



Shingley Parish Council

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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 22nd April 2024 commencing 7:45pm held at the Coolham Village Hall.

45. 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 Wright, and Cllr Woodage.

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

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

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

47. Public Session – none.

48. Approval of the draft Minutes from the last meeting held on 18th March 2024.

The draft minutes of the Ordinary Meeting held on 18th March 2024, having been circulated previously and with typographical errors corrected, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

49. Matters Arising from Item 48 (for information only).

- Item 163/23 – survey. Cllr Woodage to complete by 11th May 2024;
- Item 20 – Flooding – Site visit planned;
- Item 22 – Planning Thakeham – clarification of spec – HDC Cllr AJ; and
- Item 24 - Sewage leak – Cllr Smale has reported the issue and will also report a blocked gully at the same location.

50. Report from District Councillors – HDC Cllr Jeffery provided an update that is attached at Appendix B.

51. Planning.

a) Applications.

- **DC-23-2315 - Goodwin Cottage, Billingshurst Road, Coolham** - Erection of a single storey side extension (Retrospective) – extension of time to comment requested.
VOTES – No comment (unanimous).
- **DC-24-0498 - Keepers Cottages, Coolham Road, Coolham** - Demolition of existing 2No cottages and erection of 1No dwelling with associated landscaping and car parking. Members voted in relation to the access onto Coolham Road only. They did not comment on the building development element of the application as the property was in Billingshurst parish.
VOTES – Support = 6, Against 1, No comment = 2.

b) Planning Matters – none.

c) **Planning decisions.**

- **REFUSED** - DC-23-1705 - Nightingale Farm, Sincox Lane, Shipley - Extension to existing Glamping site approved reference DC/20/2046.

Members were disappointed to note that the proposed development for 8 dwellings on Sincox Lane was passed by the HDC Planning committee by 11 votes to 7.

52. **Roads, Footpaths, Bridleways & General Maintenance of the Parish** – none.

53. **Resident Survey** – Cllr Woodage agreed to send out the Survey by 11th May 2024.

54. **WSALC/HALC** – meetings scheduled in late April.

55. **Climate and Environment** - Cllr Tuck advised that the project was progressing well. She advised that:

- An £850 grant request for the purchase of bird boxes to Wilder Horsham was unsuccessful, however a private donor had come forward to fund the purchase of 60 bird box kits for the local schoolchildren to assemble. The Men's Shed will assist in the assembly;
- The supply and fitting of 9 hirundine (swift, house martins etc.) boxes would cost £850 and a site survey of local buildings was proposed;
- Feedback from an online residents' poll on ideas for Greening Shipley revealed that the key priority areas included water conservation and PV panels/energy management. Speakers will be arranged to present on these subjects to the residents;
- A water conservation theme will be adopted for the Greener Shipley Fete stand. EV cars will also be parked at the Fete. She requested more assistance from Councillors to man the stand;
- She attended a recent social media engagement event organised by the HDC Climate Emergency team. The Greening Shipley Facebook page had been updated accordingly; and
- A survey of parish owned land could be undertaken to review biodiversity and the management of the habitat.

Members then considered funding proposals to:

- a) purchase 9 hirundine boxes at a cost of £850. This would ensure the Greener Shipley launch event could report on their installation. A grant application might reduce these costs however Members **AGREED** to fund the purchase.
- b) fund the Sussex Green Living grant application to support a climate awareness day for local schools. The cost would be £900 for both schools. Given the commitment to resource the hirundine boxes, Members **REFUSED** the application as insufficient funds were available to fund the proposal. The Clerk was asked to write to the applicant accordingly.

Members thanked Cllr Tuck for her hard work and efforts to develop the Greener Shipley initiative.

56. **Finances.**

- **Approve the April 2024 payments** - It was **AGREED** to approve the April payments. The approved payments are attached at Appendix A; and
- **Playground equipment reserves** – the Chairman queried the replacement play equipment reserve fund of £6,000. The Clerk explained that the junior playground would need to be replaced in the coming years and that £1,500 per year had been added to the precept to part fund the costs. The Chairman requested that Cllr Woodage and the Clerk contact prospective suppliers and obtain cost estimates for the replacement.

20:51 – WSCC Cllr Jupp attends the meeting.

57. **Report from the County Councillor.**

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

- **Operation Watershed** – she agreed to meet with the Chairman to review the site following agreement, in principle, to resource repairs via the Operation Watershed funds at Boars Lane

58. Dates of next meetings.

- The next **Annual Parish Meeting (APM)** will be held on 20th May 2024 commencing **7:00pm** at the Coolham Village Hall.
Members considered the format of the parishioner’s meeting. It was noted that the preparation and presentation of representative group annual reports might be an onerous activity. It was **AGREED** that the submission of the annual reports from the groups be voluntary, and the Clerk was asked to invite them accordingly. The Chairman suggested that the format of future meetings should be more inclusive to reach a wider audience. Members also noted that the last few APMs were held in Shipley. It was **AGREED** to relocate the 2024 APM to Coolham Village Hall.
- The next **Annual Council Meeting** will be held after the APM.
- 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 21:11.

Signed **Chair**

Date.....

Acronym Information

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

APPENDIX A – Payments

Payments 22nd April 2024					
Income since last meeting		Amount			
Bank Interest	£	66.25			
TOTAL INCOME		£	66.25		
Funds Transferred since last meeting		Amount			
S/Acc. To C/Acc.	£	1,500.00			
BALANCES ON ACCOUNT		Amount			
Current Account (Treasurers)	£	859.79	28 March 2024		
Deposit Account (Bus Bank)	£	55,982.21	28 March 2024		
Investment Acc. (NSI)	£	5,387.65			
TOTAL BALANCES	£	62,229.65			
EARMARKED RESERVES		Amount			
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.)	£	19,609.00			
TOTAL ALLOCATIONS	£	40,442.00			
PAID SINCE LAST MEETING TO BE APPROVED		Invoiced Services	Payment Type	Folio	Amount
None					£ -
					£ -
To approve and pay after this Meeting		Invoiced Services	Payment Type	Folio	Amount
Hugo Fox Ltd		Website hosting	DD	1	£ 23.99
ClIr Matthew Payne		Chairman's allowance - 318 days	BACS	2	£ 435.62
WSCC		Clerk's salary March 2024	BACS	3	£ 1,394.42
WSCC		Payroll services 1/10/23 to 31/3/24	BACS	4	£ 53.42
Andrew Hall		Hall hire - 20/2/24	BACS	5	£ 26.00
WSALC		WSALC and NALC subscriptions	BACS	6	£ 449.55
CAGNE		Forum membership	BACS	7	£ 10.00
					£ 2,393.00
		Immediate Transfer S/Acc to C/Acc.			£ 2,400.00

APPENDIX B HDC REPORT

Sincox Lane Development – At planning committee held on the 9th of April, the proposed development for 8 dwellings on Sincox Lane was passed by committee by 11 votes to 7. As one of the local ward members I spoke in opposition to the application citing my concerns regarding contraventions with the Horsham District Planning Framework, harmful impact on the landscape and my belief that the site would not be water neutral. Members however were concerned regarding our current inability to demonstrate a 5-year land supply along with pre-existing permission on-site for a commercial building which officers informed members would allow the applicant to essentially use as much water as they like as the permission pre-dated Water Neutrality legislation.

Prestige Packing Solutions – Bridge Farm, Coolham – After having this brought to my attention by Cllr Payne and other residents of the parish, I am currently investigating the breach of conditions on the site, specifically in relation to the Arc Lighting having been installed without consent and the lorry movements outside of the permitted times as agreed in original planning consent. I will keep the Chair updated on proceedings and hope to have some further clarification on next steps towards the end of this week.

HDC Electric Vehicle Event – HDC will be hosting a free regional event on Friday 24th May at Parkside for both residents and businesses to learn all about the benefits of electric vehicles. The event called ‘Discover Electric’ is being organised by the Council in partnership with ‘*Lets Experience Electric*’ and is open to anyone with an interest in switching to EV’s and more sustainable motoring to help reduce carbon emissions on our roads. The event will showcase a broad range of EV’s with the opportunity to get behind the wheel and go for a test drive. Experts will be on hand to give presentations and answer questions on all aspects of electric motoring including environmental performance, operational costs, charging infrastructure and much more.

HDC 50th Anniversary – This year marks a major milestone for the council as it celebrates it’s 50th year. HDC will be holding our next Full Council Meeting down in Storrington this Wednesday to mark the occasion.

Capitol Theatre Project Update – Following the council’s decision to approve a capital budget of £10.7m for the refurbishment of the Capitol Theatre last month, officers have been working with the Shared Procurement Service to ensure a compliant approach to commissioning the appropriate services required for the project. The council intends to procure through the SCAPE public sector framework, working with Pick Everard who will project manage the professional design team which will include Willmott Dixon Interiors as the construction contractor, who can demonstrate a wealth of experience of theatre refurbishment projects. Further updates will be provided as the project progresses.

**APPENDIX C – WSCC Report
County Councillor Report for Shipley PC April 2024**

My apologies for not being with you at the beginning of the meeting tonight, I hope to come later. The following is an update on items discussed at previous meetings.

The potholes in Church Causeway outside the Andrew Hall were repaired on 10th April. The repairs are “cut and sawn” which should last longer than previous repairs but the Highways Steward is following up on my request to have this area resurfaced and I will come back to you when I have further information.

I have spoken to Sue Furlong at WSCC with regard to the Parish Council applying for an Operation Watershed grant to improve the area of road below Boar Hill. The following information is required: a)

- a) Location of the flooding issue including map
- b) What happens when it rains – a) heavy rainfall b) normal rainfall
- c) What impact is the flooding having on the public highway

If the Parish Council would like to proceed and supply the information above, then WSCC can organise a drainage officer to undertake a site visit and determine what work is needed and if this meets Operation Watershed criteria. Perhaps we could discuss this in more detail?

It is really good news that the new speed limit in Coolham will be implemented later in the summer and I am sure this will make a difference, particularly in the vicinity of the school. The recent drier weather has allowed Highways to use the jetpatchers to carry out repairs on some of the roads which will speed up the maintenance programme and help to reduce the number of potholes that need attention.

With regard to the planning application WSCC/13/2024 at Hooklands on the edge of the parish, a number of objections have been received by Planning from Ashington Parish Council and residents in connection with the use of the old London Road as the access road to the site. Old London Road is off the service station roundabout north of Ashington.

Right Care Right Person: Sussex Police have begun the phased introduction of Right Care Right Person – a national police programme being rolled out across the UK. Right Care Right Person aims to ensure that when there are concerns for a person's welfare linked to mental health, medical or social care issues, the right person with the right skills, training and experience will respond. West Sussex County Council staff have worked alongside the police, as well as our health partners and other local authorities across Sussex, as part of the implementation. In recent years, police officers have been the first to respond to those who require specialist care. Under Right Care Right Person, officers will no longer be taking on this responsibility when it is inappropriate to do so. The care will now be provided by the organisation that can best meet the individual's needs, although Sussex Police will continue to provide its statutory safeguarding children response.

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