- **Local Plan** – final draft to be approved by HDC on 11th December 2023. A draft would be circulated before the meeting;
- **HDC Plan** – the Council had agreed the HDC Council Plan 2023-2027;
- **Conservation** - a new conservation area in Horsham Park had been agreed;
- **Business Improvement District (BID)** – a trial BID scheme had been approved for the Horsham town area. If successful, similar schemes could be rolled out across the District;
- **Business Skills Workshop** – free advice (e.g., business plans, skills learning etc,) is to be provided using local experts; and
- **Home adaptations** – a £220,00 grant from Government is to be made available to support independent living.

135. Planning Matters.

- With regard to the Coolham Airfield, Cllr Woodage suggested that SPC consider a Community Asset application. He advised that an asset of community value is a building or piece of land that is used to

further the social wellbeing or interests of the local community. Cllr Emrich disagreed with this approach as he considered it would impact on the rights of the landowners. Cllr Smale, who was one of the landowners, had no objection to an application being made by Cllr Woodage. Members voted to **AGREE** that Cllr Woodage make the necessary application – Votes 6 x support, 2 x object and 1 x neutral; and

- The Chairman advised that a property in Coolham (consented application 22/2208) had been reported for development not in accordance with the plans approved.

136. Roads, Footpaths, Bridleways & General Maintenance of the Parish.

- Cllr Huggett enquired when the Jubilee bench would be fitted on Coolham Playing Fields. Cllr Woodage suggested that the Clerk ask for a local workman to install it and add this to a small list of repairs needed at the playing fields. This was **AGREED**; and
- The Chairman advised that the SIDs were to be fitted on the eastern leg of the Coolham crossroads in the autumn.

137. Climate and Environment – no update as the Working Group meeting was postponed.

138. Finances.

- **Approve the October payments** – the Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A); and
- **Q2 variance report** – the report, circulated previously and attached at Appendix C, was noted and **AGREED**.

139. Dates of next meetings.

The next Ordinary Parish Meeting will be held on 13th November 2023 commencing 7:30pm at the Coolham Village Hall.

There being no further business the Chairman closed the meeting at 20:53

Signed **Chair**

Date.....

Acronym Information

AGAR	Annual Governance and Accountability Return	NPPF	National Planning Policy Framework
APCAG	Association of Parish Councils Aviation Group	PIP	Permission in Principle
CIL	Community Infrastructure Levy	PROW	Public Rights of Way
CSW	Community Speed Watch	SDNP	South Downs National Park
HALC	Horsham Association of Local Councils	SHELAA	Strategic Housing Economic Land Availability Assessment
HDC	Horsham District Council	SID	Speed Indicator Device
HDPF	Horsham District Planning Framework	SPC	Shingley Parish Council
HAMSVA	Horsham and Mid Sussex Voluntary Association	TPO	Tree Preservation Order
LGS	Local Green Space	TRO	Traffic Regulation Order
NALC	National Association of Local Councils	WSALC	West Sussex Association of Local Councils
NHP	Neighbourhood Plan	WSCC	West Sussex County Council

APPENDIX A – Payments

Payments 18th October 2023				
Income since last meeting				
Amount				
Bank Interest	£	57.11		
HDC Cleansing Grant	£	179.05		
HDC Precept (2nd and final payment)	£	15,819.43		
TOTAL INCOME	£	16,055.59		
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£	1,400.00		
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£	1,667.43	30 September 2023	
Deposit Account (Bus Bank)	£	75,851.42	30 September 2023	
Investment Acc. (NSI)	£	5,387.65		
TOTAL BALANCES	£	82,906.50		
EARMARKED RESERVES				
Coolham Airfield Memorial	£	733.00		
Replacement play equipment - reserve fund	£	6,000.00		
Finger Posts	£	1,700.00		
Bridleway Imp.	£	600.00		
Parish maintenance - inc Ash Die back, H&WB	£	5,500.00		
Playing field and pavilion maintenance	£	1,500.00		
Replacement noticeboards	£	1,200.00		
Defibrillator replacement fund	£	1,000.00		
Includes Election Reserves	£	2,100.00		
Includes NHP Funding Reserves	£	500.00		
Traffic management (Coolham crossroad & Pound Lane etc.)	£	26,175.00		
TOTAL ALLOCATIONS	£	47,008.00		
PAID SINCE LAST MEETING TO BE APPROVED				
	Invoiced Services		Chq Nos	Folio
None				£ -
				£ -
To approve and pay after this Meeting				
	Invoiced Services		Chq Nos	Folio
Paul Richards	Mileage		BACS	41
				£ 75.60
Paul Richards	Parish mobile (March 23 to October 23)		BACS	42
				£ 80.00
Paul Richards	Stamps		BACS	43
				£ 12.00
Paul Richards	Title Search - Playing Fields		BACS	44
				£ 6.00
Paul Richards	Title Search - Church Close		BACS	45
				£ 6.00
Hugo Fox	Website - Oct 2023		BACS	46
				£ 23.99
Coolham Village Hall	Hall hire - 4/9/23		BACS	47
				£ 25.00
Grasstex	Grounds maintenance - 7/23 to 9/23		BACS	48
				£ 1,022.64
Andrew Hall	Hall hire - 28/9/23		BACS	49
				£ 10.00
Andrew Hall	Hall hire - 13/7/23		BACS	50
				£ 10.00
WSCC	Clerk's salary - Sept 2023		BACS	51
				£ 1,313.70
Mulberry & Co	Training - Cllr Nunn 22/11		BACS	52
				£ 60.00
Moore	External audit fees		BACS	53
				£ 252.00
				£ 2,896.93
				£ 2,800.00
	Immediate Transfer D/Acc to C/Acc.			£ 2,800.00

APPENDIX B – WSCC REPORT

County Council Report for Shipley PC

September 2023

School Buildings

With regard to concerns about school buildings containing the concrete known as RACC, WSCC have already completed a review of its records for all the schools we maintain. None were identified from the records as containing any indicating RAAC construction and we can therefore confirm that no West Sussex County Council maintained schools are currently closed due to this issue. As a further precaution a physical inspection has been commissioned of all county council-maintained school blocks constructed between 1930 and 2000 to check for any RAAC materials. This survey work across 114 maintained schools will follow the DfE guidance as updated on 30 August 2023. If any RAAC construction materials are identified then further detailed examinations will be commissioned to determine the condition, associated risk, and any required mitigation. In addition to the maintained schools, we have initiated a parallel process for other WSCC owned buildings constructed within this time period. Those schools run by academy trusts are responsible for the maintenance of their buildings and we are not able to provide an update on these.

Grow Digital West Sussex – free digital support for businesses

Free, in-person digital growth support for West Sussex businesses was launched during August. [Grow Digital West Sussex](#) will begin delivery this month with a series of all-day events at six locations across West Sussex. The programme will provide workshops, networking and access to 1:1 mentoring for small businesses in West Sussex.

The programme is being supported by the County Council and the West Sussex district and borough councils. The programme aims to help small and medium-sized enterprises (SMEs) to increase their efficiency, reduce costs and win new customers.

Grow Digital West Sussex will be delivered between September 2023 and March 2024 with four series each delivering six events across the county. Series one begins in East Grinstead on 19 September.

For full details on the events, including dates, locations and how businesses can register, please visit [Eventbrite](#).

Children's Vaccinations

Parents are being encouraged to check if their children are up to date with their vaccinations. This can be done by looking at the NHS vaccination schedule on www.westsussex.gov.uk. If children have missed their vaccinations, parents can contact their local GP surgery to arrange an appointment.

Hedge cutting and ditch clearing

September is a good time to cut back roadside hedges as well as clear any ditches on your property so that water can be free flowing, thus reducing the possibility of flooding.

UKHarvest Community Food Hubs

In collaboration with Biffa and UKHarvest we hold 7 Community Food Hubs (one in each district and borough) each month. Community Food Hubs are open to all residents and are designed to help rescue food from suppliers that would otherwise go to waste. The hubs are child friendly and allow residents to access affordable food, learn low-cost cooking options and find support on a range of social issues. For a full list of West Sussex supported food hubs please visit our [website](#).

Guidance for businesses and business owners ahead of fire safety legislation change

West Sussex Fire & Rescue Service (WSFRS) is urging businesses and building owners to ensure they are prepared for new fire safety legislation which comes into force from next month.

From 1 October 2023, the new fire safety legislation will come into effect which includes new duties for businesses and buildings owners.

The new legislation will apply to all non-domestic premises as well as the communal parts of residential buildings. Changes to this legislation have been introduced through the Building Safety Act 2022 and represent the next phase of the Government's fire safety reform programme.

The main changes under the legislation include:

- Responsible persons will need to record both fire risk assessments and fire safety arrangements in full, regardless of the size or purpose of the business or premises
- Enhanced requirements for cooperation and coordination between responsible persons in premises where more than one is present
- Provision of information to residents setting out the risks from fire within their building and the fire safety measures provided to keep them safe

To help businesses and property owners prepare for the legislation WSFRS will be holding some free online Q&A sessions to explain the new legislation and answer any questions.

To attend one of the sessions please book using the links below:

[Monday 18 September, 1pm - 1.30pm](#)

[Wednesday 20 September 5.15pm](#)

[- 5.45pm](#)

Increase recycling in West Sussex

Last year residents helped to reuse or recycle over 200,000 tonnes of waste, helping the County Council to reduce the amount of general waste produced. People are asked to continue to help us recycle as much as possible, especially black plastic pots, tubs and trays, empty aerosols. Please remember that items for recycling should be clean, dry and loose, not tied up in plastic bags.

Amanda Jupp
County Councillor
amanda.jupp@westsussex.gov.uk

APPENDIX C

Agenda Item: 138/23

Report to:	Shipley Parish Council
Report on:	Quarter 2 – 2023/24 Budget Report and Material Variances
Report by:	Clerk

Summary

The Shipley Parish Council Financial Regulations require that the Clerk prepare a financial report to be presented to the Parish Council.

1. **Statement of receipts and payments** – the statement at Appendix A describes the first quarter position. Reserves are in line with previous reports and in accordance with good practice i.e., that General Reserves should be sufficient to cover 3-6 months running costs.

2. Material variances

The budget position at Appendix A lists the expenditure areas as allocated against precept. The material variances (in excess of 15%) to 30th September 2023 are listed below.

3. Recommendations

No further earmarking of reserves required.

Paul Richards

Clerk and Responsible Finance Officer to Shipley Parish Council.

EXPENDITURE	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Clerks Salary/Staff Cover	£13,758.11	£ 7,892.87	£ 5,865.24	42.6%	Includes pension below
Clerks Pension and NI	£ 3,401.69	£ -	£ 3,401.69	100.0%	See above
Overtime Allowance	£ -	£ -	£ -	0.0%	
Payroll Costs	£ 133.93	£ 34.00	£ 99.93	74.6%	Q2 payment expected in Q3
Telephone/Internet	£ 120.00	£ -	£ 120.00	100.0%	To be billed in Q3
Travel - mileage	£ 600.00	£ 122.40	£ 477.60	79.6%	Lower costs than forecast
Postage	£ 50.00	£ -	£ 50.00	100.0%	No spend to date
Stationery	£ 350.00	£ -	£ 350.00	100.0%	No spend to date
Heat & Light	£ -	£ -	£ -	0.0%	
Office Equipment	£ 500.00	£ 79.99	£ 420.01	84.0%	Lower costs than forecast
Rent of Halls	£ 450.00	£ 140.00	£ 310.00	68.9%	Uncashed cheques - Coolham
Playground Report	£ 138.00	£ -	£ 138.00	100.0%	Expected in Q3
Insurance	£ 950.00	£ 1,204.73	-£ 254.73	-26.8%	Higher premiums than budget
Subscriptions	£ 1,096.13	£ 509.08	£ 587.05	53.6%	To be billed in Q3
Audit	£ 700.00	£ 127.40	£ 572.60	81.8%	Expected in Q3
Chairman's Allowance	£ 500.00	£ 65.75	£ 434.25	86.9%	Not claimed to date
Training Allowance	£ 500.00	£ 146.67	£ 353.33	70.7%	Lower costs than forecast
Councillors Allowance	£ -	£ -	£ -	0.0%	
Emergency Reserve	£ -	£ -	£ -	0.0%	
Community Donations	£ 850.00	£ -	£ 850.00	100.0%	Not paid to date
Mowing & Hedge Trim	£ 2,100.00	£ 621.60	£ 1,478.40	70.4%	Expected in Q3
Play area	£ 1,700.00	£ -	£ 1,700.00	100.0%	Building reserves
Playing Field & Pavilion	£ 1,500.00	£ -	£ 1,500.00	100.0%	Not paid to date
Parish Maintenance/Improvement	£ 750.00	£ 5,072.61	-£ 4,322.61	-576.3%	Coronation/Jubilee/SIDs
Bus Shelter Clean up	£ 25.00	£ -	£ 25.00	100.0%	Not paid to date
Website Hosting	£ 216.00	£ 48.00	£ 168.00	77.8%	Fees expected from Q3
Defibrillator	£ 1,250.00	£ -	£ 1,250.00	100.0%	No costs incurred to date
VAT outlay - may not be used	£ -	£ -	£ -	0.0%	
TOTAL EXPENDITURE	£16,065.10	£15,573.76	£ 491.34	3.1%	
INCOME	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Precept	£29,175.43	£31,638.86	£ 2,463.43	8.4%	
Interest	£ 16.00	£ 309.39	£ 293.39	1833.7%	Higher than expected
Cleansing Grant	£ 300.00	£ 358.10	£ 58.10	19.4%	Higher than expected
VAT reclaim	£ 1,500.00	£ -	-£ 1,500.00	-100.0%	To be claimed Q3
Other Income	£ -	£ 206.00	£ 206.00	0.0%	Sale of Royal mugs
TOTAL INCOME	£30,991.43	£32,512.35	£ 1,520.92	4.9%	



Shipley Parish Council

Chair: Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP
Email: cllr.payne@shipleyparishcouncil.org.uk

Clerk: Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR
Tel: 07824 312070 **Email:** shipleyparishclerk@gmail.com
Website: www.shipleyparishcouncil.org.uk

The Minutes of the Planning Sub-Committee Meeting of Shipley Parish Council held on Monday 30th October 2023 commencing 7:30pm held at the Andrew Hall, Shipley.

1. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr de Zoete, Cllr Huggett, Cllr Nunn, Cllr Roggendorff, Cllr Smale, Cllr Tuck, Cllr Wright and Cllr Woodage.

Also Present: P. Richards (Clerk) - No members of the public were present.

Apologies: Apologies were accepted from Cllr Emrich.

2. To receive any declarations of interests from members in respect to Items on the agenda – none.

3. Public Session – None

4. Planning Applications.

- **DC/23/1667 - Cobweb Cottage, Emms Lane, Brooks Green** - Demolition of existing cottage and erection of single storey replacement dwelling and associated outbuilding.

Members voted to OBJECT to the application. Votes 4 x For, 6 x Against.

Members commented that the design is in contradiction to the Shipley Neighbourhood Plan (Policy ShipHD3: High quality design) and does not comply with the Plan's Design Statement as approved, by referendum, by the residents of the parish.

5. Planning Matters.

- The Chairman advised that HDC's Planning Enforcement Team has investigated the alleged breach of consent DC/22/2208 and confirmed a breach of planning control identified. The person concerned has been informed of the position and advised to submit a planning application;
- Cllr Larcombe referred to the dismissed appeal in relation to the Ambulance Station;
- The Chairman provided an update on the resubmitted water neutrality statement regarding the proposed Woodfords development. He will speak at the next HDC Planning committee where this statement will be presented;
- The Chairman advised that he will meet with Southwater PC and the developers regarding the proposed Rascals Farm development; and
- Cllr Tuck referred to the potential to adopt Coolham Airfield as a community asset. The Clerk was asked to send her the last SHELAA (Strategic Housing and Economic Land Availability Assessment) document.

6. Dates of next meetings – to be advised.

There being no further business the Chairman closed the meeting at 20:07.

Signed Chair

Date.....



Shingley Parish Council

Chair: Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP
Email: cllr.payne@shingleyparishcouncil.org.uk

Clerk: Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR
Tel: 07824 312070 **Email:** shingleyparishclerk@gmail.com
Website: www.shingleyparishcouncil.org.uk

The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 13th November 2023 commencing 7:30pm held at Coolham Village Hall.

140. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr de Zoete, Cllr Emrich, Cllr Nunn, Cllr Smale, Cllr Tuck, Cllr Woodage and Cllr Wright.

Also Present: WSCC Cllr Jupp and P. Richards (Clerk). No members of the public were present.

Apologies: Apologies were accepted from Cllr Huggett, Cllr Roggendorff, HDC Cllrs Blackburn and Jeffrey.

141. To receive any declarations of interests from members in respect to Items on the agenda – none.

142. Public Session – none.

143. Approval of the draft Minutes of the of the Ordinary Meeting of the Parish Council held on 12th October 2023 and the Planning Sub-Committee held on 30th October 2023.

- The minutes of the Ordinary Meeting held on 12th October 2023, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.
- The minutes of the Planning Meeting, held on 30th October 2023, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

144. Matters Arising from Item 131 (for information only).

- Item 79 - quote for grass matting – Cllr Emrich and the Chairman to arrange a site visit;
- Item 123 – Repairs at Coolham playing fields – the Clerk had requested three quotes;
- Item 123 - Cut back invasive hedge by SPC lay-by – works now scheduled; and
- Item 135 – Coolham Airfield Community Asset – application to be submitted by Cllr Woodage.

145. Report from the County Councillor.

WSCC Cllr Jupp provided an update that is attached at Appendix B.

- Cllr Nunn advised that a pothole in Dragons Lane had re-opened after a recent repair. WSCC Cllr Jupp asked that the location details be sent to her;
- Cllr Wright advised that a pothole in Countryman Lane had re-opened after a recent repair. WSCC Cllr Jupp asked that the location details and any photos be sent to her;
- Cllr Larcombe enquired to the progress of the winter gritting plan. The Clerk advised that the grit bin refill requests had been sent to WSCC; and
- WSCC Cllr Jupp referred to the recent budget consultation request. She asked that the Clerk post it up onto the SPC website.

146. Report from District Councillors.

HDC Cllr Jeffrey had given his apologies but had circulated an update that is attached at Appendix C

147. Planning Applications – none.

148. Planning Matters.

- The Chairman advised that permitted development for the barn on Coolham airfield had been approved by HDC. However, he had written to the Planning Department to question their decision on water neutrality for the proposed site.

149. Roads, Footpaths, Bridleways & General Maintenance of the Parish.

- Cllr Smale requested that SPC support the provision of disabled parking spaces adjacent to St Mary the Virgin Church, Shipley as infirmed churchgoers find it difficult to park close to the Church. Cllr Nunn agreed to discuss this issue with the Church and WSCC Cllr Jupp agreed to review the necessary application process;
- Cllr Smale reported a damaged directional sign on the B2139. She agreed to report this via the WSCC reporting tool;
- Cllr Smales reported that the hedges on both sides of the south side of the B2139 were overgrown and dangerous for passing pedestrians. WSCC Cllr Jupp asked her to send her the details. Cllr Smale also referred to the danger to schoolchildren when the school bus drove past their homes and dropped them off in Coolham village. She advised that the schoolchildren then had to negotiate the B2139 that lacked a suitable footpath. The overgrown hedges force the children to walk on the road. WSCC Cllr Jupp agreed to talk to the WSCC Education department about this matter; and
- The Chairman reported that he had applied for a 20mph TRO for Coolham and that WSCC would now install traffic speed measuring devices.

150. Climate and Environment - Cllr Tuck reported on the recent activities of the Green Shipley initiative. Her update included;

- Cllr Emrich and Cllr Tuck attended the recent HDC Knowledge Hub workshop. Cllr Tuck will circulate a proposed action plan template. A thermal image camera can be borrowed from HDC at weekends for local surveys;
- The Action Group had been formed and had come up with several ideas including carbon reduction plans. Their aim is to align the Green Shipley goals with the HDC targets. Cllr Tuck agreed to deliver a formal presentation on progress in January 2024;
- The Clerk was asked to check on ethical banking arrangements;
- A carbon reduction tool was discussed, and Cllr Tuck agreed to share the link to the tool; and
- Cllr Emrich suggested that other local parishes were doing much more to support green issues e.g. Colgate PC giving grants for environmental measures. Othe ideas included local community orchards and swift boxes.

151. Finances.

- **Donation request** – the donation request from 4Sight was **AGREED**. The Clerk was asked to make the necessary £110.00 donation;
- **Approve the November payments** – the Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A); and
- **2024/25 budget** – the Clerk advised on the process and timings to (a) agree the 2024/25 budget and (b) then make the necessary precept request to HDC.
 - Cllr Emrich suggested that NHP and Climate funds be earmarked and funded from the general reserve rather than the precept;
 - The Chairman suggested 2 more SIDs would be required;
 - The Chairman suggested that SPC fund a D-Day event;
 - The Clerk was asked to re
 - -circulate the updated draft budget.

152. Dates of next meetings.

The next Ordinary Parish Meeting will be held on 19th December 2023 commencing 7:30pm at the Coolham Village Hall.

There being no further business the Chairman closed the meeting at 20:53

Signed **Chair**

Date.....

Acronym Information

AGAR	Annual Governance and Accountability Return	NPPF	National Planning Policy Framework
APCAG	Association of Parish Councils Aviation Group	PiP	Permission in Principle
CIL	Community Infrastructure Levy	PROW	Public Rights of Way
CSW	Community Speed Watch	SDNP	South Downs National Park
HALC	Horsham Association of Local Councils	SHELAA	Strategic Housing Economic Land Availability Assessment
HDC	Horsham District Council	SID	Speed Indicator Device
HDPF	Horsham District Planning Framework	SPC	Shipley Parish Council
HAMSVVA	Horsham and Mid Sussex Voluntary Association	TPO	Tree Preservation Order
LGS	Local Green Space	TRO	Traffic Regulation Order
NALC	National Association of Local Councils	WSALC	West Sussex Association of Local Councils
NHP	Neighbourhood Plan	WSCC	West Sussex County Council

APPENDIX A – Payments

Payments 13th November 2023				
Income since last meeting	Amount			
Bank Interest	£ 61.37			
TOTAL INCOME	£ 61.37			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 2,800.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 1,550.50	31 October 2023		
Deposit Account (Bus Bank)	£ 73,112.79	31 October 2023		
Investment Acc. (NSI)	£ 5,387.65			
TOTAL BALANCES	£ 80,050.94			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 6,000.00			
Finger Posts	£ 1,700.00			
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 5,500.00			
Playing field and pavilion maintenance	£ 1,500.00			
Replacement noticeboards	£ 1,200.00			
Defibrillator replacement fund	£ 1,000.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane etc.)	£ 26,175.00			
TOTAL ALLOCATIONS	£ 47,008.00			
PAID SINCE LAST MEETING TO BE APPROVED				
	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To approve and pay after this Meeting				
Paul Richards	Replacemnertr defiuub pads	BACS	54	£ 71.94
WSCC	Clerk's salary - October 2023	BACS	55	£ 1,313.70
Vision ICT	Councillor email address boxes	BACS	56	£ 216.00
Hugo Fox	Website hosting - October 2023	DD	57	£ 23.99
WSCC	Payroll services	BACS	58	£ 53.42
Matthew Payne	Postcrete for SIDs	BACS	59	£ 43.20
				£ 1,722.25
	Immediate Transfer D/Acc to C/Acc.			£ 1,700.00

APPENDIX B – WSCC REPORT

County Council report for Shipley Parish 2023

12th October

September and October are a good time to cut back hedges and clear ditches, although this can be continued throughout the winter until the nesting season begins at the end of March. These are the responsibility of home owners under Riparian Rights and help to keep footpaths clear, improve highway sightlines and road widths, make access for pedestrians and cyclists easier and ditch clearance prevents flooding.

Gulley clearances are currently being undertaken and please report any that need immediate attention. Highways have had three jet patchers in operation from April this year. Last year approximately 9000 repairs were carried out compared to 15,500 by the end of September this year.

On average 95% of pothole repairs are being carried out by the "cut and sawn" method which means they last longer and often address several potholes in one area at the same time.

The volume of enquiries this year have been the highest over the last 12 years and there has been on average a 26% increase in workload.

While the good weather continues, the jet patchers will be in operation but once the weather deteriorates, they cannot be used.

Public Rights of Way

Following concerns raised at a previous meeting on overgrown Rights of Way, I contacted Nigel Bird, the Access Ranger, who responded as follows:

"Thank you for getting in touch with me regarding the concerns of Shipley parish councillors. Shipley parish is scheduled to be inspected next month, October 2023. The inspection will be carried out by our volunteer Parish Path Inspectors (PPIs) and not by myself.

If the parish councillors wish to raise any issues I would ask them to do so (at any time of the year) by using the online reporting tool, here to: [Report a problem with a Public Right of Way](#)

These issues can then be triaged by the office team and dealt with if urgent or checked at the next inspection, and the appropriate actions taken.

Issues such as missing or damaged signs need not be reported as these will be identified as a matter of course during the inspection and maintenance cycle.

Is the Parish Council able to be more specific about the issues relating to a footpath from Coolham to Barns Green, please? The network has many paths in the area and they haven't specified what the issue refers to? If they are able to provide more information then I will gladly look into it."

Rights of Way – Highway Operations

Phone: 0330 22 26724 **Mobile:** 07709 458982 **E-mail:** nigel.bird@westsussex.gov.uk **Web:** www.westsussex.gov.uk/prow

Children and Young People

A decision has been made by the Interim Director of Education for the award of Holiday Activities and Food (HAF) 2023/24 programme summer grants up to a total value of £1,050,107.

- The allocation of further HAF 2023/24 programme funds up to a value of £25,000 to assist providers with delivering the food offer in specific circumstances and to ensure inclusivity for children with higher needs.
- The allocation of HAF 2023/24 programme funds to an anticipated value of £270,000 to providers for a programme for the Christmas holiday period.
- The allocation of further HAF 2023/24 programme funds to the anticipated value of £25,000 for the provision of a number of one-day, mass participation family events to increase engagement opportunities for families eligible for free school meals.

England Coastal Path

The King Charles III England Coast Path is a new walking route being developed by Natural England in partnership with local access authorities that will follow the entire coast of England. The path is being opened in sections and will, when completed, be the longest coastal path in the world at approximately 2,700 miles. In West Sussex, a short section of the King Charles III England Coast Path is open in Shoreham-by-Sea and the County Council's Public Rights of Way team has been undertaking

infrastructure works on the next stretch from East Head to Shoreham-by-Sea, which is now complete and will be accessible from 18 October.

These new rights relate to the England Coast Path and the coastal margin (a wider area of generally accessible land, mostly between the path itself and the seaward extent of the foreshore), with a number of access restrictions which will be shown on information panels and online. Once opened, the King Charles III England Coast Path will join the family of National Trails. For more information visit [National Trail - King Charles III England Coast Path](#). Details about planning a walk can be found on [National Trail.co.uk](#).

The remaining West Sussex stretch from South Hayling to East Head is awaiting approval by the Secretary of State and Natural England forecast this stretch will be complete by end of 2024. Here is [more information](#) on the overall progress of the King Charles III England Coast Path.

Carbon Performance

The preliminary 2023/24 **Carbon Emissions Summary Report for Quarter 2** is now available. The data is **preliminary** as there are delays in reporting some finalised consumption datasets. Confirmed data will be logged at the next reporting period, causing changes to this preliminary data.

The key points to note include:

- Reported carbon emissions for the quarter preliminarily showed an 8% decrease against the 2019/20 baseline but an increase of 14% against Q2 of last year 2022/23.
- The higher emissions reported this quarter are a result of more comprehensive data reporting of our existing activity (specifically, the updating of work from home and employee commuting data obtained through the 2023 Climate Change Awareness and Commuting Survey), rather than a change in activity at the County Council. This has resulted in an 825t increase from these two emissions categories alone in Q2 from 2022/23 to 2023/24. There has been a continued decrease in emissions from the corporate and schools' estate, but this has been offset by increases largely in transportation and 'additional sources'.

Amanda Jupp
amanda.jupp@westsussex.gov.uk
07775 776513

APPENDIX C – HDC Update

Planning Committee Review – Members and officers are currently undertaking a review of the composition of the Council's two Planning Committees. Currently in Horsham District, all councillors are required to sit on a Planning Committee, with Horsham being the only District Council left to do so. By reducing the size of the Planning Committee this will ensure that members chosen for Committee are up to speed in terms of Planning which will help to ensure better decision making at District Level. There are currently discussions ongoing to increase Planning Training frequency as well as looking at an increased allowance for members of the Planning Committee with other changes including mandatory site visits also being explored.

This review was brought about following a Full Council decision made in April 2019 to review the planning committee structure after 12 months, which has not yet taken place. Any changes made to the planning committee will not come into effect until after the New Year when new committee selections begin.

- Local Plan Update – As we previously updated you, the Local Plan will be considered at an extraordinary Council meeting on the 11th December. The Draft Plan will be shared with members on a confidential basis on the 20th November before the agenda which will include the text of the draft plan will be published and available to the public on the 1st December.
- Horsham BID – Over the past year, a group of Horsham businesses, called the Horsham Business Initiative, has progressed a business improvement District (BID) for trial in Horsham Town Centre. All eligible businesses in the BID area are able to vote in the ballot, which opened on the 1st November. Voting is set to close on the 30th November for casting ballots.

The projects the Business Improvement Initiative intends to deliver if it receives a positive ballot result have been drawn up following extensive discussions with the Business Community within the proposed BID area. They include the provision of town centre ambassadors who will work alongside our Neighbourhood Wardens to make businesses and visitors feel welcome and safe, developing and marketing the Horsham brand, improving wayfinding for pedestrians and working with HDC to pilot parking offers and discounts at quieter times of the year (funded by the BID levy), running events to attract people to the town drawing customers into businesses to supplement the community focussed events already being co-ordinated by this Council as well as providing support to businesses through joint purchasing and lobbying, in order to reduce their costs. The results of the ballot will be announced in the Town Centre on the 1st December.

- Business Crime App Launch – HDC has launched a new app designed to aid businesses across the district to crack down on business related crime. HDC was delighted to host Sussex Police and Crime Commissioner Katy Bourne as she met the newly formed Horsham District Business Crime Reduction Partnership (BCRP) to launch the new app. The app is designed to help local businesses better communicate between themselves when business crime is being committed locally. The reported data is also allowed open access to Sussex Police to ensure a tougher stance on Business Crime, which has been on the rise is taken in order to get this under control. The app is being tested in Horsham town centre and if proven successful will be looked to be rolled out across the rest of Horsham district.
- Rural Prosperity Fund – HDC has been awarded a grant of £800,000 to invest in local rural businesses and sustainable community projects. As a result of this new grant funding, the Council has re-opened it's Rural England Prosperity Fund (REPF) to expressions of interest for eligible business growth projects. Eligible projects must meet the following criteria:
 1. Is the project new?
 2. Is it sustainable?
 3. Is it in a rural location?
 4. Is it boosting the local economy?

If the answer to these is yes, applicants can express an interest in applying to the grant scheme. The fund is open to applicants until Thursday 30th November. Projects including farm diversification, projects to boost rural tourism, rural community infrastructure projects including electric vehicle charging stations are all eligible for funding under the scheme.