



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 Planning Sub-Committee Meeting of Shingley Parish Council held on Wednesday 3rd January 2024 commencing 7.30pm. The meeting was held at the Andrew Hall, Shingley.

1. Attendance and Apologies for Absence.

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

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

Apologies: Apologies were accepted from Cllr Emrich, Cllr Roggendorff, Cllr Smale, Cllr Tuck 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/23/2102 - Nightingale House, Coolham Road, Coolham** - Installation of a small scale 12 panel above ground solar PV array;

Members voted to SUPPORT, unanimously, the application.

- **DC/23/2278 - Former Arun Feedmills, Sincox Lane, Shingley** - Erection of 8no. dwellings, with associated parking, drainage, and hard and soft landscaping.

Members voted to OBJECT to the application. The proposed application conflicts with the made Shingley NHP and HDC Local Plan. It is a small-scale development, overtly domestic in nature and, as such, breaches many of the NHP policies. It conflicts specifically with 4 of the 5 Shingley NHP criteria (1) not infill or on previously developed land, (2) is an outward extension of the village outside Coolham the settlement boundary (3) doesn't deliver affordable housing and (4) contravenes the Shingley Parish Design Statement.

- Policy Ship HD1: New housing development - the development cannot be considered to meet any of the specified criteria, namely:
 1. The proposed development is for an infill gap, or on previously developed land, within the continuity of existing buildings – this criterion is not met by the application.
 2. The proposed development will not result in the outward extension of the villages or hamlets onto greenfield land – the application could create 'ribbon development' opportunities and is not in accordance with the Policy.
 3. The proposed development delivers new affordable housing – the application is aimed at the high-end, executive market and would not provide affordable housing.
 4. The proposed development reflects the scale and density of existing development in the village or hamlet where it is located - this criterion is not met by the application.
 5. The proposed development responds positively to Shingley Parish Design Guidance in Appendix 2 of the Neighbourhood Plan – the Architect has 'cherry-picked' certain elements of the Design

Statement, but the use of metal railing and excessive use of white render are among many examples of where the design conflicts with the Policy.

- Policy Ship HD2: Housing mix - the proposed development does not contribute to the rebalancing of the housing stock, with an emphasis on affordable homes, catering for families and smaller households.
- 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, 25, 26, 32 & 33 of the Horsham District Planning Framework (HDPF).
- Water Neutrality – The site is currently a derelict former feed farm, with no buildings, and no water supply, water has not been used on site for a generation or about 30 years. The applicants water neutrality statement appears to rely on the supposed future water usage of future staff that could work in commercial buildings consented under an planning application long since expired if they were ever built and those people employed, (SP/48/98) which of course is not a legitimate offsetting arrangement. For the site to be water neutral the applicant would need to provide a demonstrable offsetting arrangement against a current proven water usage of another property(s) and their proposed realistic and again demonstrable water saving measures equal or greater to than the proposed water usage of the new planned housing.
- **DC/23/2299 - Fairways, Emms Lane, Brooks Green** - Erection of a single storey side and rear extension with internal alterations.

Members voted to SUPPORT, unanimously, the application.

5. **Planning Matters** – none.
6. **Dates of next meetings** – to be advised.

There being no further business the Chairman closed the meeting at 20:05.

Signed **Chair**

Date.....



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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 15th January 2024 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 Emrich, Cllr Huggett, Cllr Nunn, Cllr Smale Cllr Tuck 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 de Zoete, Cllr Roggendorff, Cllr Woodage and HDC Cllrs Blackburn & Jeffrey.

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

3. Public Session – none.

4. Approval of the draft Minutes from the last meeting held on 19th December 2023 and the Planning meeting held on 3rd January 2024.

The minutes of the Ordinary Meeting held on 19th December 2023 and the Planning meeting held on 3rd January 2024, 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 156 (for information only).

- Item 79 - quote for grass matting – Cllr Emrich and the Chairman to arrange a site visit;
- Item 124 – tree surgery quotes – Cllr Payne awaiting further quotes;
- Item 124 – potholes – completed;
- Item 150 - Circulate ethical details – Clerk to action;
- Item 161 – Coolham Airfield – awaiting redrawn boundary map;
- Item 163 – Brambles on playing field – contact new contractor; and
- Item 164 – Moles – chase contractor.

6. Report from the County Councillor.

WSCC Cllr Jupp provided an update that is attached at Appendix B. She referred to the Gatwick consultation process and advised that she had requested more information regarding timescales and how parish councils could provide their comments. She also provided an update on the state of the highways following the recent flooding.

- The Chairman asked how WSCC Highways prioritised their repair schedule. She advised that an additional £20m had been allocated for road repairs with more teams allocated to emergency pothole repairs; and
- Cllr Larcombe referred to the constant flooding in Sincox Lane. WSCC Cllr Jupp advised that the landowner had riparian responsibilities for the land and should clear the ditches and culverts. The Clerk was asked to write a letter to the relevant landowners;

7. **Report from District Councillors** – no update.
8. **Planning Applications** – none.
9. **Planning Matters** – none.
10. **Roads, Footpaths, Bridleways & General Maintenance of the Parish.**
 - **Disabled parking** - WSCC Cllr Jupp advised that she would check the viability of installing a layby adjacent to the Church that might help with the disabled parking problems. The Chairman reminded Members of the potential considerable cost to the parish if WSCC were unable to finance the works as the costs would be disproportionate to the benefit realised by a handful of residents who might need the layby. Cllr Nunn asked that the School Lane car park also be looked at. The Chairman advised that, contrary to belief, the car park was not owned by SPC; it is owned by WSCC as part of the highway. Any changes to the School Lane car park would need the permission of WSCC. WSCC Cllr Jupp agreed to review this issue, liaise with both the PCC & the Highways Managers and report back;
 - **Stoolball** – no further update;
 - Cllr Tuck reported that the recent, unannounced or publicised, road diversion on the A272 had caused increased traffic on local roads. Verges had been churned up and the roads were now in poor condition. WSCC Cllr Jupp suggested that as no official diversion had been set up, drivers had found their own routes hence the increased traffic through Shipley; and
 - The Chairman asked that all issues related to potholes and highways matters be reported to WSCC via their online reporting system. He agreed to send the link to Members.
11. **Resident Survey** – Cllr Tuck reported that the survey wording had been agreed and that she would liaise with Cllr Woodage regarding the Survey Monkey setup.
12. **Climate and Environment** - Cllr Tuck referred to her report that was circulated previously. Her update included:
 - Good progress to date with several projects highlighted e.g. Greener Shipley, water neutrality etc. Six objectives had been established that, it was hoped, would be attractive to residents. However, some might take time to embed;
 - A meeting with Greening Steyning suggested that their Repair Café was a success. Their ideas could be a model to help encourage the Shipley Repair Café to expand. The local Shipley Hub is seen as vital to deliver several planned initiatives and Cllr Tuck is liaising with them;
 - Quick wins could be achieved through, for example, the installation of swift boxes. This could utilise the skills from the Shipley Community Project (kits made by the Men in Sheds) and the schools could be invited to assist;
 - A launch event is planned with external speakers to be booked;
 - The reintroduction of a parish 'clean-up' day was also suggested. The Chairman advised that any organised event on the highway must be led by a qualified team leader and the necessary public liability insurance be in place. Cllr Wright suggested that the 'adopt a street' approach might be less formal, and he would forward details of the HDC scheme to Cllr Tuck;
 - The availability of financial grants will be reviewed to assist fund the planned activities;
 - Cllr Larcombe queried the constitution of Greener Shipley. Cllr Tuck advised that, for now, it was a voluntary group at the kick-off stage with no formal structure as yet. She is liaising with HDC and would advise on future progress with the group;
 - The Chairman reminded that children must be central to any thinking and that contact with the schools would be vital to get them onboard. Cllr Tuck advised that she would be meeting the local head teachers to promote the projects;
 - Funding future progress was reviewed, and it was **AGREED** to provide parish funds to (a) provide litter picking resources - £100 and (b) launch event costs - £500. WSCC Cllr Jupp advised that the Sarah Andrew

Hall trustees were able to provide grants for local projects and suggested that Cllr Tuck apply to them accordingly; and

- A thermal imaging camera would be loaned to the parish by HDC on the 3rd and 4th February 2024 to scan local public buildings.

The Chairman thanked Cllr Tuck and the group for their report and hard work in establishing the project.

13. Finances.

- **Approve the January 2024 payments** - It was **AGREED** to approve the January payments. The approved payments are attached at Appendix A.

14. Dates of next meetings.

The next Ordinary Parish Meeting will be held on 20th February 2024 commencing 7:30pm. The location was changed to be at the Andrew Hall, Shipley.

There being no further business the Chairman closed the meeting at 21:12

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
HAMSVVA	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 15th January 2024				
Income since last meeting		Amount		
Bank Interest	£	81.73		
TOTAL INCOME	£	81.73		
Funds Transferred since last meeting		7000		
D/Acc. To C/Acc.	£	1,700.00		
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£	1,204.85	29 December 2023	
Deposit Account (Bus Bank)	£	64,575.54	29 December 2023	
Investment Acc. (NSI)	£	5,387.65		
TOTAL BALANCES	£	71,168.04		
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.)	£	21,975.00		
TOTAL ALLOCATIONS	£	42,808.00		
PAID SINCE LAST MEETING TO BE APPROVED				
	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To approve and pay after this Meeting				
	Invoiced Services	Chq Nos	Folio	Amount
Grasstex	Jet wash play area	BACS	71	£ 206.38
WSCC	Clerk's salary December 2023	BACS	72	£ 2,040.17
Hugo Fox	Website - December 2023	DD	73	£ 23.99
				£ 2,270.54
	Immediate Transfer D/Acc to C/Acc.			£ 2,000.00

APPENDIX B – WSCC REPORT

County Councillor Report

January 2024

From February this year, the booking system will extend to all West Sussex County Council recycling centres, including Billingshurst. If you would like a fuller explanation of the decision and any further information, please email me on amanda.jupp@westsussex.gov.uk.

Gatwick Airport Limited (GAL) is proposing alterations to bring the existing Northern (standby/maintenance) Runway at Gatwick Airport into routine use alongside the main runway, enabling the dual operation of both runways. The Northern Runway Project (NRP) is a Nationally Significant Infrastructure Project (NSIP) requiring a Development Consent Order (DCO) from the relevant Secretary of State (rather than planning permission from the local planning authority). The County Council is a statutory consultee in the DCO process.

The application for consent was accepted by the Planning Inspectorate (PINS) in August 2023. An Examining Authority (ExA) has been appointed by PINS to examine the DCO application. Formal examination will commence on 27th February and run for six months; a draft timetable and proposed process for the Examination has been published. There will be four blocks of hearing sessions in February/March, April/May, June and July (which cover general and specific issues) and there will also be attended site visits. The key matters (Principal Issues) that will be examined are currently as follows: Air Quality; Case for the Proposed Development; Climate Change and Greenhouse Gas Emissions; Compulsory Purchase and Temporary Possession of Land and Rights; Draft DCO, Planning Obligations, Agreements and Management Plans; Ecology; Historic Environment; Landscape and Visual Effects; Noise and Vibration; Social, Economic and Land Use Considerations; Traffic and Transportation and Water Environment. Following the close of the examination, a report (and recommendation) will be made by the Examining Authority within three months. A decision by the Secretary of State as to whether to grant consent is due in early spring 2025.

Amanda Jupp

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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Tuesday 20th February 2024 commencing 7:30pm held at the Andrew Hall, Shingley.

15. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr de Zoete, Cllr Emrich, Cllr Huggett, Cllr Nunn, Cllr Roggendorff, Cllr Smale, Cllr Tuck

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

Apologies: Apologies were accepted from, Cllr Wright, Cllr Woodage and HDC Cllr Jeffrey.

The Chairman paid tribute to Bob Phillips who had sadly passed away. Cllr Nunn referred to Bob's commitment to the Shingley parish where he was a councillor for over 40 years.

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

17. Public Session – none.

18. Approval of the draft Minutes from the last meeting held on 15th January 2024.

The draft minutes of the Ordinary Meeting held on 15th January 2024, 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 18 (for information only).

- Item 79 - quote for grass matting – funding to be reviewed;
- Item 124 – tree surgery quotes – Cllr Payne awaiting further quotes;
- Item 150 - Circulate ethical details – Clerk to action;
- Item 163 – Brambles on playing field – no update;
- Item 164 – Moles – chase contractor;
- Item 6 – Gatwick – WSCC Cllr Jupp to chase timescale information;
- Item 6 – ditches – Cllrs to email the Clerk with information;
- Item 10 – Disabled parking – WSCC advise that permanent parking signs cannot be erected but the Church can put out cones when necessary;
- Item 11 – Resident Survey – completed; and
- Item 12 – Climate – Cllr Tuck to apply to HDC for a grant.

20. Report from the County Councillor.

WSCC Cllr Jupp provided an update that is attached at Appendix B. She also provided an update on the state of the highways following the recent flooding.

- Flooding in Sincox Lane – She advised that funds via Operation Watershed could be available to address the flooding issue and would check. She also advised that WSCC could write to the riparian owner but needed their details from the Members. The Chairman reminded Members that the road in question was in Thakeham parish; and

- Verge-side structures – she reminded Members that wooden blocks, logs and other such verge-side structures were not permitted.
- 21. Report from District Councillors** – HDC Cllr Jeffrey provided an update that included:
- Two District Council By-elections were to be held (Henfield and Southwater north);
 - The closing date for comments on the draft Local Plan was 3rd March 2024;
 - The purchase of Bramber Brooks by HDC had been completed;
 - A cost of living summit was held with over 60 partners/agencies in attendance;
 - HDC meet on 21st February to agree the 2024/25 budget. This will include proposals to refurbish the Capitol theatre at a cost of £10.8m over a four year period. The Theatre will have a larger capacity to attract bigger shows. HDC reserves are at £50m; and
 - The budget will also include proposals to increase the empty house Council Tax rate by 100%. Exemptions will apply where necessary.
- 22. Planning Applications.**
- **HDC/23/2009 - 4 Dragons Lane, Dragons Green** - Removal of existing conservatory and erection of a front porch, two-storey side, and single storey rear extensions.
Members voted to SUPPORT the application (8 in support with 1 neutral)
 - **HDC/24/0079 - 1 Oakwood Cottages, Hooklands Lane, Shipley** - Use of an annexe as a separate residential dwelling.
Members voted to SUPPORT the application (6 in support with 3 neutral)
- 23. Planning Matters.**
- Members noted that HDC had permitted application DC/23/1667 - Cobweb Cottage, Emms Lane, Brooks Green (Demolition of existing cottage and erection of single storey replacement dwelling and associated outbuilding) despite SPC's objection to it. The Clerk was asked to write to HDC to request further information on their decision;
 - Cllr Tuck referred to Thakeham PC's process in reviewing a major building development in their parish. She thought it was a good model. The Chairman advised that the proposed development was not in the draft HDC Local Plan, however the submission process had pre-dated the draft Plan;
 - The Chairman referred to the proposed development at Rascals Farm and suggested an outline application will be submitted soon; and
 - The erection of a development sign at the former Arun Feeds site in Sincox Lane was subject of a review by the HDC planning enforcement team. The sign had been removed.
- 24. Roads, Footpaths, Bridleways & General Maintenance of the Parish.**
- Cllr Smale reported that a Coolham directional sign had been reinstalled but was hidden deep in a hedge. She agreed to send details to WSCC Cllr Jupp;
 - Cllr Smale reported the leakage of sewage onto the B2139 in Coolham. She was advised to report this to the Environment Agency;
 - The Chairman advised that the Shipley TRO consultation process had commenced with an end date of 29th February 2024. If successful, the new speed limits could be in place in May 2024; and
 - **Stoolball tournament** - Cllr De Zoete reminded Members of the tournament date of 12th July 2024 at 5:30pm. The location will be on the Knepp Estate. The Church will organise the food as a fund raising activity. She agreed to circulate details of the event plans. Cllr Emrich is to confirm the location and Cllr Tuck to liaise with the parish schools.
- 25. Resident Survey** – no update.

26. WSALC.

The Chairman referred to a recent WSALC meeting where the Civility and Respect Pledge was discussed. Increased complaints regarding councillor behaviour had been reported and the Pledge was seen as a good way to confirm the expected standards in public life and the Nolan principles.

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

- A Facebook page had been setup with attention focussed on Hirundinidae nesting boxes. Support from the Men’s Shed and schools has been requested;
- A grant application to HDC Wilder Horsham is planned;
- Greener Shipley will have a stall at the Shipley fete on 27th May 2024;
- The launch event is planned for 14th September 2024 from 5pm to 7pm. Details will be circulated;
- A thermal imaging camera was loaned to the parish by HDC to scan local public buildings; and
- Litter bags, pickup sticks and hoops had been supplied by HDC.

The Chairman thanked Cllr Tuck and the group for their report and hard work in establishing the project.

28. Finances.

- **Approve the February 2024 payments** - It was **AGREED** to approve the February payments. The approved payments are attached at Appendix A.

29. Dates of next meetings.

The next Ordinary Parish Meeting will be held on 18th March 2024 commencing 7:30pm. The location was changed to be at the Coolham Village Hall.

There being no further business the Chairman closed the meeting at 20:58.

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 20th February 2024				
Income since last meeting		Amount		
Bank Interest	£	68.69		
Knepp Caste Estate - donation for VAS/SID	£	2,000.00	For VAS/SID Feb 2024	
TOTAL INCOME	£	2,068.69		
Funds Transferred since last meeting		Amount		
S/Acc. To C/Acc.	£	2,000.00		
BALANCES ON ACCOUNT		Amount		
Current Account (Treasurers)	£	934.31	31 January 2024	
Deposit Account (Bus Bank)	£	64,644.23	31 January 2024	
Investment Acc. (NSI)	£	5,387.65		
TOTAL BALANCES	£	70,966.19		
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	Less VAS/SID Feb 2024	
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
Andrew Hall	Meeting 3/1 and 15/1	BACS	74	£ 40.00
Coeval	VAS and SID	BACS	75	£ 5,240.04
Hugo Fox	Website hosting - Feb 2024	DD	76	£ 23.99
Starboard Systems (Scribe)	Accountancy package 2024 renewal	BACS	77	£ 331.78
WSCC	Clerk's salary costs - Jan 2024	BACS	78	£ 1,394.42
Horsham Conservative Association	Room hire	BACS	79	£ 30.00
Paul Richards	Mileage	BACS	80	£ 108.00
Paul Richards	Anti-virus and Office Software	BACS	81	£ 119.98
Paul Richards	Land Registry search - Red Lane	BACS	82	£ 6.00
Paul Richards	Mobile phone x 4 months	BACS	83	£ 40.00
				£ 7,334.21
	Immediate Transfer S/Acc to C/Acc.			£ 7,300.00

APPENDIX B – WSCC REPORT

County Councillor Report February 2024

The heavy rainstorms we have experienced over the winter have unfortunately led to potholes appearing/reappearing on many of our roads and I am very grateful to the Parish Council and residents who have reported these direct to Highways. However, if these reports need following up, please let me know so I can contact Highways to ensure that these potholes have been logged on the system. Since **Operation Watershed** was established ten years ago, the County Council has successfully supported local communities with £5m of funding for over 500 projects to alleviate the risk of flooding. Parish and town councils as well as constituted community and volunteer groups within the county can apply for funding for projects that they are able to deliver themselves. Criteria used to assess applications to the fund include how flood issues will be addressed, whether there is strong community support, how benefits to the community will be realised and value for money. Further information is available on the WSCC website under Operation Watershed.

Riparian Rights - it is the responsibility of riparian owners to maintain any watercourses that are on or under their land or property. Ditch clearing helps keep water flowing freely and reduces flooding and pooling on the road surface.

Under the provision of the **Highways Act 1980**, it is an offence to block, obstruct or damage road verges with logs, stones, posts, etc. If someone is injured or vehicles damaged by items that have been placed on verges, then legal action can be taken against the homeowner.

West Sussex County Council will invest £2bn to support residents, communities and businesses over the coming year, including an extra £81.9m of funding for vital day-to-day services. The budget for 2024/25 was agreed at a meeting of Full Council on Friday 16th February.

Extra funding includes:

- £31.2m more for vulnerable children and young people,
- £18.3m more for adults' social care,
- £4m extra to maintain the county's 4,000km of roads,
- £27.8m to manage increased costs, as inflation levels remain high.

The Council also plans to spend £131.6m of its £695m five-year Capital Programme. The main areas of investment being highways, schools and the environment.

Included in the budget are efficiency savings of £15.7m, an increase in core council tax of 2.99%, and an additional adult social care precept of 2%.

Apprenticeship funding is available to local businesses as the County Council is part of the apprenticeship levy fund scheme and as a large employer can transfer 25% of its own funding to other employers. Applications can be made at any time of the year. The Council has invested a total of £1,240,453 of apprenticeship funding since 2017, when the apprenticeship levy was introduced to support local businesses. The funding has supported a total of 385 apprenticeships in West Sussex and £324,369 of the total amount was invested in the last financial year. Apprenticeships are equivalent to educational levels ranging from GCSE/A level to Foundation, Graduate and Postgraduate degrees. They are open to people over the age of 16 and cover hundreds of subject areas. Businesses can find out more and apply for funding by visiting [Apprenticeship levy transfers - West Sussex County Council](#) on the Council's website. Anyone interested in becoming an apprentice at West Sussex Council can also visit the website for more information and to search for current opportunities.

Amanda Jupp

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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 18th March 2024 commencing 7:30pm held at the Coolham Village Hall.

30. Attendance and Apologies for Absence.

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

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

Apologies: Apologies were accepted from Cllr Emrich, Cllr Huggett, Cllr Nunn, Cllr Roggendorff, Cllr Wright, and HDC Cllr Jeffrey.

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

32. Public Session.

- A member of the public objected to planning application DC-24-0267. As a neighbour, she had received confirmation from a previous tenant of the barn that no car sales were in operation before 2019. She objected to the site operation that were noisy, disruptive and did not benefit from any previous planning application. She advised that the car wash business also operated from the site and was unaware of any formal permits that allowed for the disposal of wastewater effluent from this operation;
- A member of the public objected to planning application DC-24-0267. He also confirmed that the car sale business started in 2019 and shared the concerns raised by the other member of the public.

The Chairman proposed that the planning application in relation to these issues be brought forward. This was **AGREED**.

33. Planning Applications.

- **DC-24-0267 - Hampshires Barn, Countryman Lane, Shingley** - Application to confirm the continuous use of the Barn at Hampshires Farm for car storage, with sales online and by appointment only, for a period in excess of ten years (Lawful Development Certificate - Existing).

VOTES – Object (unanimous).

Members noted that evidence had been presented to support the car storage continuous use for a period of ten years. However, no evidence was presented to support continuous car sales, online or otherwise for a period of ten years, and no one was aware of any such activity having taken place from the site with the previous tenant unlike the present one. Evidence only exists that any retail activity or a car sales operation commenced only in 2019. Members were concerned that the car sales and car washing operation were, effectively, in operation without planning permission and **OBJECTED** to this aspect of the application due to lack of evidence of continuous use. Members also noted that in all the tenancy agreements in schedule 3, section 20, any retail or wholesale activity from the site for either tenant was not permitted.

Members agreed with the public concerns that the car sales business presented a nuisance for local neighbours including increased noise, light pollution, and long opening hours. Concern was also noted about the disposal of trade wastewater on the site. Members also referred to reports of ‘supercars’ speeding down the narrow lanes associated with the business.

- **DC-24-0266 - Hampshires Barn, Countryman Lane, Shipley** - Retention of a resurfaced access track/hardstanding and a timber shed for use ancillary to the Hampshires Barn.

VOTES – For =1, Neutral = 3, Object = 2.

34. Approval of the draft Minutes from the last meeting held on 20th February 2024.

The draft minutes of the Ordinary Meeting held on 20th February 2024, 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).

- Item 124 – tree surgery quotes – Cllr Payne awaiting further quotes;
- Item 164 – Moles – chase contractor;
- Item 6 – Gatwick – WSCC Cllr Jupp to send relevant information;
- Other – add YouTube link to website re Bob Phillips;
- Item 20 – Flooding - AJ has spoken to WSCC re blocked culvert;
- Item 22 – Planning Thakeham – clarification of spec – HDC Cllr AJ; and
- Item 24 - Sewage leak - Report to HDC Environmental - RS

36. Report from the County Councillor.

WSCC Cllr Jupp provided an update that is attached at Appendix C. She also provided an update on the state of the highways following the recent flooding.

- **Ditches** – she encouraged residents and landowners to clear their ditches. The Chairman agreed to post this message onto the Community Facebook page;
- **Operation Watershed** – she will contact the relevant WSCC officer and request that Operation Watershed funds could be considered for the bad road surface adjacent to Boars Lane. The section in question would need to be re-surfaced but the parish council would need to make the application;
- **Red Lane, Shipley** – she reported that re-surfacing work should commence in three weeks time.

37. Report from District Councillors – HDC Cllr Blackburn provided an update that included:

- The Scout Hut had been awarded a match funding £5,000 grant from the HDC Community Climate Fund to install 16 solar panels on the Hut roof;
- The planning application (DC-23-1151) for two bungalows to be built on Coolham airfield had been refused. In addition, the planning application for the change of use for Barns at Orchard Farm had been approved;
- Cllr Tuck will be attending a HDC Climate Action meeting; and
- HDC are supporting “Green Leaps”, a small business support initiative at Rudgwick. If successful, this model could be deployed for Shipley small businesses. Cllr Blackburn will send the link to the Clerk.

38. Planning

a) Applications.

- **DC-24-0185 - Orchard Farm, Emms Lane, Brooks Green** - change of use of building nos. 14-17 and a former packing building from agriculture to a mixed commercial storage (Class B8) and light industrial use (Class E) together with associated alterations and parking.

Members voted to SUPPORT the application.

VOTES – For = 4, Against = 2.

- **DC-24- 0216 - Whitehall Cottage, Countryman Lane, Shipley** - Erection of a front porch single storey extension.

Members voted, unanimously, to SUPPORT the application.

- **DC-24-0249 - Rascalls Farm, Shipley Road, Southwater** - Reserved matters application for the erection of 100 dwellings and ancillary parking and landscaping following approval of outline application DC/20/0695 (up to 100 residential units with associated vehicular and pedestrian access), relating to layout, scale, appearance and landscaping.
Members voted to offer a NEUTRAL comment on the application.
VOTES – For = 2, Against = 0, Neutral = 4.
 - **WSCC-13/24 - Hooklands Farmhouse, London Road, Ashington** - Land raising and regarding of agricultural land to alleviate noise, air and light pollution from the A24.
Members voted to offer a NEUTRAL comment on the application.
VOTES – For = 1, Against = 1, Neutral = 4.
- b) **Planning Matters** – none.
- c) **Planning decisions.**
- **REFUSED - DC-23-1151 - Barn To East of Coolham Road, Thakeham Road, Coolham** - Demolition of an agricultural building and the erection of two dwellings.

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

- Cllr Tuck reported that the William Penn school Head Teacher was in support of the proposed Coolham speed reduction TRO and asked that a flashing “School” sign be erected. The Chairman advised that resources were not available to action this request as 2 x SID and 1 X VAS still need to be erected. These devices will be installed once the ground is suitable;
- Members requested that the “20 is plenty” and other associated signs be removed from School Lane now that the formal 20mph speed limit had now been introduced. Cllr Tuck agreed to discuss this with the local school Head Teacher; and
- The Chairman reported that the consultation period for the proposed Coolham speed reduction TRO had now closed. Most residents were in support, but a few had submitted letters of objection.

40. **Stoolball.**

Cllr de Zoete had reported that the Scouts were now to take ownership of the event. She would continue to be the parish council point of contact for the proposed tournament.

41. **Resident Survey** – no update.

42. **WSALC.**

The Chairman referred to a recent WSALC meeting where the Civility and Respect Pledge was discussed. He asked that Members consider adopting the pledge. After review and discussion it was **AGREED**, unanimously, to adopt the Pledge. The Clerk was asked to complete the necessary information.

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

- An £850 grant had been requested from Wilder Horsham. Once the grant had been approved, the Men’s Shed had agreed to provide 60 bird box kits for the local schoolchildren to assemble. It is hoped that cameras could be fitted to some of the boxes for the children to view activity;
- A water conservation theme will be adopted for the Greener Shipley Fete stand. EV cars will also be parked at the Fete;
- An application for grant funds had been made to the Trustees of the Andrew Hall;
- More volunteers had joined the local litter picking activities;
- “Notable” verge signs had been installed, previously, in Smithers Hill Lane. The Group intend to adopt more verges in the parish and attain a “notable” status for them as well;
- Signups and activity on the newly created Greener Shipley Facebook site had increased. A poll will be run on the site to request ideas and thoughts from residents. Currently, resources are only available to pursue online surveys and polls;
- She will attend the next Steyning Greening talk on heat pumps;

- A local newsletter database is being compiled;
- Together with local HDC Councillors, she has joined the Southern Water Climate Change Group;
- Sponsored by WSCC, Local Nature Recovery Strategies (LNRS) may be suitable for the Local Green Spaces allocated in the Shipley NHP; and
- She requested thoughts on the Sussex Green Living grant application to support a climate awareness day for local schools. The cost would be £900 for both schools. It was agreed that she ask the school Head Teachers for their views on this resource.

44. Finances.

- **Approve the March 2024 payments** - It was **AGREED** to approve the March payments. The approved payments are attached at Appendix A.
- **Q3 variance** – the report, circulated previously, was noted. The report is attached at Appendix B.

45. Dates of next meetings.

The next Ordinary Parish Meeting will be held on 22nd April 2024 commencing 7:30pm.

There being no further business the Chairman closed the meeting at 21:30.

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 18th March 2024				
Income since last meeting		Amount		
Bank Interest	£	71.73		
TOTAL INCOME		£	71.73	
Funds Transferred since last meeting		Amount		
S/Acc. To C/Acc.	£	2,000.00		
BALANCES ON ACCOUNT		Amount		
Current Account (Treasurers)	£	900.10	29 February 2024	
Deposit Account (Bus Bank)	£	57,415.96	29 February 2024	
Investment Acc. (NSI)	£	5,387.65		
TOTAL BALANCES		£	63,703.71	
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	Less VAS/SID Feb 2024	
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
WSCC	Clerk's salary Feb 2024	BACS	84	£ 1,394.42
ICO	Data Protection fee	BACS	85	£ 40.00
Hugo Fox Ltd	Website hosting	DD	86	£ 23.99
HDC	Litter bin emptying - 1/3/24-1/8/24	BACS	87	£ 81.90
				£ 1,540.31
Immediate Transfer S/Acc to C/Acc.				£ 1,500.00

APPENDIX B – Q3 Variance Report



Shipleigh Parish Council

Agenda Item: 43/24

Report to:	Shipleigh Parish Council
Report on:	Quarter 3 – 2023/24 Budget Report and Material Variances
Report by:	Clerk

Summary

The Shipleigh 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 31st December 2023 are listed below.
- 3. Recommendations**
No further earmarking of reserves required.

Paul Richards
Clerk and Responsible Finance Officer to Shipleigh Parish Council
18th March 2024

EXPENDITURE	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Clerks Salary/Staff Cover	£ 10,318.58	£ 11,833.97	-£ 1,515.39	15%	See below
Clerks Pension and NI	£ 2,551.28	£ -	£ 2,551.28	100%	Included in the above
Overtime Allowance	£ -	£ -	£ -	0%	Not used
Payroll Costs	£ 67.00	£ 78.52	-£ 11.52	17%	Just higher than expected
Telephone/Internet	£ 90.00	£ 80.00	£ 10.00	11%	Not material
Travel - mileage	£ 450.00	£ 198.00	£ 252.00	56%	No additional claims
Postage	£ 37.49	£ 12.00	£ 25.49	68%	Underspend - on line payments
Stationery	£ 262.49	£ -	£ 262.49	100%	No spend
Heat & Light	£ -	£ -	£ -	0%	Not used
Office Equipment	£ 374.99	£ 79.99	£ 295.00	79%	Underspend
Rent of Halls	£ 337.50	£ 245.00	£ 92.50	27%	Invoice expected Q4
Playground Report	£ 138.00	£ -	£ 138.00	100%	Invoice expected Q4
Insurance	£ 950.00	£ 1,204.73	-£ 254.73	27%	Increased premiums
Subscriptions	£ 822.10	£ 689.08	£ 133.02	16%	Lower than forecast
Audit	£ 700.00	£ 337.40	£ 362.60	52%	Lower than forecast
Chairman's Allowance	£ 500.00	£ 65.75	£ 434.25	87%	To be paid Q4
Training Allowance	£ 375.00	£ 196.67	£ 178.33	48%	
Councillors Allowance	£ -	£ -	£ -	0%	
Emergency Reserve	£ -	£ -	£ -	0%	
Community Donations	£ 637.50	£ 130.00	£ 527.50	83%	Underspend
Mowing & Hedge Trim	£ 2,100.00	£ 1,976.00	£ 124.00	6%	Not material
Play area	£ 1,275.00	£ 115.00	£ 1,160.00	91%	Underspend
Playing Field & Pavilion	£ 1,125.00	£ -	£ 1,125.00	100%	Underspend
Parish Maintenance and Improvement	£ 562.50	£ 9,409.78	-£ 8,847.28	1573%	SIDs and VAS from earmarked reserve
Bus Shelter Clean up	£ 25.00	£ -	£ 25.00	100%	Not spent
Website Hosting	£ 162.00	£ 107.97	£ 54.03	33%	Q4 invoices expected
Defibrillator	£ 1,250.00	£ -	£ 1,250.00	100%	Not spent - building reserve
VAT outlay - may not be used	£ -	£ -	£ -	0%	
	£ 25,111.43	£ 26,739.86	-£ 1,628.43	6%	
INCOME	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Precept					
Interest	£ 3.99	£ 224.12	£ 220.13	5617.0%	Higher than expected interest
Cleansing Grant	£ -	£ -	£ -		
VAT reclaim	£ -	£ -	£ -		
Other Income	£ -	£ -	£ -		
	£ 3.99	£ 224.12	£ 220.13		

Over the last five months there has been a year's worth of rainfall which has resulted in significantly more potholes than this time last year together with high levels of groundwater, increased debris in the drainage systems leading to blockages and large amounts of surface water runoff, all of which have caused flooding across the county.

The Highways teams have received over 2500 enquiries over the last two weeks and have been responding to as many as possible, working six days a week and taking on extra staff to help with demand. There have been numerous incidents of flooding and teams have been out clearing gullies and ditches.

To further help reduce flooding incidents across the network, the County Council plan to deliver £1.9m of drainage works this year. The number of gully and drainage jetting vehicles has now been doubled in response to the extreme weather and these are available to attend affected sites to clear flooding or investigate issues.

It is interesting to note that the County Council only has responsibility for about 10% of the county's roadside ditches and as such, the Council is asking residents to help combat flooding by maintaining the drainage assets that they have responsibility for and if they are able to spend an hour or so each month clearing debris and removing any blockages in their ditches to allow water to flow freely, it will make a noticeable difference.

As previously mentioned, potholes continue to appear on many of the roads and if they can be reported to the County Council's website (www.westsussex.gov.uk/roads-and-travel/report-a-pothole-online) or on 01243 642105 (which can be used in emergencies) Highways can then investigate them and take the job forward. Because of the high level of enquiries at present, the process is taking longer than usual but do send me photographs of any issues so I can get them into the system as soon as possible.

The County Council recognises residents' frustration regarding the current condition of the roads, and as such is putting an extra £4m into the maintenance budget and £10m into the capital budget this year to help alleviate the situation.

You may also be interested to know that the County Council will spend just over £2 billion during 2024/25 on day-to-day services which include:

Schools and education - £961m
Adults social care and health - £507m
Children's social care and supporting young people - £204m
Maintenance of roads and providing transport - £83m
Protecting the environment, recycling and waste disposal - £91m
Fire and Rescue Service - £38m
Libraries and local communities - £22m
Supporting the local economy - £3m

Amanda Jupp

County Councillor for Billingshurst, Shipley and Itchingfield Parishes

amanda.jupp@westsussex.gov.uk

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Shingley Parish Council

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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 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
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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
None				£ -
				£ -
To approve and pay after this Meeting		Invoiced Services	Payment Type	Folio
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.

Amanda Jupp
amanda.jupp@westsussex.gov.uk



Shingley Parish Council

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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 Annual Council Meeting of Shingley Parish Council held on Monday 20th May 2024 commencing 7:45pm held at the Coolham Village Hall.

59. Election of Chairman.

Cllr Larcombe proposed that Cllr Payne be nominated as Chairman. This was seconded by Cllr Woodage. Cllr Payne accepted the nomination and Members **AGREED**, unanimously, to elect Cllr Payne as Chairman. He signed his Acceptance of Office form and took the Chair.

60. Election of Vice-Chairman.

Cllr Larcombe proposed that Cllr Woodage be nominated as Vice-Chairman. This was seconded by Cllr Payne. Cllr Woodage accepted the nomination and Members **AGREED**, unanimously, to elect Cllr Woodage as Vice-Chairman. He then signed his Acceptance of Office form.

61. Attendance and Apologies for Absence.

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

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

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

62. To receive any declarations of interests from members in respect to items on the agenda.

Cllr Nunn advised that she had an interest in the Finance item related to donations as she was a member of Shingley Parochial Church Council. She requested a dispensation to talk and vote on that matter. Members **AGREED** unanimously to grant the dispensation.

63. Public Session – none.

64. Donation request.

The Chairman referred to a donation request received from the Shingley Parochial Church Council for £500 to maintain the Churchyard. He invited a representative from the Church to present their application, circulated previously. Members noted that they had already committed £500 of the £850 2024/25 donation budget. Members **AGREED** to the £500 donation request noting that the 2024/25 donation budget would be exceeded. The balance would be drawn from the SPC general reserve.

65. Approval of the draft Minutes from the last meeting held on 22nd April 2024.

The draft minutes of the Ordinary Meeting held on 22nd April 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**.

66. Matters Arising from Item 65 (for information only).

- Item 163/23 – survey. Ready to be dispatched.
- Item 24 - Sewage leak – Cllr Smale had reported a blocked gully;
- Item 49 – Operation Watershed flooded culvert – site visit TBA; and
- Item 57 – Playground – 4 quotes requested, only one response.

67. Review appointment of members to Committees, and representatives on outside organisations.

- WSALC and HALC – Cllr Payne;
- Coolham Village Hall Management Committee – Cllr Huggett;
- Climate change initiatives - Cllrs Tuck and Emrich; and
- Chair of the Complaints Committee - Cllr Payne.

68. Policies and codes of conduct.

- **To review and approve the updated policies, procedures, and codes of conduct**
Members **AGREED** to re-adopt all policies, codes of conduct, risk and asset registers; and
- **To agree to continue to receive agendas and reports via email**
Members **AGREED** to continue to receive all SPC documents by email.

69. Report from County Councillor.

WSCC Cllr Jupp referred to her report that is attached at Appendix A. She reminded Members to contact her directly should they encounter overgrown vegetation obstructing road junctions.

70. Report from District Councillors.

HDC Cllr Jeffery provided an update that is attached at Appendix B. Cllr Larcombe referred to the proposed development at Rascals Farm. HDC Cllr Jeffrey advised that he would attend the Planning Committee on 23rd May 2024 where this application would be discussed.

71. Planning.

a) Applications.

- **DC/24/0639 - Drummers Farm Smithers Hill Lane, Shipley** - Prior Notification for the erection of an agricultural building to provide undercover storage for hay, straw and machinery.
For information only - no need to comment.
- **DC/24/0648 - St Marys Church, Red Lane, Shipley** - Fell x2 Leylandii, x1 Cherry
Members voted unanimously to SUPPORT the application.
- **DC/24/0249 - Rascals Farm, Shipley Road, Southwater** - Reserved matters application for the erection of 100 dwellings and ancillary parking and landscaping following approval of outline application DC/20/0695 (up to 100 residential units with associated vehicular and pedestrian access), relating to layout, scale, appearance and landscaping.
Members had already submitted NEUTRAL comments on this application.

b) Planning Matters.

Cllr Payne referred to application DC/23/2315 (Goodwin Cottage, Billingshurst Road, Coolham) and advised that Planning Enforcement had been contacted about the retrospective application.

c) Planning decisions – none.

72. Residents' Survey

The Survey has been drafted and will be dispatched via the SPC website and local social media.

73. Climate and Environment

Cllr Tuck advised that a grant application of £850 to the Nature Recovery Programme had been successful. The grant will fund the construction and installation of hirundine boxes. She also requested volunteers to help man the Greener Shipley stand at the forthcoming Fete.

74. Consultations – HDC Greenspace Strategy.

As Shipley had no HDC Open Spaces the Clerk was asked to send a no comment response to the consultation.

75. Format of the 2025 APM.

Cllr Payne referred to the issue of resident and stakeholder engagement that was featured in the Annual Parish Meeting. He referred to a suggested community portfolio list, circulated previously. Members **AGREED** that community interest groups should be engaged, and dialogue opened between them and the parish council. The community portfolios were **AGREED** as:

- History Society – Cllr Larcombe
- Knepp – Cllr Emrich
- Shipley & William Penn Primary – Cllr Tuck
- Shipley Community Hub – Cllr de Zoete
- Montessori Nursery/CVH – Cllr Huggett
- St Marys – Cllr Nunn
- Greener Shipley – Cllrs Emrich and Tuck
- Community Orchard – Cllr Emrich
- Shipley Bell Ringers - Cllr Larcombe
- Mens’ Shed – Cllr Tuck
- Scouts – Cllr Payne

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

- Cllr de Zoete enquired about the process to establish a 40mph TRO in Countryman Lane. Cllr Payne agreed to discuss this matter with the WSCC Highways Manager; and
- Cllr Smale confirmed landowner agreement to locate the next SID on private land. She would send the details to Cllr Payne.

77. Finances.

It was **AGREED** to approve the May payments. The approved payments are attached at Appendix C

78. Dates of next meetings.

- The next **Ordinary Parish Meeting** will be held on 24th June 2024 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 20:55.

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 – WSCC REPORT

County Councillor Report

20th May 2024

We are asking residents to recycle unused care equipment at any of the County Council's recycling centres. Drop-off points have been introduced at all sites across the county. Items that can be refurbished and reused will boost availability and help people who are recovering from illness or operations or who need extra help so they are able to continue to live independently in their own homes.

Reusing and recycling equipment is better for the environment and reduces our carbon footprint. Items that can be returned include walking sticks and crutches, walking frames, rollators, stackable commodes, perching stools and toilet frames, toilet seat raisers, slings and slide sheets.

Currently the County Council is considering proposals to change the status of Millais School in Horsham from a single-sex school for girls to a co-educational school. Millais has not filled to its Published Admissions Number of 300 for the last three years and the proposals aim to tackle the issue of falling pupil numbers at the school. Additionally, it is proposed that opening Millais up to boys will partially address pressure for additional secondary school places in the Horsham area. The proposed option is for Millais school to receive its first co-educational cohort of Year 7 admissions from September 2026. Residents can now share their views on the proposals via an online consultation which is open until 12 June 2024 on the West Sussex website www.westsussex.gov.uk.

Firefighters in West Sussex have introduced a new life-saving Biker Down workshop for college students across West Sussex. Young motorcyclists and drivers aged 16-25 are a high-risk group of road users. The aim of these sessions is to provide advice and training to help keep them safe on the roads. The course teaches vital skills including scene safety, casualty care, and the science of being seen – which could save a life in the event of a road traffic collision involving a motorbike. The instructors also cover safety advice around using and charging electric scooters, bikes, and hoverboards.

The Council has started a new recruitment campaign for foster carers as the number of children and young people that are cared for continues to grow and is currently 900. By fostering with West Sussex County Council, residents will join the Council's large family of foster carers who look after one another, get access to ongoing professional training and support, and receive a competitive financial package of up to £30,393 per year for foster carers and approximately £15,000 a year for supported lodgings hosts (per child/young person). Please see the website for further details.

Amanda Jupp
amanda.jupp@westsussex.gov.uk

APPENDIX B - HDC REPORT

DC/23/1178 - Horsham Golf & Fitness Village: Application for 800 Homes & Accompanying Sports Facilities

As members may now be aware, the application for 800 homes and accompanying sports facilities on the site of Horsham Golf was refused by Planning Committee North on Tuesday 7th March on multiple grounds including lack of amenities after objections by WSCC Education and NHS Sussex, as well as outstanding questions surrounding water neutrality. The fact that the application had it been approved would have resulted in the coalescence of Southwater and Horsham was also taken into consideration when determining the application.

Governance Peer Challenge

The Council has published the report from the Governance Peer Challenge that took place at the end of January and beginning of February. Peer challenges are run by the Local Government Association and involve a small team of local government officers and councillors spending time at the council as peers to provide challenge and share learning. The Council has two months to prepare its action plan from the challenge. We will be talking to Councillors from all parties in preparing the reply.

Horsham Association of Local Councils (HALC)

The Horsham Association of Local Councils met the Leader, Deputy Leader and Chief Executive at the Capitol theatre on 29 April. Among the items on the agenda the Council's strategic planning team explained how neighbourhood plans fit with the Regulation 19 Local Plan; the Leader explained the Governance Peer Challenge to HALC and the Chief Executive started a conversation with parishes about key policies and projects under development, including the direction of the Council's economic development work, the future of leisure provision in the District in the run up to the re-let of the Council's leisure contract and the earliest thoughts on what the Capitol's cultural offer will be when it is closed for refurbishment in April 2025. We will be in touch with the parishes for further discussion on these matters.

Millais School Consultation

A public consultation has now commenced on the proposal to change the status of Millais School from a single sex girls' school to a co-educational boys' and girls' school. The consultation proposes that the school receives the first co-educational cohort, which will be for Year 7 admissions only, from September 2026 subject to approval from the Cabinet Member for Children and Young People, Learning and Skills. West Sussex County Council would like to hear comments on this proposed approach.

HDC Electric Vehicle Event

Horsham District Council will be hosting a free regional event on Friday 24th May at Parkside from 9am – 2pm 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. Confirmed manufacturers that will be attending and that will be available for test driving include Porsche, Tesla, BMW, Mercedes and Audi. 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. Other exhibitors will include:

Energy Saving Trust – a trusted expert on energy efficiency and carbon emissions on our roads, who will be on hand to deliver a myth busting interactive session on low carbon travel to include statistics on EV vehicle sales, alternative fuels, EV driving distances, installing charge points and the grants available to help with charge point installations.

Connected Kerb - one of the UK's leading providers of EV charge points, giving advice on provision of EV charge points and focussing on the new network that is being installed across West Sussex.

The Capitol Theatre Project Update

A formal Project Launch meeting on the Capitol Theatre project took place on Friday 26 April at the Theatre. The meeting included the core project team from HDC and representatives from the professional design team including Pick Everard (who are the professional project management and quantity surveying consultancy co-ordinating the project, but are also leading on sustainability and energy along with structural and civil engineering), Willmott Dixon Interiors (construction contractors), Burrell Foley Fischer (architects), Theatre Plan (theatre planning) and Buro Happold (mechanical and electrical engineering, acoustics and fire safety). The Crawley-based planning consultants, DHA Planning Ltd, will also form part of the design team. Following a tour of the building, the meeting discussions confirmed the project purpose, plan, scope, objectives, roles and agreed the framework for updates and sharing information and discussed the next stages in terms of programming work and agreeing milestones. It is now expected that the design team will be reviewing in detail the feasibility work undertaken to date and will be providing updated project planning information to the Council and setting out a range of protocols to ensure good project governance.

APPENDIX C – PAYMENTS

Payments 20th May 2024					
Income since last meeting		Amount			
Bank Interest	£	58.20			
Precept	£	18,910.66			
TOTAL INCOME	£	18,968.86			
Funds Transferred since last meeting		Amount			
S/Acc. To C/Acc.	£	2,400.00			
BALANCES ON ACCOUNT		Amount			
Current Account (Treasurers)	£	869.76	30 April 2024		
Deposit Account (Bus Bank)	£	72,551.07	30 April 2024		
Investment Acc. (NSI)	£	5,387.65			
TOTAL BALANCES	£	78,808.48			
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	13	£ 23.99
Parish Online		GIS software	BACS	8	£ 60.00
Matthew Payne		Reimburse SID installation costs	BACS	9	£ 27.74
WSCC		Clerk's salary - April 2024	BACS	10	£ 1,383.15
Mulberry Local Authority		Training - Cllr Payne	BACS	11	£ 240.00
Paul Richards		Reimburse Microsoft software licence	BACS	12	£ 79.99
Church		Donation	BACS	14	£ 500.00
					£ 2,314.87
		Immediate Transfer S/Acc to C/Acc.			£ 2,200.00



Shingley Parish Council

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Website: www.shingleyparishcouncil.org.uk

The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 24th June 2024 commencing 7:30 pm held at the Coolham Village Hall.

79. Attendance and Apologies for Absence.

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

Also Present: WSCC Cllr Jupp, HDC Councillor Blackburn, HDC Cllr Jeffrey and P. Richards (Clerk). One member of the public was present.

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

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

81. Public Session.

- A member of the public noted that, following the publication of the latest parish newsletter, several residents had approached her suggesting they knew nothing about the parish council. The Chair referred to the new initiatives to connect to stakeholders and residents; and
- A member of the public questioned who maintained the new defibrillator located at the Andrew Hall. The Chair advised that this was being organised by the Shingley Hub.

82. Approval of the draft Minutes from the last meeting held on 20th May 2024.

The draft minutes of the Annual Council Meeting held on 20th May 2024, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

83. Matters Arising from Item 82 (for information only).

- Item 163/23 – survey – awaiting email addresses;
- Item 49 – Flooding – site visit TBC;
- Item 57 – playground – quote received but very expensive;
- Item 77 - Review TRO options – Chair had been advised to wait one year before making the next application;
- Item 77 – SID – permission received from the landowner but a site meeting is to be agreed.

84. Report from District Councillors – HDC Cllr Blackburn provided an update that included:

- The recent HDC Community Heroes event featured several Shingley parish residents. She will send photos from the event to the Clerk for circulation;
- The recent consultation on the management of HDC's green spaces had concluded with several local community groups submitting feedback. The responses are to be evaluated;
- A new "People's Budget" had been agreed (funded via the revenue budget) where residents will vote to allocate a total of £100,000 to various proposed community projects; and
- The One Planet climate change planning system is now live (SPC will connect to this).

85. Planning.

a) Applications.

- DC/24/0859 and 0860 - Bridge Farm, Coolham Road, Coolham - Removal of Conditions to previously approved application DC/19/1271

VOTES – Against 7.

Following multiple resident complaints relating to excessive vehicle movements in clear breach of the planning conditions granted previously, Shipley PC and the local HDC Councillor contacted the HDC Planning Enforcement team. Following an investigation by the team, two retrospective applications were submitted to vary the conditions.

Given the current situation bears no relation to the statement made by the applicant's agent, as lorries are operating throughout the night as it is, the parish council has little confidence that the proposed variations to the conditions would make any difference to the continued breach of conditions by the vehicles in question. Furthermore, residents have to right to quiet enjoyment of their properties during recognised quiet hours from 7pm until 7am. Members regarded as completely inappropriate to consider extending the hours of operation from those permitted in the 2019 consent which are regarded as normal commercial operation hours that Horsham have instigated on business parks in Southwater for example to protect the same rights of residents there. Coolham however is a small residential village not a business park and the hours of operation should be curtailed to reflect that.

The parish council's objections relate to excessive noise in breach of existing conditions and highway safety.

b) Planning Matters – none.

c) Planning decisions.

- **PERMITTED – DC/23/2115 - Goodwin Rise, Billingshurst Road, Coolham** - Erection of a close boarded fence. HDC Cllr Blackburn agreed to progress the outstanding enforcement action relating to this property;
- The Chair advised of two planning appeals received by HDC; and
- The Chair advised that the Community Asset application related to the Coolham airfield had been rejected by HDC as insufficient evidence of ownership was provided. Cllr Woodage will review.

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

87. Resident Survey – awaiting email addresses.

88. WSALC/HALC – no meeting.

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

- Following the success of the Greener Shipley stand at the recent Church Fete, more volunteers had come forward to assist;
- Following the grant awarded by HDC to fund 9 hirundine boxes, HDC officers had accompanied the team in reviewing likely locations. During the review, HDC offered to fund more boxes (TBC);
- More speakers had been booked for the 14th September 2024 launch event.
- She is assisting Coolham Village Hall with their HDC Climate Action grant to fund green initiatives e.g. solar panels; and
- Cllr Wright will host an open house and garden event showcasing solar panels, heat pumps etc.

90. Finances.

- a) Review the internal audit report 2022/23 – the report was noted.**

- b) **Approve the Annual Governance Statement 2022/23** – following review and discussion, the Statement was **AGREED**, and the Clerk and Chair were asked to sign the document.
- c) **Approve the Accounting Statement 2022/23** - following review and discussion, the Statement was **AGREED**, and the Clerk and Chair were asked to sign the document.
- d) Approve the June payments – the payments were **AGREED**.

20:29 – WSCC Cllr Jupp attends the meeting.

91. Report from the County Councillor.

WSCC Cllr Jupp provided an update, circulated previously, that is attached at Appendix B. She also advised that WSCC will publish a schedule of vegetation cut-back and will circulate this once available.

92. Shipley Community.

The Chair reminded Members of the commitment to work more closely with the resident and local stakeholder groups.

- Cllr Nunn reported that the Church gratefully received the £500 donation from SPC and would write a letter of thanks. They welcomed the closer liaison with the parish council and will continue to publish SPC articles in their newsletter;
- Cllr de Zoete reported that preparations for the community Stoolball event (supported by Shipley First Scouts group) were on course. To date, 7 teams had registered for the event that will take place at the Coolham playing fields on 12th July 2024; and
- Cllr Tuck reported that the Men’s Shed community project will work with both local schools to help build bird nesting boxes.

93. Dates of next meetings.

- The next **Ordinary Parish Meeting** will be held on 22nd July 2024 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 20:37.

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
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HDC	Horsham District Council	SHELAA	Strategic Housing Economic Land Availability Assessment
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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 June 2024				
Income since last meeting		Amount		
Bank Interest	£	65.83		
VAT refund from HMRC	£	3,360.47		
HDC Cleanisng Grant	£	187.11		
TOTAL INCOME	£	3,613.41		
Funds Transferred since last meeting		Amount		
S/Acc. To C/Acc.	£	2,200.00		
BALANCES ON ACCOUNT		Amount		
Current Account (Treasurers)	£	1,254.89	31 May 2024	
Deposit Account (Bus Bank)	£	73,964.48	31 May 2024	
Investment Acc. (NSI)	£	5,387.65		
TOTAL BALANCES	£	80,607.02		
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
None				£ -
				£ -
To approve and pay after this Meeting		Invoiced Services	Payment Type	Folio
Keith Robertson		Internal Audit	BACS	16
WSCC		Clerk's salary/NI/Pension - May 2024	BACS	17
Hugo Fox Ltd		Website hosting	DD	18
Matthew Payne		SID expenses	BACS	19
Paul Richards		Printer supplies	BACS	20
Coolham Village Hall		2 x Hall bookings (18/3 and 22/4)	BACS	21
Gallagher		Annual Insurance Policies	BACS	22
				£ 2,930.45
		Immediate Transfer S/Acc to C/Acc.		£ 3,000.00

APPENDIX B
WSSC Report
County Councillor Report for Shipley PC June 2024

Highways received more than 17,000 pothole reports in the first four months of 2024.

In 2023/24, the Operations team completed over 45,000 safety defect repairs, of which 29,661 were potholes (an increase of over 5,000 from the previous financial year) and 23,000 defect repairs in more rural areas, using the three Velocity Road Patchers, while also delivering proactive patching of 24,300m².

Three main methods are used to repair potholes on our roads:

- Sawn repairs which involves cutting out the defective area of the highway to create solid edges around the pothole, breaking out the entire cut area to a solid base, sealing the area with a bituminous seal, then backfilling and compacting with the appropriate surfacing material. Sawn repairs are used in more urban, high-traffic areas.
- Unsawn repairs, which involve removing all failed material, sealing the area with a bituminous seal, then backfilling and compacting with the appropriate surfacing material. This repair type will only be used when a sawn repair is not practical and when a quick repair is needed to remove a safety issue, for example, large areas of the road have structurally failed.
- Spray injection patching which uses high velocity air to clear out any debris from the pothole before applying a coat of cold bitumen emulsion to provide a waterproof seal, followed by a mixture of aggregate and bitumen emulsion to form the repair before compacting the area down. Spray patching is used in rural areas to tackle both potholes and other areas where the road is showing signs of weakening.

Other activities are also delivered to manage carriageway deterioration:

- Small hand-patching resource, delivering high quality permanent sawn repairs up to 20sqm per site.
- Large hand-patching resource, delivering high quality permanent sawn repairs up to 100sqm per site.
- Large machine-patching resource, delivering high quality permanent sawn repairs up to 500sqm per site.

Community Food Hub

Our West Sussex Recycle teams host seven Community Food Hubs, in collaboration with UKHarvest, once a month in each district and borough across the county. The Hubs are designed to reduce surplus food from suppliers that would otherwise go to waste. All residents are welcome to visit and fill a bag with rescued food for a suggested donation of £3.50. The Hubs also offer recipes and tips as well as host information stands on various subjects including waste prevention, wellbeing and citizens advice. Our nearest hub is located at Chanctonbury Leisure Centre, Storrington and is on every fourth Wednesday of the month from 10 to 11 am.

Children's Vaccinations: Public Health is keen that parents and carers ensure that their children are up to date with their routine vaccinations before they start school in the Autumn. Pre-school booster vaccinations will help to keep them protected against serious childhood diseases including measles and whooping cough (pertussis). Measles and pertussis cases are rising in England – all children are at risk if they are not fully protected.

The Summer Reading Challenge is beginning in our libraries from 13th July and children aged four to 11 can take part. The challenge is to choose and read some library books over the school holiday - the more they read, the more exciting rewards they will receive. Those who complete the challenge by Saturday 14 September are rewarded with a medal and certificate. There is even a Mini challenge for children under four.

Knife Crime: A new initiative is being introduced by the County Council's Early Help, Youth Justice and Children's Social Care teams and Sussex Police using headsets that are loaded with an immersive reality film that addresses issues around carrying knives and the potential tragic consequences, to educate young people in groups and schools.

Holiday Activities and Food Programme: During the school summer holidays this scheme will be available through over 60 different providers across West Sussex. It will deliver fun and exciting opportunities for children who are accessing benefits-related free school meals. Each session will include a free nutritious meal and all families attending will also be issued a voucher to claim free oral health products. More information on the website.

Amanda Jupp
Councillor for Billingshurst, Itchingfield and Shipley Parishes
amanda.jupp@westsussex.gov.uk

County



Shingley Parish Council

Chair: Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP
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Clerk: Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR
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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 22nd July 2024 commencing 7:30 pm held at the Andrew Hall, Shingley.

94. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr Emrich, Cllr Huggett, Cllr Nunn, 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 de Zoete, Cllr Roggendorff, Cllr Smale and HDC Councillor Blackburn.

95. To receive any declarations of interests from members in respect to Items on the agenda.

Cllr Emrich declared a personal interest regarding item 101 (DC/24/0932 - Goffland Farm, Shingley Road, Southwater).

96. Public Session – none.

97. Approval of the draft Minutes from the last meeting held on 24th June 2024.

The draft minutes of the Ordinary Council Meeting held on 24th June 2024, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

98. Matters Arising from Item 97 (for information only).

- Item 163/23 – survey – details now on Facebook but awaiting additional photographs;
- Item 49 – Flooding – site visit TBC;
- Item 68 – playground – quote received but very expensive;
- Item 77 – SID – permission received from the landowner, but a site meeting is to be agreed. The device has been ordered;
- Item 86c – Planning – check enforcement issue TBC; and
- Item 88 - Resident survey – link now published.

99. Report from the County Councillor.

WSCC Cllr Jupp referred to her report circulated previously (attached at Appendix B) and advised that:

- Rural vegetation cutback had commenced in Shingley parish;
- Highways had deployed extra staff to address potholes. The winter plans were also being finalised;
- The Chairman referred to the reference for carbon reduction and asked what measures WSCC had planned. WSCC Cllr Jupp reported that solar panels and greener heating solutions were amongst the measures under consideration for schools, libraries, fire stations and other council owned building.
- The Chairman asked when the potholes would be repaired. She advised that the repairs were weather dependant, but the plan is to repair them by the end of October 2024; and

- She referred to reports of an overgrown path and verge adjacent to Boars Lane. She agreed to meet the Chairman on site to review.

100. Report from District Councillors.

HDC Cllr Jeffrey referred to his report, circulated previously (attached at Appendix C). Cllr Larcombe thanked both District Councillors for the informative reports.

101. Planning.

a) Applications.

- **DC/24/0932 - Goffsland Farm, Shipley Road, Southwater** - Change of use of agricultural land to allow for the siting of a shepherds hut for holiday use together with associated landscaping, parking and water offsetting.
VOTES – Support 7. Cllr Emrich abstained.
- **DC/24/1006 - 9 Church Close, Shipley** - Erection of a detached double garage to the side/front of the property.
VOTES – Support 8.
- **DC/24/0998 - 1 Oakwood Cottages, Hooklands Lane, Shipley** - Removal of Condition 3 and 4 of previously approved application DC/24/0079 (Use of an annexe as a separate residential dwelling) Relating to occupation.
VOTES – Support 8.

b) Planning Matters.

- The Chairman referred to two planning appeals received for (a) the Coolham airfield site and (b) the glamping application in Sincox Lane;
- The Chairman advised that the Woodfords development on Shipley Road had been agreed by HDC. Consent was given to up to 100% social housing occupancy, but issues related to water neutrality have yet to be resolved. Southwater PC is also pursuing this matter separately;
- Cllr Larcombe referred to the confidential report in relation to planning enforcement cases. The Clerk reminded him that, as this matter was confidential, any cases referred to in the report could not be discussed. The Chairman advised that if he had any issues with the details contained in the report, he should approach the relevant HDC planning department. He reminded Cllr Larcombe had he and HDC Cllr Jeffrey pursue vigorously any reported planning enforcement matters in the parish;
- The Chairman referred to the recent Bridge Farm application and advised that HDC Cllr Jeffrey had asked for this matter to be dealt with via the Planning Committee due to resident and parish council objections; and
- The Chairman asked HDC Cllr Jeffrey to confirm the process by which planning applications could be “called in” to be heard by the HDC Planning Committee.

c) Planning decisions.

- **PERMITTED** DC/21/2180 - Woodfords, Shipley Road, Southwater - Outline application for the erection of up to 73 new dwellings etc.;
- **PERMITTED** – 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 (SPC Objected); and
- **REFUSED** – DC/21/1658 - The Manor House, 3 Kinsbrook, Brooks Green, Installation of a swimming pool.

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

- The Chairman advised that, following complaints, the footpaths adjacent to Purveyors Farm had been cleared by the residents;
- Cllr Nunn referred to the overgrown hedge to the rear of Andrew Hall car park. The Chairman asked the Clerk to write to the landowner to request they cut back their hedge;
- Cllr Tuck referred to social media posts that expressed concern regarding the new speed limits in and around the Coolham Crossroads. The Chairman advised that, during public consultation, the TRO application had received considerable resident support and that WSCC Highways had also approved the scheme. He agreed to obtain the relevant SID speed data and respond to any social media criticisms;
- Cllr Emrich referred to the proposed winterisation of the Kings Platt parking field to help alleviate the pressure on car parking in Shipley village. This followed a request from the Church to the Knepp Estate to allow access to the parking field. He reported that the Estate was willing to assist, and initial proposals included a hard track by the entrance and mesh grids on the field to facilitate parking. However, it was not considered to be a year-round access. Cost estimates were £1,000 for a security gate height barrier and £15,000 for associated works (hard standing, mesh etc.). It was suggested that the Church would consider contributing resources to the proposed project but would be grateful if the parish council would also contribute funds. Cllr Emrich suggested that the Estate would licence the land to SPC for a peppercorn rent but SPC would need to maintain the field (including hedges). He also advised that planning permission might also be required to enable the project to proceed.
 - The Chairman reminded Members that SPC must justify any expenditure that must benefit the whole parish and expressed concern in relation to the cost of ongoing maintenance for SPC;
 - Cllr Tuck suggested that the proposed project would not only help the Church and tourist parking but would greatly assist parking for the Community Hub and other local activities;
 - It was suggested that the Church would discuss the proposed project at their meeting on 24th July 2024; and
 - Cllr Larcombe asked the Chairman to explore the opportunities to request grants as he was meeting the HDC Grants Officer.

Cllr Woodage proposed that, in principle, SPC contribute £2,500 to support the project. This was seconded by Cllr Tuck. The resolution was **AGREED** - 5 voted members supported the resolution, 1 vote was neutral with 2 abstentions.

- Cllr Emrich presented draft proposals from the Knepp Estate to redevelop the Buck Barn petrol station, shop and fast food outlet. Members noted that the proposals were a significant improvement and might help to alleviate the current traffic issues surrounding the site. They thanked him for his presentation.

103. Resident Survey – the link had been published. It was **AGREED** that this subject be removed from the standing list of agenda items.

104. WSALC/HALC – no meeting.

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

- The project to supply bird boxes to the local schools (in conjunction with the Shipley Community Project) had been completed successfully;
- HDC had confirmed a grant of £822 to provide hirundine bird boxes across the parish. They will also agree a further £1,772 grant to extend the project to include more bird box installations. She advised that 8 to 10 bird boxes could be deployed in the Church Bell tower; and
- A “carbon reducing home” open day is planned for 27th July 2024 showcasing potential energy saving solutions (heat pumps, solar panels etc.). She thanked Cllr Wright for hosting the event.

106. Finances.

- a) **Donations** – the Clerk referred to two donation requests. It was **AGREED** that, as the parish council had expended the allocated budget for 2024/25 on supporting local events and the Church, the parish council was unable to fund these requests. The Clerk was asked to advise the applicants accordingly.
- b) **Approve the July payments** – the payments were **AGREED**. The report is attached at Appendix A.
- c) **Coolham Field** - The Clerk was asked to revisit the proposed repair works to Coolham Playing fields as the preferred supplier had failed to undertake the works.

107. Shipley Community.

The Chairman advised that:

- The stoolball tournament was postponed until September 2024;
- The local Scouts troop were seeking additional grant funding from HDC; and
- The next Church meeting will be planned for October or November.

108. Dates of next meetings.

- The next **Ordinary Parish Meeting** will be held on Tuesday 3rd September 2024 commencing **7:30pm** at the Coolham Village Hall; 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 21:47.

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 July 2024				
Income since last meeting		Amount		
Bank Interest	£	83.37		
TOTAL INCOME	£	83.37		
Funds Transferred since last meeting		Amount		
S/Acc. To C/Acc.	£	3,000.00		
BALANCES ON ACCOUNT		Amount		
Current Account (Treasurers)	£	824.44	30 June 2024	
Deposit Account (Bus Bank)	£	71,047.85	30 June 2024	
Investment Acc. (NSI)	£	5,387.65		
TOTAL BALANCES	£	77,259.94		
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
WSCC	Clerk's salary/NI/Pension - May 2024	BACS	23	£ 1,383.15
Coolham Village Hall	Meeting 24/6/24	BACS	24	£ 30.00
Hugo Fox Ltd	Website hosting	DD	25	£ 23.99
Vision ICT	Annual Domain renewal	BACS	26	£ 36.00
Vision ICT	Annual email boxes hosting	BACS	27	£ 24.00
Grasstex	Grounds maintenance x 8 sessions	BACS	28	£ 1,130.64
				£ 2,627.78
	Immediate Transfer S/Acc to C/Acc.			£ 2,600.00

APPENDIX B
WSSC Report
County Councillor Report for Shipley PC July 2024

Appointment of new Chief Executive

Leigh Whitehouse has recently joined West Sussex County Council as the new Chief Executive. Leigh has more than 25 years' experience in Local Government, starting his career in Finance at the London Borough of Hammersmith and Fulham. He was Deputy Chief Executive at Surrey County Council prior to joining West Sussex.

Recycling and Safety Tips

The following can be recycled in your bin at home and all items must be clean, dry and loose:

- plastic bottles (squashed with the lids replaced)
- plastic pots, tubs and trays (including fruit punnets and meat trays)
- glass bottles and jars
- paper and card
- tins, cans and foil
- cartons (squashed with the lids replaced).

Reducing your waste is also good for the environment as it saves resources, such as water and energy, and causes less environmental damage than the production and recycling of new materials. If you are hosting, either at home or out and about, ditch the disposables and opt for reusable crockery, cutlery or reusable picnic cups to save money and waste. Avoid packing homemade food in cling film or tin foil and use reusable containers instead.

Please do not dispose of small electricals such as disposable vapes and small household appliances, or batteries in either your recycling or waste bins at home. This is because they often contain hazardous materials which can start a fire when the items are crushed during the collection and sorting process. These items must be taken to the local Recycling Centre or make use of your local district or borough's free separate collection.

Each summer the West Sussex Fire and Rescue Service are called to numerous fires where the cause is attributed to disposable barbecues - usually because they have been discarded when the barbecue is too hot. If you're using a disposable barbeque this summer, please take care and remember to cover your barbecue with water and leave it to cool down for several hours.

Advice on Care Funding for Older People

If you are arranging long-term care for a relative or want expert advice on care funding, then "Carewise" can help. The care funding scheme supports people to find the most cost-effective way of paying for their long-term care whether in a residential or nursing home, or for care in their own home.

The scheme provides information, advice and access to a panel of independent care fee specialists, who are all members of the Society of Later Life Advisers, Disclosure and Barring Service (DBS) checked, and trained in adult safeguarding. The aim is to ensure people know

all their options to allow them to choose what is best for their individual situation.

To find out more and arrange a free consultation with a care fees specialist,

email: carewise@westsussex.gov.uk or telephone: 0330 222 7000

Support needed for young people in custody

West Sussex County Council is looking for volunteers to support young people aged 10 to 17 when they have been arrested and held in police custody. Volunteers should be over 19 years old, willing to commit for at least a year, able to build a good rapport with young people, be non-judgemental and good at listening. Training dates are scheduled in September.

For more information please contact volunteerunit@westsussex.gov.uk or call 03302 228686.

Carbon footprint of buildings reduced

The first phase of an ambitious project to reduce the carbon footprint of our buildings has been completed. The £8.2m programme has introduced a range of measures to make seven libraries, six fire stations, and a day centre more energy efficient and environmentally friendly.

It is estimated the work will prevent almost 200 tonnes of carbon being released into the atmosphere each year, the equivalent of travelling nearly 600,000 miles in a petrol car.

Amanda Jupp

County Councillor for Billingshurst, Itchingfield and Shipley Parishes

amanda.jupp@westsussex.gov.uk

APPENDIX C HDC REPORT – JULY 2024

Southwater Country Park Booking System – After speaking with many residents over the past year in relation to the Southwater Paddling Beach booking system and the difficulties experienced with residents being able to book a slot, especially at peak times, after many months of work aided by HDC Council Leader Martin Boffey we have agreed to remove the booking system for a trial period of 1 year. Should the trial period go without incident we will look to make this a permanent change.

A24 Hop Oast Crossing – At the beginning of June I was pleased to see that the signs that I had requested to warn drivers on the A24 of the pedestrian crossing point nearest the Hop Oast Roundabout had been installed. I understand for many a safe crossing is what is desired, and I will continue to work proactively with West Sussex County Council, Horsham District Council and the Parish Council to push towards a safe crossing from Southwater to Horsham as the permanent solution.

HDC Office Relocation – At full council on the 5th of June, HDC councillors unanimously voted across all parties to approve the move of HDC offices from Parkside where HDC is currently the tenants of West Sussex County Council to Albury House in the centre of Horsham Town, located above the former Wilko store. Having given notice to West Sussex County Council HDC intend to move into our new premises in 2025 after serving our 12-month notice period.

Overall, the move will ensure that HDC can better serve our residents by ensuring adequate space, meeting rooms and improved technology for the recording of meetings as well as the hosting of public meetings. The move overall will also save HDC money in the long term with a drastic reduction in utility bill charges. Further details on the financials of this move and the cost savings will be released in due course to which I will update Parish Councillors as and when the information becomes publicly available.

Capitol Theatre Project Update - At the end of June we completed RIBA Stage 2, which is the ‘Concept Design’ stage (the development of architectural concepts in line with the project brief and budget and production of drawings, designs and plans). I will keep the Parish Council informed as further updates come in.

Horsham’s First Pride Event – On the 28th of June Horsham District Council hosted it’s first ever ‘Pride Night’ in conjunction with Crawley LGBT CIC. The event was a roaring success with music and performances coupled with various drink and street food stalls.

Community Heroes Celebration – On the 20th of June as part of Horsham District Council’s 50th anniversary, the chairman of HDC, Cllr Nigel Emery hosted a special tea party for 50 local Community Heroes at Warnham Nature Reserve as a thank you for all their hard work and dedication to their respective communities. Without many of these generous volunteers giving up their time Horsham District would not be the same wonderful place to live in as it is, and that’s something that we thought ought to be recognised.

If any members have any questions for me or wish to seek any clarification/additional information on the contents of this report, please feel free to get in touch with me at alex.jeffery@horsham.gov.uk

Kind regards,
Cllr. Alexander Jeffery



Shingley Parish Council

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Clerk: Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR
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Website: www.shingleyparishcouncil.org.uk

The Minutes of the Planning Sub-Committee Meeting of Shingley Parish Council held on Thursday 15th August 2024 commencing 7.30pm. The meeting was held at the Andrew Hall, Shingley.

1. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr de Zoete, Cllr Huggett, Cllr Nunn, 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 Larcombe, Cllr Roggendorff, Cllr Smale 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.

- **WSCC/18/24 - Knepp Castle, West Grinstead, Horsham** - Proposed Extension of Time (variation of condition 3 of application WSCC/050/21) to enable the Approved Development to be Completed Prior to 31st December 2027;
Members voted to SUPPORT, unanimously, the application subject to the following conditions: Members were aware that the petrol/shop/fast food site adjacent to the proposed main vehicular access will be developed in the near future. The extension requested by the applicant will place significant additional transport loads on an already busy location where the A24 meets the A272. Therefore Members request that WSCC limit the time allowed for the extension and for traffic movements to cease by 31st December 2025. This will prevent the additional traffic load when the site development commences. Members would consider a longer extension to December 2026 if the Buck Barn development was delayed by the same amount of time.
- **DC/24/0824 - Goffsland Farm, Shingley Road, Southwater** - Extension to the roof of an adjoining, existing livestock building.
Members voted to SUPPORT, unanimously, the application.
- **DC/24/1125 - Bridge Farm Coolham Road, Coolham** - Change of use of land to storage of scaffolding equipment (Retrospective).
Members voted to OBJECT, unanimously, to the application on the following grounds:
- The original 2019 consent (DC 19/1271) had a condition that no sub-letting to other commercial businesses would occur. "5 Regulatory Condition: The use hereby permitted shall be used solely for the purposes of a haulage business as detailed in the application, and not for any other purpose as defined in the Town and Country Planning (Use Classes) Order 1987, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order with or without modification) without express planning consent from the Local Planning Authority first being obtained." Clearly, the scaffolding business is an additional company using the property currently.

- Over time, the site has been developed significantly and the turning of the previous wasteland into a commercial yard is overdevelopment in a rural countryside area;
- The applicant's statement suggests that only 3.5t small vehicles are used. This is not the case as much larger scaffold lorries are utilised. This causes additional unapproved HGV movements on a site that is already the subject of separate enforcement issues regarding operating hours and the number of vehicles. The proximity of the local school in a 20mph zone is of concern for highway safety as neighbours report the scaffold trucks frequently speeding through the village; and
- The additional noise and disturbance caused by these very loud scaffolding activities would be detrimental to local residents.

5. Planning Decisions.

- **PERMITTED** - DC/23/1792 - Baileys Farm, Brooks Green Road, Coolham - Erection of a business unit (Classes E and B8 Use) with associated parking. NOTE SPC voted to OBJECT to this application; and
- **WITHDRAWN** - DC/24/1006 - 9 Church Close, Shipley - Erection of a detached double garage to the side/front of the property.

6. Planning Matters – none.

7. Dates of next meetings – to be advised.

There being no further business the Chairman closed the meeting at 20:03.

Signed **Chair**

Date.....



Shingley Parish Council

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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 Tuesday 3rd September 2024 commencing 7:30 pm held at the Coolham Village Hall.

109. Attendance and Apologies for Absence.

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

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 Nunn, Cllr Roggendorff, Cllr Tuck and HDC Councillor Blackburn.

110. To receive any declarations of interests from members in respect to Items on the agenda.

The Chairman noted that Cllr Roggendorff had been absent from Council meetings over six consecutive months. This would result in his automatic disqualification to stand as a Councillor. However, he reminded Members that Cllr Roggendorff had recently recovered from surgery and that a dispensation could be offered to mitigate his absence. A two month dispensation was **AGREED** unanimously.

111. Public Session – none.

112. Approval of the draft Minutes from the last meeting held on 22nd July 2024.

The draft minutes of the Ordinary Council Meeting held on 22nd July 2024, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

113. Matters Arising from Item 112 (for information only).

- Item 77 – SID – permission received from the landowner, but a site meeting is to be agreed. The device and fixing post for the VAS have been delivered; and
- Item 101b – Planning Objections – HDC Cllr Jeffrey confirmed that should 8 or more objections be received then an application could be “called in” to Committee for decision.

114. Report from the County Councillor.

WSCC Cllr Jupp advised that:

- The new Highways Team can attend a future SPC meeting. The Chairman will contact the Highways Manager to agree suitable dates;
- The footpath/bridleway issues at Boars Lane had been resolved;
- The flooding issues in Smithers Hill Lane (by Pannets) will be reviewed with the Chairman;
- A Riparian Officer has been appointed recently by WSCC. The officer will liaise with parish councils and landowners; and
- The recent Knepp planning application to extend the time for land restoration will be determined by WSCC in early October.

115. Report from District Councillors.

HDC Cllr Jeffrey referred to his report, circulated previously (attached at Appendix A. He also advised that

- A Jobs Fair will be held on 21st September 2024; and
- The LEAP small business grant application process has opened.

The Chairman referred to several request across the parish to install additional dog bins/ HDC Cllr Jeffrey agreed to arrange for the relevant HDC officers to undertake site visits to assess suitability.

116. Planning.

a) Applications – none.

b) Planning Matters.

- Cllr Emrich advised that a large scale housing development application at Bucks Barn could be put before HDC. HDC Cllr Jeffrey suggested that the strategic sites already identified in the new Local Plan would remain; and
- The Chairman advised that the planning applications in regard to Prestige Packing Solutions, Bridge Farm Road, Coolham will be determined by HDC in October

c) Planning decisions.

- **WITHDRAWN** – DC/24/1006 - 9 Church Close, Shipley - Erection of a detached double garage to the side/front of the property
- **PERMITTED** – DC/23/1792 - Baileys Farm, Brooks Green Road, Coolham - Erection of a business unit (Classes E and B8 Use) with associated parking. **NOTE** – SPC objected to this decision.

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

- The Chairman advised that he had received multiple requests for the parish to cut back overgrown vegetation across the parish. He referred to the overgrown footpath at Abraham's Well and will ask the landowner to cut it back;
- Cllr Woodage reported another damaged rail in the post and rail fencing at the Coolham playing fields. The Clerk was asked to add this to the list of repairs;
- The Chairman and Cllr Woodage will fit the Brooks Green Road SID in the following weeks;
- The Chairman and Cllr Emrich will arrange for the vegetation to be cut back on the A283 junction with Pound Lane in order that the soon to fitted Vehicle Activated Sign can be installed;
- The Chairman suggested that the parish agree a request to purchase 20mph stickers for the 46 houses in Coolham in the 20mph zone. This was **AGREED** and the Clerk was asked to purchase them; and
- Cllr Emrich advised that the Knepp Estate would agree to maintain the proposed winter car park adjacent to Kings Platt. It is hoped that the Andrew Hall Trustees and Church will make donations to allow a hard standing and matting to be installed. SPC had agreed, in principle, to contribute £2,500 to the project.

118. WSALC/HALC – meeting cancelled.

119. Climate and Environment - Cllr Emrich advised the Greener Shipley Open Day is planned for 14th September 2024 and asked that Members let Cllr Tuck know if they are attending.

120. Finances.

- a) **Q1 variance report** – the report, attached at Appendix B, was noted.
- b) **Approve the September payments** – the payments were **AGREED**. The report is attached at Appendix C.

121. Shipley Community.

The Chairman advised that the Scouts had made a successful £5,000 grant application to HDC. WSCC Cllr Jupp advised that the Trustees had been unable to install solar panels onto the Andrew Hall as it was a listed building in a conservation area.

122. Dates of next meetings.

- The next **Ordinary Parish Meeting** will be held on Monday 14th October 2024 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 20:37.

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 – HDC REPORT

Parish Council Update – September 2024

Prestige Packing Solutions, Bridge Farm Road, Coolham

There is still no date yet set for the planning applications submitted by Prestige to be heard at planning committee. A site visit has been made by the planning officer assigned these applications. I have made numerous attempts to contact the planning officer via both email and telephone but to no avail. I have now written to the head of Development and Building Control to ascertain whether after the site visit was completed whether planning officers will be minded to recommend approval or refusal of each planning application. I will continue to push the planning department for answers and will update parish councillors accordingly.

The Capitol Refurbishment Project Update

RIBA Stage 2 is complete and the associated Executive Summary has been added to the SharePoint site for reference. A complete report has also been left in the Members Room.

We have now started RIBA Stage 3 – Spatial Coordination. In this phase our architect and engineers will collaborate to refine the design to ensure that all elements are perfectly aligned; in simple terms they need to make sure that what looks good on paper also works in reality.

The vital aspects of this stage are planning permission, adherence to building regulations, conservation considerations and sustainability. We will be submitting a pre planning application in the next couple of weeks with a formal planning application being worked up with submission scheduled for 1 November. Considerations for planning are the glass atrium and associated shading options, reconfiguration of the entrance/front, installation of Air Source Heat Pumps and a small extension on the 2nd floor to accommodate additional toilet provision.

Recycling & Waste Update

Our Recycling and Waste crews have been victims of three accidents since the end of May. We have video cameras on our vehicles and so can say with certainty that in each of the cases our crews had been operating as they should have been.

The first accident was the worst. Mark Beer is out of intensive care and has now been moved to a ward in Worthing hospital. He is continuing to improve, but it will be a long journey for him. We are continuing to stay in touch with his wife, Linda, and will continue to offer whatever support we can. The other two crew members from that day are still signed off sick, although we are hopeful that they will be back to work soon. One recent piece of sad news is that the driver who hit the crew has passed away. He had another accident two days after hitting our crew and was diagnosed with a brain tumour.

The second incident occurred on the A272 in Cowfold. A van ran into the back of one of our vehicles. This was despite the driver knowing the vehicle was there, as he was waiting behind it in traffic, followed it, but then just drove into the back of it when it stopped for a collection. Fortunately, our loader was at the side of the vehicle at the time collecting a bin. The Police are still investigating this case.

The third was in Friday Street, Warnham. An 87 year old lady decided she couldn't wait for our crews to do their job and mounted the kerb to pass the vehicle. She hit one of the crew. Fortunately, it was at low speed and our loader escaped with just a ripped pair of trousers. The Police won't be taking any action against the driver.

Although in all three cases we were operating as we should, the team is working with our Health and Safety Advisor to review working methods and route specific risk assessments.

We have also recently had two fires in vehicles as a result of people putting lithium batteries into their bins. One was caused by a laptop and one by a mobile phone. In both cases our crews dumped the load onto the road to avoid a vehicle fire, which of course causes disruption for residents, impacts on our ability to empty bins and diverts street cleaning resources to lift the waste that has been dumped onto the road. We have had some positive local media coverage on our calls for people to dispose of lithium batteries properly and also in highlighting the impact of bad driving on waste crews.

Dog Waste Bins

HDC have carried out a review of our dog bin rounds. We asked you for feedback on our current dog bins and have collected the responses in order to ascertain whether we can add capacity to our rounds. This would mean purchasing an additional vehicle and employing an additional driver.

In order to manage our resources, we work to a set of criteria of where bins can be placed; dog bins are only installed on public open spaces owned by HDC. Other open spaces on public land can be considered if there is a need (we conduct a survey to ascertain if there is a need). A dog bin must be no more than 30 metres from where our van can park, this is due to Health and Safety (manual handling) and must be at least 25 metres away from any private housing due to the smell that can be generated in summer. We don't service cycle paths, footpaths or bridleways with dog bins because these are managed by WSCC.

After a review with our Cabinet Member, Jay Mercer and his deputy Nick Grant, it was apparent that there is not enough need to add an additional round in view of the extra costs which would be incurred. We have agreed to put some additional dog bins in where there was found to be a need but the majority of requests were either on private land, did not meet our criteria or were simply not required.

If any councillors have any questions/queries in relation to any of the above please feel free to get in touch with me via the details below:

E: alex.jeffery@horsham.gov.uk

Tel: 07751 633398

Cllr. Alex Jeffery

APPENDIX B – Q1 VARIANCE REPORT

Report to:	Shingley Parish Council
Report on:	Quarter 1 – 2024/25 Budget Report and Material Variances
Report by:	Clerk

Summary

The Shingley 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 June 2024** are listed below.

3. Recommendations

No further earmarking of reserves required.

Paul Richards

Clerk and Responsible Finance Officer to Shingley Parish Council

3rd September 2024

EXPENDITURE	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Clerks Salary/Staff Cover	£ 3,627.04	£ 4,160.72	-£ 533.68	-14.7%	Included below
Clerks Pension and NI	£ 896.81	£ -	£ 896.81	100.0%	Included in above
Overtime Allowance	£ -	£ -	£ -	0.0%	
Payroll Costs	£ 73.98	£ -	£ 73.98	100.0%	Invoice expected Q2
Telephone/Internet	£ 30.00	£ 50.00	-£ 20.00	-66.7%	Not material
Travel - mileage	£ 150.00	£ -	£ 150.00	100.0%	No spend
Postage	£ 12.47	£ -	£ 12.47	100.0%	No spend
Stationery	£ 87.47	£ -	£ 87.47	100.0%	No spend
Heat & Light	£ -	£ -	£ -	0.0%	
Office Equipment	£ 124.97	£ 112.90	£ 12.07	9.7%	Not material
Rent of Halls	£ 112.50	£ 76.00	£ 36.50	32.4%	Underspend
Playground Report	£ -	£ -	£ -	0.0%	
Insurance	£ 1,200.00	£ 1,232.29	-£ 32.29	-2.7%	Not material
Subscriptions	£ 137.50	£ 504.07	-£ 366.57	-266.6%	Invoice expected Q2
Audit	£ -	£ 197.55	-£ 197.55	-100.0%	Invoice expected Q2
Chairman's Allowance	£ 250.00	£ 432.65	-£ 182.65	-73.1%	2023/24 paid this year
Training Allowance	£ 125.00	£ 200.00	-£ 75.00	-60.0%	Additional - Chair
Councillors Allowance	£ -	£ -	£ -	0.0%	
Emergency Reserve	£ -	£ -	£ -	0.0%	
Community Donations	£ 212.50	£ 500.00	-£ 287.50	-135.3%	Additional paymernt to Scouts
Mowing & Hedge Trim	£ 1,000.00	£ -	£ 1,000.00	100.0%	Invoice expected Q2
Play area	£ 375.00	£ -	£ 375.00	100.0%	Invoice expected Q2
Playing Field & Pavilion	£ 587.50	£ -	£ 587.50	100.0%	Invoice expected Q2
Parish Maintenance and Improvement	£ 1,562.50	£ 31.72	£ 1,530.78	98.0%	Underspend
Bus Shelter Clean up	£ -	£ -	£ -	0.0%	
Website Hosting	£ 114.00	£ 59.97	£ 54.03	47.4%	Underspend
Defibrilator	£ -	£ -	£ -	0.0%	
VAT outlay - may not be used	£ -	£ -	£ -	0.0%	
TOTAL EXPENDITURE	£ 10,679.24	£ 7,557.87	£ 3,121.37	29.2%	
INCOME	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Precept	£ 18,910.66	£ 18,910.66	£ -	0.0%	
Interest	£ 150.00	£ 207.40	£ 57.40	38.3%	More than budget
Cleansing Grant	£ 150.00	£ 187.11	£ 37.11	24.7%	More than budget
VAT reclaim	£ -	£ 3,360.47	£ 3,360.47	0.0%	
Other Income	£ -	£ -	£ -	0.0%	
	£ 19,210.66	£ 22,665.64	£ 3,454.98	18.0%	

APPENDIX C – PAYMENTS

Income since last meeting	Amount			
Bank Interest	£ 68.98			
TOTAL INCOME	£ 68.98			
Funds Transferred since last meeting	Amount			
S/Acc. To C/Acc.	£ 2,600.00			
BALANCES ON ACCOUNT	Amount			
Current Account (Treasurers)	£ 1,399.07	30 August 2024		
Deposit Account (Bus Bank)	£ 67,341.71	30 August 2024		
Investment Acc. (NSI)	£ 5,387.65			
TOTAL BALANCES	£ 74,128.43			
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
Road signs Diret	6m SID pole	BACS	29	£ 123.60
				£ 123.60
To approve and pay after this Meeting	Invoiced Services	Payment Type	Folio	Amount
Paul Richards	Mileage	BACS	30	£ 100.80
Paul Richards	Phone charges £10 pcm x 6 months	BACS	31	£ 60.00
Hugo Fox	Website hosting August 2024	DD	32	£ 23.99
Andrew Hall	Hall hire - 22nd July 2024	BACS	33	£ 26.00
Andrew Hall	Hall hire - 14th Sept 2024	BACS	34	£ 39.00
WSCC	Clerk's salary - July 2024	BACS	35	£ 1,383.15
				£ 1,756.54
	Immediate Transfer S/Acc to C/Acc.			£ 1,750.00



Shingley Parish Council

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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 Planning Sub-Committee Meeting of Shingley Parish Council held on Thursday 3rd October 2024 commencing 7.30pm. The meeting was held at the Andrew Hall, Shingley.

1. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Huggett, Cllr Emrich, Cllr Larcombe, Cllr Nunn, Cllr Tuck and Cllr Wright.

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

Apologies: Apologies were accepted from Cllr de Zoete, Cllr Smale and Cllr Woodage.

2. To receive any declarations of interests from members in respect to Items on the agenda.

Cllr Emrich declared an interest in planning application DC/24/1289 and would leave the room when this item would be discussed.

3. Public Session.

- A resident spoke to object to planning application DC/24/1051. He advised that Sproutes Lane is a single track narrow road with no established passing places. Over the past few years, the residents had put up with a growing number of vehicles and horsebox trailers coming up and down the narrow lane to the site. This has led to an increase in noise and air pollution. It has also disturbed the quiet, rural nature of the location. Whereas he acknowledged that there had always been an equestrian facility at the site, the development of a non-approved commercial business had caused an increase in traffic often queuing out onto the B2129. He noted that the application lacked a traffic management plan and any restrictions on opening hours;
- A resident spoke to object to planning application DC/24/1051 and agreed with all points raised by the previous resident; and
- The agent for application DC/24/1289 presented their proposal advising that at the recent public exhibition, 73% of those completing a questionnaire had positive feedback on the proposals.

4. Planning Applications.

- **DC/24/1289 - Land To The South of Hartsgravel Wood, Shingley Road, Southwater** - Proposed construction, operation and maintenance of a Battery Storage Energy System (BESS) with associated Infrastructure and works including highway access, landscaping and bio-diversity enhancements.

19:41- Cllr Emrich leaves the room

- Cllr Tuck referred to the 20% uplift in biodiversity statement and how would this be guaranteed. The applicant's agent advised that this would form part of any planning conditions if the application was successful;
- Cllr Tuck questioned the redacted section in the ecological report. The agent advised that this section referred to badgers and that HDC had a policy to redact such information;
- Cllr Tuck referred to the proposed Community Benefit Scheme and asked who would manage this. The agent suggested that a management committee comprising HDC, SPC, the Knepp

estate and other local stakeholders would manage the fund via the Sussex Community Foundation. The fund would be Shipley centric;

- Cllr Tuck noted requests from other parish councils to allocate funds to their community hence reducing the amount of funds available to SPC. The agent confirmed that the allocation of funds would be prioritised in favour of SPC;
- Cllr Nunn asked why white containers were proposed rather than green ones. She understood that the white containers might be more efficient, but the green ones would blend in better to the rural landscape. The agent advised that this aspect could be reviewed at the formal design stage and noted her concerns. He did, however, advise that the green containers did absorb more heat and that the white ones could be safer;
- Cllr Nunn asked for an explanation relating to the 20% uplift in biodiversity claimed in the ecological report. The agent referred to their calculations that looked at the land's current use (agricultural) and that a net benefit would be achieved when this land was converted to increase biodiversity;
- Cllr Payne asked if the £2m community benefit fund would be index linked. The agent confirmed the fund would be index linked via RPI;
- Cllr Payne suggested that the proposed scheme lacked sufficient tree screening at the northern end of the site. During the winter months, the site would be plainly visible even with additional tree planting. The agent advised that their landscaping design did incorporate a winter view but would review this suggestion;
- The Chairman proposed that SPC support the application but with conditions (a) the use of green containers rather than white to ensure the site blends into the landscape and (b) improved tree screening to hide the site from view on the Shipley Road.
- **VOTES:** 3 x support, 2 x Object and 1 x neutral (Cllr Emrich could not vote)
- **DC/24/1051 - Goringlee, Sproutes Lane, Coolham** - Erection of 2No. dwellings. Use of land and buildings for Equestrian uses including: Personal livery and training of competition and other horses, commercial livery, pony club branch headquarters and associated equestrian activities and commercial riding tuition (Retrospective) (Lawful Development Certificate - Proposed).

19:56- Cllr Emrich enters the room

- Members noted that the 2019 application imposed conditions prohibiting commercial operations. They also noted the very wide-ranging list of services and facilities contained in just one application. On balance, they felt that this one application was trying to make up for an unapproved business that had developed without permission over the previous years. They recommended that HDC request the application separate the proposal into the various domestic and commercial undertakings.;
- Members noted resident concerns relating to traffic and agreed that Sproutes Lane was too narrow for the proposed commercial operation;
- **VOTES: 5 x Object and 2 neutral on the basis that** (a) it was an overdevelopment of a rural site that had a previous application condition prohibiting commercial use (b) insufficient evidence had been presented to support the commercial activity on the site (c) the access road is too narrow for commercial operations and (d) the application mixes both domestic and commercial aspects and the proposals should be split with separate applications made.
- **DC/24/1147 - Bridge Farm, Coolham Road, Coolham** - Installation of 10No. lights on existing building (Retrospective)
 - Members noted the previous application prohibited the use of external lights and the applicant had ignored the imposed planning condition and installed lights in flagrant disregard to the planning conditions;
 - Members noted the impact of the "dark skies" environment with the resultant light pollution caused by these unapproved lights;
 - Members discounted the applicant's statement that the lights were switched off after 6:30pm. Considerable evidence had been gathered to support 24 hour operation on the site with lights illuminated all night.
 - **VOTES: members voted, unanimously to OBJECT to the application**

- **DC/24/1273 - Orchard Farm, Emms Lane, Brooks Green** - Change of use of former packing station from agriculture to commercial storage (Class B8) together with associated alterations and parking (Retrospective)
Members voted unanimously to SUPPORT the application but would ask that the applicant does not direct traffic through Coolham.
- **DC/24/1380 - Hardings, Brooks Green Road, Coolham** - Installation of a ground mount solar array located near the western edge of the property.
- **Members voted unanimously to SUPPORT the application.**

5. Planning Decisions.

- **PERMITTED** – DC/24/0824 - Goffsland Farm, Shipley Road, Southwater - Extension to the roof of an adjoining, existing livestock building.

6. Planning Matters – deferred to the next meeting to be held on 14th October 2024.

7. Dates of next meetings – to be advised.

There being no further business the Chairman closed the meeting at 20:59

Signed **Chair**

Date.....



Shipley Parish Council

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The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Monday 14th October 2024 commencing 7:30 pm held at the Andrew Hall, Shipley.

123. Attendance and Apologies for Absence.

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

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

Apologies: Apologies were accepted from Cllr de Zoete and Cllr Smale.

124. To receive any declarations of interests from members in respect to Items on the agenda.

The Chairman advised that Cllr Emrich would like to discuss a recent planning application and ask that the SPC comments be reviewed. Having sought advice from the Clerk, he noted that the decision regarding that application had been made. The Clerk had advised that minutes of that meeting had been signed and were now in the public record. Accordingly, that decision cannot be reviewed until six months pass (Standing Order 7.1). Standing Orders do allow for a dispensation (13.1) but the proper notice had not been served. Cllr Emrich asked if he could make a statement on the application. The Clerk advised that he could not as he had an interest in this matter and that it was not on the agenda to be discussed. As a result Cllr Emrich said he had decided to leave the meeting and exited at 7.33pm.

125. Public Session.

- A Trustee of the Andrew Hall commented on recent SPC discussions related to grants being provided to maintain the occasional overflow car park on a field owned by the Knepp estate adjacent to Kings Platt. He noted the parish council might consider a donation to maintain this overflow car park but advised that it would be unlikely that the Andrew Hall Trustees would approve such a grant. He reminded Members of the Hall's prime mission to provide educational advancement and that the Hall itself did not attract great numbers that would require an overflow car park. He noted a recent funeral attracted over 300 attendees requiring the overflow car park to be opened. However, he suggested that this was a matter for the Church to resolve and not the Hall.

19:39 Cllr Tuck joins the meeting

The Chairman updated the Trustee on the current situation. Cllr Nunn advised that the Church may grant a donation of £5,000 to maintain the overflow car park. A resident reminded Members that, in the past, hay and woodchips distributed at the car park entrance had proved sufficient and she did not see why a more permanent solution was needed. She recommended the trial use of wood chippings and hay for a one year period to reduce any potential cost. Cllr

Payne noted that this issue had the potential to cause friction but reminded all present that this was a matter for the Knepp Estate to resolve.

- A Coolham resident thanked the Members for their efforts in reducing the speed limit through the village and the use of SIDs to slow down the traffic. She and other residents had observed a notable reduction in speeding vehicles. However, she was concerned by the lack of visible 20mph signs and SIDs on the northbound exit of the crossroads towards Brooks Green. The Chairman reported that a SID had been purchased for that part of the road, however, a WSCC Highways review showed that there was adequate speed limit signage in place. He reminded Coolham residents of the local Speedwatch team that needed more volunteers to make the scheme effective. The resident agreed to contact the Clerk to obtain more details.

126. Approval of the draft Minutes from the last ordinary meeting held on 3rd September 2024 and the Planning Committee meeting held on 3rd October 2024.

The draft minutes of the Ordinary Council Meeting held on 3rd September 2024 and the Planning Committee meeting held on 3rd October 2024, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

127. Matters Arising from Item 126 (for information only).

- Item 77 – SID – permission received from the landowner, but a site meeting is to be agreed. The device and fixing post for the VAS have been delivered;
- Item 114 - New Highways team – The Chairman reminded WSCC Cllr Jupp that the Highways Team are welcome to attend SPC meetings; and
- Item 119 – Resident Survey - Cllr Nunn asked the Clerk to print 50 hardcopies.

128. Report from the County Councillor.

WSCC Cllr Jupp provided an update, circulated previously, that is attached at Appendix A. She also advised that the bridge on the footpath adjacent to Kings Land had been damaged. The footpath is closed, and it awaits a bridge replacement.

129. Report from District Councillors.

HDC Cllr Jeffrey referred to his report, circulated previously (attached at Appendix B). HDC Cllr Blackburn also added that a Warmer Homes grant is available. She will send the link to the Clerk.

130. Planning

a) Applications.

- **DC/24/1206 - 9 Church Close, Shipley** - Erection of a detached double garage to the side/front of the property.
Members voted, unanimously, the SUPPORT the application.
- **DC/24/1486 - Land Parcel at Thornhill Stables, Billingshurst Road, Coolham** - Construction of a two storey four bedroom barn style dwelling.
Members voted to OBJECT to the application. Votes: Object 5, Neutral 1, Support 1.
Members noted the application conflicts with many policies contained within the Shipley PC Neighbourhood Plan including (a) outside the built-up area boundary (b) not affordable housing (c) design statement. The Members also objected to the overdevelopment of a very narrow strip of land where it is proposed to site a 12m house sat on just 20m of width of land. Members also requested that the HDC Arboricultural Officer review the landscaping aspects of the application as concerns were made about the possible removal of three oak trees.

b) Planning Matters.

- Cllr Nunn asked if the suggested major housing development adjacent to Buck Barn crossroads was a new application. The Chairman advised that no formal notification of a planning application had been received to date; and
- Cllr Tuck referred to the excellent planning online training session hosted by HDC. She recommended that all Members take the training and asked the Clerk to forward a link to the TPO mapping tool used by HDC;

c) Planning decisions – none.

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

Cllr Huggett asked when the new bench for Coolham Playing field would be installed. Cllr Woodage advised that it would be installed later that week.

132. WSALC/HALC – no update.

133. Climate and Environment – Cllr Tuck provided an update that included:

- HDC’s thermal imaging camera can now be made available for homeowners. Requests to use the device (to be operated by Cllr Tuck) can now be made via the Clerk;
- The OnePlanet mind map system was demonstrated showing 10 linked objectives mapped against agreed outcomes. Some actions are now complete, and the system can now link up mind maps to HDC and other neighbouring parishes. The SDNPA are also using the system. The Chairman asked the Clerk and Cllr Tuck to publish the results to the SPC website; and
- The Chairman asked if “green” grants could be used to fund replacing the aging junior playground equipment at Coolham i.e. from sustainable materials and environmentally friendly. HDC Cllr Blackburn agreed to investigate the availability of such grants

134. Finances.

- a) **Approve the October payments** – the payments were **AGREED**. The report is attached at Appendix C. The Chairman reminded the Clerk to provide an update on ethical banking.
- b) **Budget 2025/26 preparation** – the Clerk advised on the budget process and the timing of the precept request.

135. Shipley Community.

- Cllr Nunn reported that the Church continues to actively fund raise given the recent structural survey that uncovered substantial issues relating to cracked masonry in various locations; and
- Cllr Larcombe advised that the History Society’s AGM would be held on 28th November 2024. A full peel run of the Church Bells will take place over 3 hours on 25th January 2024.

136. Dates of next meetings.

- The next **Ordinary Parish Meeting** will be held on Monday 18th November 2024 commencing **7:30pm** at the Coolham Village Hall; 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 20:59.

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

County Councillor Report – October 2024

Horsham Fire Station, Hurst Road, Horsham

The decision has been made by the Cabinet Member for Finance and Property at WSCC, to dispose of the freehold of Horsham Fire Station in Hurst Road, Horsham.

WSCC On Street Parking

The on-street parking charges for 2024/25 have been reviewed which includes all parking permits, parking bay suspensions and pay and display areas and the decision has been made by the Cabinet Member for Highways and Transport to freeze these charges for the next year.

Highways

The Assistant Director Highways, Transport and Planning has approved the award of a contract which has a value of over £4.2m to Eurovia Infrastructure Ltd to deliver the Carriageway Surface Dressing Programme during the 2025-26 financial year.

Digital Switchover from Analogue - Information Events

West Sussex County Council Libraries, in partnership with Neighbourhood Watch and the BT Group, are hosting drop-in events to help residents understand the Digital Switchover. By 2027, all telephone providers will switch from analogue landlines to fibre, which may affect mobile devices and landline use during power cuts. Volunteers and experts will be available to explain the changes and offer advice on online safety. Drop-in sessions will run from October to November in various libraries. No booking is required, so feel free to attend and learn how to stay informed and connected. These are informal drop-in sessions, no need to book.

Billingshurst Library: Wednesday 30 October, 10.00 am - 12.30 pm

Rustington Library: Tuesday 5 November, 10.00 am - 12 noon

Littlehampton Library: Tuesday 5 November, 2.00 pm - 4.00 pm

Burgess Hill Library: Friday 8 November, 10.30 am - 1.00 pm

Midhurst Library: Monday 11 November, 10.00 am - 1.00 pm

Steyning Library: Wednesday 20 November, 10.30 am - 1.00 pm

West Sussex Water Summit

A second water summit was held on 3 October in Chichester, chaired by the Leader of West Sussex County Council and attended by representatives from the district and borough councils, Southern Water, the Environment Agency, Portsmouth Water and Defra, who provided updates on water neutrality, nitrates neutrality, coastal issues and flooding. Partnership working is well underway and I will keep you updated on further information when it is available.

WSCC Budget 2025/26

Officers are currently working on the County Council budget for 2025/26 and as you can imagine there are a number of unknowns such as what uplift, if any, will be forthcoming in the Government grant due to be announced towards the end of December which may include what we will be allowed to charge on Council tax. Currently the assumption is that we will be able to charge, as in recent years, 2.99% for general tax with a 1.99% for Adult Social Care. There is currently an overspend in adults and children's social services due to high demand, particularly for those with complex needs. The National Living Wage increased by 9.8% on 1st April from £10.42 per hour to £11.44 per hour and may increase again in the upcoming Government budget at the end of October which will put even more pressure on care provider services. Since the NLW was introduced in 2016/17, the County Council has always allocated additional funding into the adults budget to enable the fees that we pay for care to increase appropriately. This has resulted in average uplifts of 8% and 9% respectively in the last two financial years. However, the rise in the NLW for 2024/25 is higher than forecast. The budget will come to the February meeting of the County Council for adoption.

Amanda Jupp amanda.jupp@westsussex.gov.uk

APPENDIX B – HDC REPORT

Parish Council Update – October 2024

Prestige Bridge Farm Applications:

DC/23/1151 - Demolition of an agricultural building and the erection of two dwellings

I am pleased to report that the appeal lodged by the applicants to erect two dwellings on the site of the former Coolham Airfield has been dismissed by the planning inspector, with Shipley Policy HD3 a key factor in the outcome of this appeal. This will be a weight off the minds of many local residents who were concerned that had this appeal been successful that this would have set a precedent for further housebuilding on-site in the future.

DC/24/0859 - Variation of Conditions 7 and 8 of planning approval DC/19/1271

(Redevelopment of existing haulage yard to include replacement of existing building for storage and office purposes, resurfacing and expansion of yard area for the parking of distribution vehicles and alterations to the existing access) to allow day drivers to arrive on site from 6am and for 3 no. HGVs to return to site from 5am.

The HDC planning team have refused Prestige's retrospective application for 24/7 use of the site. This is a massive win for residents rightly concerned that a site and road already unsuitable for heavy HGV traffic. Thank you to all residents who submitted comments to the planning team, all comments are taken into consideration when making a decision, I have no doubt this would have been the main contributing factor in ensuring this application was refused.

DC/24/1125 - Change of use of land to storage of scaffolding equipment (Retrospective)

The retrospective application for the addition of a scaffolding business at the site is due to come before the Planning North committee on **Tuesday 5th November**. A condition on the original application when the site was first granted permission back in 2019 states that:

Regulatory Condition: The use hereby permitted shall be used solely for the purposes of a haulage business as detailed in the application, and not for any other purpose as defined in the Town and Country Planning (Use Classes) Order 1987, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order with or without modification without express planning consent from the Local Planning Authority first being obtained.

However, upon querying this with planning officers, it appears that the scaffolding storage site is outside of the boundary in which this condition applies, a serious oversight made when granting permission for this site originally. Despite removing myself from the Planning Committee for the municipal year, I will register to speak on behalf of residents as part of efforts to provide the full facts to members of the committee when making a decision.

Horsham Park wins gold for Best Large Park

We are delighted to announce that Horsham Park has been awarded a gold for Best Large Park at the recent South and South East in Bloom awards ceremony held at RHS Wisley. This accolade recognises the Park's exceptional community engagement, high standards of maintenance and commitment to sustainable practices, amongst many other criteria.

The Park has been entered into the competition by the Friends of Horsham Park for the past four years, and over that time, the standard of award has risen from silver, through silver gilt, to gold. Judging occurred at the end of June and was carried out by a judge who had visited two years prior. They were able to see the big improvements that have been made around the Park in that time, which enabled them to award a gold.

One of the notable projects that the judge favoured was the refurbishment of the pond, with the much-improved accessibility, the addition of new planting and wildflower turf, and the new fencing with entrances for hedgehogs.

The big improvements to the entrance opposite the train station were also noted, which have included removing the invasive bamboo, the creation of two new wildlife-friendly flower beds and the installation of a new bench in the shade.

The success of the Park has been a combined effort from our dedicated HDC Parks & Countryside team, the hard working and creative Friends of Horsham Park, the Horsham Denne Neighbourhood Council, and a huge number of volunteer groups and private companies fulfilling their corporate social responsibility remits.

Wilder Horsham District Initiative

At a Horsham District Council Cabinet meeting on 25 September, the cabinet looked to agree an extension to its five-year Wilder Horsham District initiative.

The Wilder Horsham District project, delivered by a unique partnership between Horsham District Council and Sussex Wildlife Trust, was created in 2020 and is currently celebrating four years of supporting nature recovery and biodiversity in the Horsham District. Over this time, it has delivered several major achievements which include:

- Supporting landowners to create and improve habitats, establishing more natural grazing, building habitat links, and introducing flood management measures.
- Delivering support to parish councils and community groups through workshops, site visits, habitat management training and more.
- Giving funding to support projects through the Nature Recovery Award, all contributing towards the creation of a Nature Recovery Network in Horsham District.

Collaboration on affordable rural housing

Horsham District Council is partnering with key stakeholders aiming to bring forward more affordable homes in rural communities.

The Sussex Rural Affordable Housing Partnership (SRAHP) includes representatives from South Downs National Park Authority, Wealden, Rother, Chichester, Horsham, Lewes, Mid Sussex and Arun Local Authorities, Homes England, East Sussex Association of Local Councils, West Sussex Association of Local Councils and Registered Providers.

SRAHP will act as a forum for the discussion of key rural housing issues, sharing good practice and innovation and delving into the specific local issues and the broader themes affecting the delivery of rural affordable housing in Sussex. The partnership will support the objectives of work already being carried out by Action in rural Sussex.

If members have any questions for me in regard to any of the above please contact me.

Tel: 07751 633398

E: alex.jeffery@horsham.gov.uk

Kind regards,

Cllr Alex Jeffery

Horsham District Councillor for the Southwater South & Shipley Ward

APPENDIX C – PAYMENTS

Payments October 2024					
Income since last meeting	Amount				
Bank Interest	£ 57.59				
HDC Cleanising Grant	£ 187.11				
HDC - second Precept payment	£ 18,910.66				
TOTAL INCOME	£ 19,155.36				
Funds Transferred since last meeting	Amount				
Deposit Account to Current Account	£ 1,750.00				
BALANCES ON ACCOUNT	Amount				
Current Account (Treasurers)	£ 389.13	30 September 2024			
Deposit Account (Bus Bank)	£ 84,747.07	30 September 2024			
Investment Acc. (NSI)	£ 5,387.65				
TOTAL BALANCES	£ 90,523.85				
EARMARKED RESERVES	Amount				
Coolham Airfield Memorial	£ 733.00				
Replacement play equipment - reserve fund	£ 6,000.00				
Finger Posts	£ 1,700.00				
Bridleway Improvement	£ 600.00				
Parish maintenance - inc Ash Die back, H&WB	£ 4,733.00	£767 deducted - see below			
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	£ 39,675.00				
PAID SINCE LAST MEETING TO BE APPROVED	Invoiced Services	Payment Type	Folio	Amount	
Garland Fencing	Materials for Coolham field repairs	BACS	37	£ 767.00	
Hugo Fox	Website hosting Sept 2024	DD	38	£ 23.99	
				£ 790.99	
To approve and pay after this Meeting	Invoiced Services	Payment Type	Folio	Amount	
Coolham Village Hall	Hall hire 3/9/24	BACS	39	£ 30.00	
WSCC	Clerk's salary Sept 2024	BACS	40	£ 1,383.15	
Grasstex	Grounds maintenance July/Aug/Sept	BACS	41	£ 898.32	
Moore	External audit fee	BACS	42	£ 252.00	
Andrew Hall	Hall hire 15/8/24	BACS	43	£ 26.00	
Knepp Swallows Ltd	Greener Shipley event catering	BACS	44	£ 400.00	
WSCC	Clerk's salary August 2024	BACS	45	£ 1,383.15	
Hugo Fox	Website hosting October 2024	DD	46	£ 23.99	
HDC	Litter bin emptying to March 2024	BACS	47	£ 81.90	
Paul Richards	Defib battery and pads	BACS	48	£ 339.54	
				£ 5,609.04	
	Immediate Transfer S/Acc to C/Acc.			£ 5,500.00	



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 18th November 2024 commencing 7:30 pm held at the Coolham Village Hall.

137. Attendance and Apologies for Absence.

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

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

Apologies: Apologies were accepted from Cllr Smale.

138. To receive any declarations of interests from members in respect to Items on the agenda.

Cllr Emrich declared an interest in planning application DC/24/1289. In accordance with SPC Standing Orders he agreed to leave the room when this matter would be discussed and would not vote on it.

139. Public Session.

A resident objected to planning application DC/24/1602. He suggested that the requested variation could establish a permanence of residence in the future and that the long term booking proposals would be excessive. Large groups could also be permitted if this variation was accepted creating excessive noise and disturbance to those nearby residents.

140. Approval of the draft Minutes from the last ordinary meeting held on 14th October 2024.

Following the correction of a typographical error, the draft minutes of the Ordinary Council Meeting held on 14th October 2024, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

141. Matters Arising from Item 140 (for information only).

- Item 77 – SID – no further update;
- Item 128 - Digital Switch – awaiting copy;
- Item 133 – OnePlanet Mind map – further review needed before publication; and
- Item 133 – Eco grants – no update.

142. Report from the County Councillor.

WSCC Cllr Jupp provided an update, circulated previously, that is attached at Appendix A. She also advised that:

- The Digital switchover is planned for January 2027. The Clerk agreed to post the details onto the SPC website;
- The bridleway to Kings Land in Shingley remained closed due to a broken bridge. She thanked Cllr Emrich and the Knepp estate for providing an alternate footpath route so quickly.

Regrettably, this footpath cannot be used as a bridleway. The bridge replacement request will be submitted for the 2025/26 capital programme meaning work could take place in the summer of 2026. Cllr de Zoete agreed to check that the “Footpath Closed” signs on Countryman Lane were still visible;

- The lack of visible white lines at the junction of Smithers Hill Lane and Countryman Lane had been escalated to the WSCC Highways Director; and
- A meeting will be arranged with the WSCC Highways manager to visit the parish to review local issues with the Chairman and others.

143. Report from District Councillors.

HDC Cllr Jeffrey referred to his report, circulated previously (attached at Appendix B). He referred to the alleged misleading traffic details submitted with the latest Bridge Farm planning variation applications. He would send the relevant information to WSCC Cllr Jupp who agreed to discuss this matter with the WSCC Highways Director.

144. Planning

a) Applications.

- **DC/24/1602 - Nightingale Farm, Sincox Lane, Shipley** - Variation of condition 9 of previously approved application DC/20/2046 (Retrospective application for the Change of use of the land to create a glamping site) to allow longer occupancy duration.

Members voted unanimously to OBJECT to the application.

The extension of both time and duration conflicts with Policy 33 of the HDPF and would cause material planning concerns raised by local residents regarding noise and disturbance. There was concern from members that the application could seek to establish a permanence of residence that could be used later as a precedent for an application for a certificate of lawfulness or regularisation for permanent dwellings. If the planning officer is minded to approve the application, then it is requested that a similar cap is placed on the total duration of stay per annum, eg 6 or 8 weeks instead of 4 to accommodate the applicants concerns but guard against members concerns in turn.

- **DC/24/1342 - Thornhill Works, Billingshurst Road, Coolham** - Erection of commercial building (Class E light industrial) and associated parking;

Members had NO OBJECTION to this application. Votes – For = 4 and neutral = 4. The Chair used his casting vote to secure a neutral decision.

Members asked that if the planning officer is minded to approve the application, then it is requested that the hours of opening be limited to 7am to 7pm Monday through Friday, 7am to 1pm Saturday, closed Sunday.

- **DC/24/1335 - Patmans Farm, Billingshurst Road, Coolham** - The change of use of agricultural land for the exercising of dogs together with the installation of perimeter fencing, pathways and associated parking.

Members voted to SUPPORT this application. Votes – For = 6, against = 1 and neutral 4.

- **DC/24/1645 - Bridge Farm, Coolham Road, Coolham** - Removal of Conditions 7 and 8 of previously approved application DC/19/1271 (Redevelopment of existing haulage yard to include replacement of existing building for storage and office purposes, resurfacing and expansion of yard area for the parking of distribution vehicles and alterations to the existing access) Relating to access on site and operating hours.

Members voted unanimously to OBJECT to the application.

The applicant's statement that noise would be limited to 10dBs per lorry is nonsensical and the operation should revert to the agreed upon original hours following years of ignoring the legally made conditions. The accepted noise from a diesel engine is 85-

100dbs, far exceeding what is acceptable during nighttime hours. It is also not only Rowan House next door that needs to be considered, but the 106 properties in Coolham village which is the only route out to the wider road network, residents of which continually complain that the engine & brake noise and vibrations wake them up between 3 & 6am. Prestige lorries are captured on fixed cameras by residents at this time making this noise.

- **DC/24/1661 - Bridge Farm, Coolham Road, Coolham** - Variation of conditions 5 and 6 of previously approved application reference DC/22/1986 (Erection of new building over HGV parking area) to allow for the day drivers to arrive on site from 6am and for 3 no. HGVs to return to site from 5am.

Members voted unanimously to OBJECT to the application.

The applicant's statement that noise would be limited to 10dBs per lorry is nonsensical and the operation should revert to the agreed upon original hours following years of ignoring the legally made conditions. The accepted noise from a diesel engine is 85-100dbs, far exceeding what is acceptable during nighttime hours. It is also not only Rowan House next door that needs to be considered, but the 106 properties in Coolham village which is the only route out to the wider road network, residents of which continually complain that the engine & brake noise and vibrations wake them up between 3 & 6am. Prestige lorries are captured on fixed cameras by residents at this time making this noise.

Cllr Emrich left the meeting

- **DC-24/1289 - Land To The South of Hartsgravel Wood, Shipley Road, Southwater** - Proposed construction, operation and maintenance of a Battery Storage Energy System (BESS) with associated Infrastructure and works including highway access, landscaping and bio-diversity enhancements.

Members agreed, unanimously, to vote for a NO OBJECTION comment for this application.

Cllr Emrich re-joined the meeting

- b) **Planning matters** - The Chairman referred to the proposed housing development of 84 houses at the Campsfield site within Southwater Parish Council's boundary with SPC. He also referred to a Sigma Homes application to review the proposal to build affordable houses in Barns Green. They wish to change the development to shared ownership and he agreed to discuss this matter with the Barns Green parish.
- c) **Planning decisions** – **PERMITTED** – **DC/24/1125 - Bridge Farm Coolham Road, Coolham** - Change of use of land to storage of scaffolding equipment (Retrospective).

145. Consultations – it was **AGREED** that Members would complete the consultation regarding remote working individually.

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

- Cllr Tuck asked that the Coolham Playing field litter bin be replaced with an animal proof one as considerable litter is occurring when foxes and birds pull out fast-food containers from the bin. Litter is then spread across the play area and field. The Clerk was asked to provide costs accordingly; and
- The private litter bin in Church Close was also discussed. The Chairman agreed to review this.

147. WSALC/HALC – no update.

148. Climate and Environment – Cllr Tuck provided an update that included:

- The hirundine boxes had been installed successfully in several locations across the parish;
- A vision of how the Coolham Playing Field could be made more environmentally friendly was shared which met with overall approval;
- A meeting of the Greener Shipley working party is due next week;
- Cllr Nunn reported that 28 written resident surveys had been completed. Cllr Woodage advised that a further 19 had been completed online;
- Members asked that planning applications be listed in the parish newsletter. The Chairman advised that he had submitted the relevant details;
- HDC’s thermal imaging camera can now be made available for homeowners. Requests to use the device (to be operated by Cllr Tuck) can now be made via the Clerk;

149. Finances.

- **Q3 Variance report** – the details were noted and are attached at Appendix C;
- **Approve the November payments** – the payments were **AGREED**. The report is attached at Appendix D; and
- **Budget 2025/26 preparation** – the Clerk and Chairman will provide a final draft to be circulated.

150. Shipley Community.

- The Chairman announced that Shipley 1st Scouts Group had secured grants valuing circa £5,000 following their meeting with HDC. 10 new volunteers had been recruited and two new tents had been donated to them;
- Cllr Tuck reported that Shipley Primary school will celebrate their 150th anniversary in 2026; and
- Cllr Larcombe advised that the Andrew Hall will mark a 200th year anniversary in 2025.

151. Dates of next meetings.

- The next **Ordinary Parish Meeting** will be held on Monday 15th December 2024 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 21:22.

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
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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

County Councillor Report – November 2024 West Sussex County Council Budget 2025/26

We are now asking residents to comment online on the proposed budget for 2025/2026 – please go to www.westsussex.gov.uk/budget for further information. The survey closes on 15th December.

Highways Update: Almost 40,000 safety related defects on highways across West Sussex have been repaired in the last six months as the County Council continues its commitment to better roads. This year the Council has invested an extra £13 million to actively tackle the problem of our deteriorating roads. This is in addition to the base budget for the year of £42.8 million and £2.1 million received from the Department for Transport's Road Resurfacing Fund. Between April and September, our Highways Team worked hard on surface treatments, patching, repairing safety defects across the network, completing *more than 95% of pothole repairs – around 18,000 were completed using the 'sidesawn and sealed' method;* 9,600

pothole repairs covering approximately 10,500sqm using the velocity jet patchers;

23,625 sqm worth of small and medium scale patching across 299 jobs;

4.2 miles (6.9Km) of large-scale carriageway patching;

116 miles (187Km) of surfacing treatments

We have also completed 3,000 sqm of durable, highly waterproof repairs during a three-month trial using mastic asphalt to repair potholes on stretches of road that undergo the most stress, such as junctions.

We have an extensive road network of over 2500 miles (4000km) to monitor and maintain - this is roughly the same as driving from Chichester to Rome and back! To get our entire network in best condition, we would need to spend £400m for the surfacing works alone. We would also need to carry out a large amount of other structural and drainage works, especially on rural roads, which do not have the same underlying infrastructure as the roads in urban areas. This year we are investing a further £1.5m for much-needed resources to continue maintenance work and provide resilience in responding to emergencies.

Preparing for winter - we are currently working to clear drainage systems and ensure water can run off the roads as effectively as possible should we get more heavy rain; providing extra resources to clear gullies, ditches and areas where leaves build up. So far this year, we have carried out more than 43,000 drainage gully cleanses, brought in extra CCTV resource to monitor and identify issues and provided an additional jetting unit to clear flooded areas and get them moving as soon as possible. The County Council's Highways Team will continue this work over the coming months and is calling on road users to continue to report any issues either online at westsussex.gov.uk/highways or by calling 01243 642105.

Libraries - 2025 marks the centenary of our Library Service which began when the County Council adopted the Public Libraries Act on 13 February 1925. There will be celebrations next year to mark this anniversary and I will keep you updated on future events.

Analogue to Digital Switchover – I attended a seminar run by the Rural Services Network at which there was representation from BT. Many attendees highlighted the problems with the switchover in rural areas that have poor signal areas. This is recognised by BT and they will support residents with lack of adequate broadband and mobile phone reception. The following contacts may be helpful:

BT REGIONAL EVENTS

This is the list of upcoming regional events that BT have organised: <https://www.bt.com/broadband/digital-voice/events>

BT DIGITAL VOICE VIDEO

This video from BT, sets out information about Digital Voice:

<https://www.youtube.com/watch?v=Q7YmHG7cEno>

RSN DIGITAL VOICE WEB PAGE

To find out more about Digital Voice - visit our webpage which has links to leaflets and further information including a video about Digital Voice.

<https://rsnonline.org.uk/digital-landline-switchover>

Who do we approach to ensure Fibre is delivered to poor signal areas?

admin@sparse.gov.uk

Amanda Jupp
County Councillor – Billingshurst Division
amanda.jupp@westsussex.gov.uk

APPENDIX B – HDC REPORT

Parish Council Update – November 2024

Governance Peer Challenge Revisit:

The peers from the Local Government Association, who visited us at the end of January, will make their follow up visit on Wednesday 4 December.

Councillors likely to be involved in the visit are Leaders of the three parties and members of O&S and Governance. The review will be a report from the LGA reporting back how we've got on during the interim period. There won't be any new recommendations.

Consultation on Remote Meetings & Proxy Voting:

The Ministry of Housing, Communities and Local Government has launched a consultation seeking views on introducing remote attendance and proxy voting in local authority meetings.

This consultation closes at 11:59 pm on 19 December 2024 and responses are invited from local authority members of all tiers.

You can respond to this consultation by either completing the questionnaire contained in the link below, or by emailing your views to remoteattendanceconsultation@communities.gov.uk

Local Plan Regulation 19 Update:

The examination of the Horsham District Local Plan 2023-2040 has now commenced and the policy team, (and others who responded to the Regulation 19 consultation), are currently preparing responses to the Matters, Issues, and Questions (MIQs) as raised by the Inspector. The deadline for the return of the responses to the MIQs is Friday 22 November.

These will be posted on the [Examination Library](#) after this deadline.

The Hearing sessions for the examination will be held at the Main Conference Room, at Parkside, Chart Way, Horsham and will begin at 9.30am on the following mornings:

Tues - Thurs 10th – 12th December, with Fri 13th in reserve

Tues - Thurs 17th – 19th December, with Fri 20th in reserve

Tues - Thurs 14th – 16th January, with Friday 17th in reserve

Tues - Wed 21st – 22nd January, with Thurs - Fri 23rd – 24th in reserve

Respondents to the Regulation 19 consultation have the opportunity to participate at the Hearing sessions. Anyone may attend the hearing as an observer.

Enterprising Horsham:

Enterprising Horsham is the Council's new economic plan that will help to unlock the full potential of the District's communities, economy and places, to ensure fairer and greener economic prosperity for all. **A period of consultation is now underway ending on 29 November 2024.**

The Economic Prospectus and Business Charter draft documents can be viewed at the link below as can the details as to how to provide feedback:

https://www.horsham.gov.uk/business/enterprisinghorsham?utm_source=govdelivery&utm_medium=email

This provides a major opportunity for the Parish Council and other interested parties to inform and shape the future economic plans and associated investment for Horsham District; the greater the response the better the final plan will be in reflecting local needs, demands and aspirations.

White Ribbon Campaign:

As the Chairman announced at Council, this year we will be supporting the White Ribbon Campaign this year and marking White Ribbon Day on 25 November. White Ribbon is a campaign that exists to prevent violence against women and girls by engaging with men and boys. Their aim is to change long-established and harmful, attitudes, systems and behaviours that unchecked can lead to inequality and violence.

As part of this, we are encouraging male councillors and staff to become White Ribbon Ambassadors. There is a short online course to complete (<https://www.whiteribbon.org.uk/ambassadors-find-out-more>). Paul Anderson and Dom Bradley have already become Ambassadors and will be promoting this amongst the workforce.

Women can also sign up to be White Ribbon Champions (<https://www.whiteribbon.org.uk/champions-find-out-more>).

We are supporting the West Sussex WI who have recently moved their HQ to Horsham and who are championing the campaign. There are a couple of dates for the diary that you might be interested in: On **Monday 25 November, 6pm – 7pm** the WI are holding a vigil in the Carfax bandstand for women killed by male violence. We are all invited to attend.

On **Saturday 30 November**, the WI will have a market stall in the Carfax providing the opportunity for people to learn about the campaign and to encourage men to sign up to support the campaign.

Christmas Launch Party:

In partnership with Your Horsham (the Horsham BID), Horsham District Council is kick starting its Christmas Party from 4pm to 9pm in the town centre.

Come along and enjoy live music, lights, festive markets and street food, extended shopping hours, a special Jack and the Beanstalk trail and more. Further details can be found via the link below: https://www.horsham.gov.uk/news/2024/10/step-in-to-christmas-in-horsham-thisyear?utm_medium=email&utm_source=govdelivery7

If any members have any questions about any of the above please feel free to contact me.

Email: alex.jeffery@horsham.gov.uk
Tel: 07751 633398

Kind regards,

Councillor Alex Jeffery

APPENDIX C – Q3 VARIANCE REPORT

Report to:	Shipleigh Parish Council
Report on:	Quarter 2 – 2024/25 Budget Report and Material Variances
Report by:	Clerk

Summary

The Shipleigh 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 2024** are listed below.

3. Recommendations

No further earmarking of reserves required.

Paul Richards

Clerk and Responsible Finance Officer to Shipleigh Parish Council

18th November 2024

Appendix to the Report

EXPENDITURE	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Clerks Salary/Staff Cover	£ 7,254.13	£ 6,927.02	£ 327.11	4.5%	Included below
Clerks Pension and NI	£ 1,793.60		£ 1,793.60	100.0%	Included in above
Overtime Allowance				0.0%	
Payroll Costs	£ 73.98		£ 73.98	100.0%	Invoice expected Q3
Telephone/Internet	£ 60.00	£ 110.00	-£ 50.00	-83.3%	Not material
Travel - mileage	£ 300.00	£ 100.80	£ 199.20	66.4%	Underspent
Postage	£ 24.98		£ 24.98	100.0%	No spend
Stationery	£ 174.98		£ 174.98	100.0%	No spend
Heat & Light				0.0%	
Office Equipment	£ 249.98	£ 112.90	£ 137.08	54.8%	Underspent
Rent of Halls	£ 225.00	£ 171.00	£ 54.00	24.0%	Underspent
Playground Report	£ 148.35		£ 148.35	100.0%	No spend
Insurance	£ 1,200.00	£ 1,232.29	-£ 32.29	-2.7%	Not material
Subscriptions	£ 275.00	£ 524.07	-£ 249.07	-90.6%	Under budgetted
Audit	£ 400.00	£ 197.55	£ 202.45	50.6%	Lower than expected
Chairman's Allowance	£ 250.00	£ 432.65	-£ 182.65	-73.1%	2023/24 paid this year
Training Allowance	£ 250.00	£ 200.00	£ 50.00	20.0%	Additional Chair training
Councillors Allowance				0.0%	Not taken
Emergency Reserve				0.0%	No budget 2024/25
Community Donations	£ 425.00	£ 1,000.00	-£ 575.00	-135.3%	Additional payment to Scouts
Mowing & Hedge Trim	£ 2,257.50	£ 942.20	£ 1,315.30	58.3%	Invoice expected Q3
Play area	£ 750.00		£ 750.00	100.0%	Invoice expected Q3
Playing Field & Pavilion	£ 1,175.00		£ 1,175.00	100.0%	Invoice expected Q3
Parish Maintenance and Improvement	£ 3,125.00	£ 1,261.72	£ 1,863.28	59.6%	Underspend
Bus Shelter Clean up				0.0%	
Website Hosting	£ 228.00	£ 149.94	£ 78.06	34.2%	Underspend
Defibrillator	£ 250.00		£ 250.00	100.0%	No spend
VAT outlay - may not be used					
TOTAL EXPENDITURE	£ 20,890.50	£ 13,362.14	£ 7,528.36	36.0%	
INCOME	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Precept	£ 37,821.32	£ 37,821.32	£ -	0.0%	
Interest	£ 300.00	£ 408.85	£ 108.85	36.3%	More than budget
Cleansing Grant	£ 300.00	£ 374.22	£ 74.22	24.7%	More than budget
VAT reclaim		£ 3,360.47	£ 3,360.47	100.0%	Not budgetted
Other Income					
	£ 38,421.32	£ 41,964.86	£ 3,543.54	9.2%	

APPENDIX D – PAYMENTS

Payments November 2024				
Income since last meeting		Amount		
Bank Interest	£	59.19		
TOTAL INCOME	£	59.19		
Funds Transferred since last meeting		Amount		
Deposit Account to Current Account	£	1,750.00		
BALANCES ON ACCOUNT		Amount		
Current Account (Treasurers)	£	841.16	31 October 2024	
Deposit Account (Bus Bank)	£	77,806.26	31 October 2024	
Investment Acc. (NSI)	£	5,387.65		
TOTAL BALANCES	£	84,035.07		
EARMARKED RESERVES		Amount		
Coolham Airfield Memorial	£	733.00		
Replacement play equipment - reserve fund	£	6,000.00		
Finger Posts	£	1,700.00		
Bridleway Improvement	£	600.00		
Parish maintenance - inc Ash Die back, H&WB	£	2,803.00	£1950 & £747 deducted - see below	
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.)	£	17,509.00	Less £2100 paid Nov 24	
TOTAL ALLOCATIONS	£	35,645.00		
PAID SINCE LAST MEETING TO BE APPROVED		Invoiced Services	Payment Type	Folio
Garland Fencing		Balance - labour cost	BACS	49
Road Signs Direct		20mph signs and fixings	BACS	50
Georges Tree Company		Tree surgery - Coolham Playing Field	BACS	51
				£ 3,450.00
To approve and pay after this Meeting		Invoiced Services	Payment Type	Folio
Hugo Fox		Website hosting - Nov 2024	BACS	52
Paul Stevens Ecological Services		Nest boxes	BACS	53
Elan City		1 x SIDs	BACS	54
WSCC		Clerk's salary - October 2024	BACS	55
Vision ICT		Email hosting	BACS	56
WSCC		Payroll charges 1/4/24 to 30/9/24	BACS	57
Play Inspection Company		Playground inspection - Coolham	BACS	58
Matthew Payne		SID installation supplies	BACS	59
				£ 8,621.48
		Immediate Transfer S/Acc to C/Acc.		£ 8,500.00



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 16th December 2024 commencing 7:30 pm held at the Andrew Hall, Shingley.

152. Attendance and Apologies for Absence.

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

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 Woodage, Cllr Tuck and Cllr Wright

153. To receive any declarations of interests from members in respect to Items on the agenda.

Cllr Nunn declared an interest and requested a dispensation to vote in item 163 as she was a member of the Shingley Parochial Church Council. This was **AGREED** unanimously.

154. Public Session.

WSCC Cllr Jupp advised that Rev Allen had joined the Trustees of the Andrew Hall.

155. Approval of the draft Minutes from the last ordinary meeting held on 18th November 2024.

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

156. Matters Arising from Item 140 (for information only).

- Item 77 – SID – to be completed after Christmas;
- Item 128 - Digital Switch – still awaiting copy;
- Item 133 – OnePlanet Mind map – further review needed before publication;
- Item 133 – Eco grants – no update;
- Item 142 - Highways meeting to be arranged;
- Item 144 – WSCC Cllr Jupp had contacted the Principal Planning Officer at HDC who had advised that there were no traffic restrictions stopping the use of lorries. However, a valid Operators Licence would be needed by the scaffolding company. There were no traffic grounds to resist the application;
- Item 146 – The Clerk was asked to contact the Men’s Shed to enquire if they could build an animal proof litter bin cover; and
- Item 148 – the Chairman will send a newsletter update.

157. Report from the County Councillor.

WSCC Cllr Jupp provided an update, circulated previously, that is attached at Appendix A. She also advised that:

- Emergency WSCC contact numbers for the Christmas period will be sent to the Clerk;
- An update on the Meals on Wheels service was presented and the Clerk asked to post details up onto the SPC website;

- WSCC are supported by 37,000 registered carers however an estimated 90,000 carers support adults and children; and
- Following an informative drains and flooding meeting, Cllr Jupp will send the presentation slides to the Clerk.

158. Report from District Councillors.

HDC Cllr Jeffrey referred to his report, circulated previously (attached at Appendix B). In addition, he advised that:

- Then Local Plan review sessions had been cancelled as the Planning Inspector had paused the review; and
- The Chairman enquired as to the ownership of the Drill Hall and where the profits from the sale would go to. HDC Cllr Jeffrey agreed to provide an update.

159. Planning

a) Applications.

- **DC/24/1760 - Well Cottage, Emms Lane, Brooks Green** - Erection of a detached garage with storage over.
Members voted unanimously to SUPPORT the application.
- **DC/24/1766 - St Johns Farm, Trout Lane, Brooks Green** - Conversion of detached garage into a one bedroom residential annexe ancillary to St Johns Farm.
Members voted unanimously to SUPPORT the application
- **DC/24/1779 - Pondtail Farm, Hooklands Lane, Shipley** - Change of use of buildings and land to residential use, conversion of former agricultural building to 1 bed annexe.
Members voted unanimously to SUPPORT the application
- **DC/24/1801 - Barn To The East of Coolham Road, Coolham Road, Coolham** - Prior Notification for Change of Use of an Agricultural Building with associated operational development to 2no dwellinghouses (C3 Use Class).
Members noted that this a prior notification application. SPC has NOT been invited to comment at this time.

b) **Planning matters** – Members noted cancellation and delay to the Local Plan public consultation sessions.

c) Planning decisions

- **PERMITTED** DC/24/0932 - Goffsland Farm, Shipley Road, Southwater - Change of use of agricultural land to allow for the siting of a shepherds hut for holiday LET;
- **PERMITTED** DC/24/1206 - 9 Church Close Shipley - Erection of a detached double garage
- **PERMITTED** DC/24/1380 - Hardings, Brooks Green Road, Coolham - Installation of a ground mount solar array located near the western edge of the property.
- **REFUSED** DC/24/1486 - Land Parcel at Thornhill Stables, Billingshurst Road, Coolham - Construction of a two storey four bedroom barn style dwelling.

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

- Cllr Emrich referred to the flood alleviation work carried out by the Knepp estate on the A272. He had written to WSCC Highways to ask that they now complete their alleviation work but a change in personnel has led to delays. WSCC Cllr Jupp agreed to progress this.

161. **WSALC/HALC** – next meeting scheduled for 16th January 2025.

162. **Climate and Environment** – Cllr Emrich provided an update that included:

- The Greener Shipley Working Group had reviewed initial plans for a re-wilded area for Coolham Playing Fields. Draft proposals suggested moving the football pitch to the upper part of the field by the car park and plans to re-wild the lower part of the field would be developed. Liaison with HDC’s Wilder Horsham team suggested that they would provide a volunteer work force to undertake various elements of the work e.g., plant trees. The Clerk was asked to check the title deeds for the playing fields and review any covenants that might apply.

163. Finances.

- **2025/26 Budget and Precept** – following review and discussion, Members **AGREED** the budget and **APPROVED** a precept of £41,521.11. The Clerk was asked to make the necessary request to HDC for the precept. The budget is attached at Appendix C;
- **Community Donation** – Cllr Emrich reminded Members that a community donation (circa £50,000) could be made available by a local resident. Cllr Emrich agreed to review this with the resident;
- **December 2024 Payments** – the schedule was **AGREED** and the Clerk was asked to make the necessary payments. The schedule is attached at Appendix D;
- **Proposed occasional parking** – the winterisation of a field adjacent to Kings Platt was reviewed. Cllr Nunn reminded Members that SPC had previously agreed a £2,500 contribution to the works and that the Church would fund the balance. Members **AGREED**, unanimously, to earmark £2,500 to the project;
- **Ethical Banking** – following a request from Greener Shipley to consider switching the SPC bank accounts to a more ethical banker, the Clerk presented his report, circulated previously. Following review and discussion it was **AGREED**, by majority, to switch banks to the Unity Trust Bank. The Clerk was asked to make the necessary arrangements;
- **Email provider** – the Clerk advised that recent audit recommendations had mandated the adoption of the more secure .gov.uk email domain and addresses. His report, circulated previously, suggested various options. Following review and discussion, Members **AGREED**, unanimously, to switch email providers to the service provided by Parish Online. The Clerk was asked to make the necessary arrangements; and
- **Donation request** – a donation request from 4 Sight was reviewed. Members noted that the Donation budget had been exhausted for the financial year and suggested that the Charity apply again in the new financial year. The Clerk was asked to advise the Charity accordingly.

164. Shipley Community.

- The Chairman announced that Shipley 1st Scouts Group had secured the HDC People’s Budget vote together with an additional £6,000 donation from HDC.

165. Dates of next meetings.

- The next **Ordinary Parish Meeting** will be held on Monday 13th January 2025 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 20:59.

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

County Councillor Report December 2024 – Shipley Parish Council

I will be out of the office from 24th December until 3rd January but will be picking up my emails from time to time over the holiday period, but please be aware that you may not receive an immediate response. You may wish to put the following emergency contact numbers on the Parish Council website.

Emergency Out of hours Enquiries

Highways: If you consider your enquiry to be an emergency that cannot wait until our office re-opens, for example, a flooded road or fallen tree, phone [01243 642105](tel:01243642105), select option 1 and you will be connected to our out of hours service.

Adults' social care enquiries: Phone: [01243 642121](tel:01243642121)

Children's social care enquiries: Phone: [01403 229900](tel:01403229900) or [033 022 26664](tel:03302226664) (emergencies outside of office hours)

Community Hub enquiries: Our Community Hub lines will remain open between 9.00am to 5.00pm, seven days a week, except bank holidays, when they are open between 10.00am to 2.00pm. Phone 033 022 27980 if you are in need of support.

General Information:

Meals on Wheels are delivered on behalf of the County Council by Health and Independent Living Support (HILS) to residents in the community who are elderly, disabled, or housebound who wish to remain living in their own homes. Hot meals are delivered 365 days a year and a total of 2,983 meals are delivered each week. Not only does the service ensure that vulnerable residents receive regular nutritionally balanced meals, but it also gives family and friends reassurance that every day someone will be visiting their loved one. The service plays a vital role in helping residents to live independently at home, which is one of the County Council's key priorities.

Meals can be ordered as a one-off, for a temporary period, or for as long as they are needed. A two-course hot meal costs £10.79 and there is also the option of a tea pack which costs £4.40 and contains a cream tea or fresh sandwich, a dessert and a snack. The tea pack is delivered at the same time as the hot meal and is placed in the fridge for later. (Please note, all prices quoted are correct as of December 2024.). For more information and to order meals, please visit www.hils-uk.org or give the HILS West Sussex team a call on **0330 2000 103** (select option 2), or email westsussex@hils-uk.org.

Tree Planting: Our planting season has begun, with West Sussex securing 300 trees to be planted around the county. This year we have 85 new trees kindly donated by Parishes and our Donate a Tree Scheme. West Sussex supplied approximately 91 replacements and 124 new trees to be planted. If you are fortunate to have a new tree planted near you, please help by watering it, no amount of water is too much. For more information on tree planting or if you would like to participate in our Donate a Tree Scheme please visit our web pages [Tree planting - West Sussex County Council](#).

Tackling Climate Change Progress Report - the [Tackling Climate Change Progress Report \(PDF, 1.3MB\)](#) describes the actions taken and progress made towards delivering the Climate Change Strategy target across all parts of the County Council's operations between April 2023 and March 2024. These actions build on the strong steps already taken and lay the foundations to go further and faster to address the climate challenge in the years to come.

King Charles III England Coast Path

The final section of the King Charles III England Coast Path in West Sussex, between East Head and South Hayling, was approved on 16th July 2024 by the Secretary of State. Work is now underway to prepare the new stretch of coast path for public use. The first step is to contact owners and occupiers of the affected land to discuss the design and location of any new infrastructure which is needed, such as signs and gates. There will also be improvements to path surfaces and new sections of path for the public to enjoy. When preparations are complete, new access rights will come into force along the route.

APPENDIX B – HDC REPORT

HDC Shipley Parish Council Update – December 2024

HDC Christmas Opening Hours

The Council offices will be closing at 3pm on Christmas Eve and New Year's Eve. The office will reopen as normal on Friday 27 November. Because many staff take a well-deserved break during the Christmas and New Year period. There will be officers available in all services if they are required. Our Civil Emergency cover remains as normal.

Parking Enforcement, Waste and Recycling, the Museum and Capitol will operate their normal Christmas arrangements, including street cleaning on Christmas Day and a revised refuse, recycling and garden collections timetable has been published. Residents can view the revised timetable on the website or through our HDC app.

Drill Hall Update

There are two outstanding issues that need to be resolved before the sale of the Drill Hall to Lifespring Church can complete. Lifespring have had to apply for a change of use planning permission to change it from F2 to mixed F1/F2 use. This is essentially to recognise that the rooms upstairs in the Drill Hall will become office space for the church. We are also still awaiting sign off from the Ministry of Defence. This is simply down to them being very slow. We are trying to encourage them to confirm that the sale doesn't trigger any overage clauses as soon as they can. As soon as both of these issues have been resolved, we will complete the sale as soon as possible. Lifespring are working on their plans for the building and in the short term, as soon as the sale completes, will undertake works to the roof and replace the boilers.

Rob Boole, who has been the caretaker of the Drill Hall since 2004, left our employment at the end of November. His management have worked with him to ensure a smooth transition out of the Council's employment and they have also worked through Housing to ensure that his move into a Saxon Weald property was straightforward. Lifespring have taken on a temporary lease of the building until they are able to complete on the purchase. Councillors will be advised when the sale has been completed.

HDC Office Move Update

Works commenced at Albery House at the end October and progress is moving quickly, the third floor is almost finished and the Council Chamber is taking shape and on course to be completed as scheduled. Department layouts were shared during Staff Briefings to inform all staff of where their teams will be located. Phased moves for teams have been decided and were shared with all Heads of Service and Move Champions at the beginning of December. More updates will follow.

Air Quality Monitoring

A new air quality monitoring station has been installed at Langhurstwood Road, Horsham. This is at the location of the new incinerator that is being developed on the site. Members can view the data from the monitor, as well as the ones at Cowfold and Storrington live, through this link.

<https://portal.earthsense.co.uk/BrightonHoveandSussexPublic>

Bridge Farm Road, Coolham

The Chairman and I will be meeting with the head of Planning Compliance at HDC's Parkside offices on Thursday 19th December to discuss the enforcement surrounding Bridge Farm Road along with additional compliance cases in the Parish. We will look to update councillors from the conclusions of that meeting.

If members have any questions relating to this report or otherwise, please feel free to reach out to me with any questions or concerns.

Kind regards,

Cltr. Alex Jeffery

Tel: 07751 633398 Email: alex.jeffery@horsham.gov.uk

APPENDIX C – 2025/26 BUDGET

Shipley Parish Council Precept Planning		2025/26			
		Approved 19/12/23	Approved 16/12/24		
Running Costs	FINAL 2024/25	DRAFT 2025/26	VARIATION	Budget Explanations	
Staff costs and Salary					
Clerks Salary/Staff Cover	£ 14,508.31	£ 14,014.73	-£ 493.59	New NJC pay award plus 2% inflation pay rise, plus NI increase	
Clerks Pension/NI	£ 3,587.18	£ 3,391.56	-£ 195.62	New NI increase, reduction in LGPS	
Overtime Allowance	£ -	£ -	£ -	None estimated	
Payroll Costs	£ 143.98	£ 151.18	£ 7.20	5% increase	
Office Administration					
Telephone/Internet	£ 120.00	£ 120.00	£ -	£10 pcm - Clerk's phone. SAME AS LAST YEAR	
Travel - mileage	£ 600.00	£ 600.00	£ -	SAME AS LAST YEAR	
Postage	£ 50.00	£ 50.00	£ -	Based on run rate	
Stationery	£ 350.00	£ 350.00	£ -	No Change	
Heat & Light	£ -	£ -	£ -		
Office Equipment	£ 500.00	£ 500.00	£ -	No Change	
Other Administration					
Rent of Halls	£ 450.00	£ 472.50	£ 22.50	11 ordinary meeting plus 4 planning meets = 15 meets x £30 plus 10%	
Playground Report	£ 148.35	£ 155.77	£ 7.42	Actual cost for 2024 plus 5% inflation	
Insurance	£ 1,200.00	£ 1,450.00	£ 250.00	£1232 last year - SIDs will increase premium	
Subscriptions	£ 550.00	£ 577.50	£ 27.50	Assume 5% increase (WSALC/NALC = £450)	
Audit	£ 700.00	£ 717.50	£ 17.50	Assume plus 2.5% inflation	
Chairman's Allowance	£ 500.00	£ 500.00	£ -	No Change	
Training Allowance	£ 500.00	£ 500.00	£ -	No Change	
Councillors Allowance	£ -	£ -	£ -	Never taken - Members agreed (10/11/22) to reduce to £0	
Emergency Reserve	£ -	£ -	£ -	Not needed	
Donations					
Community Donations	£ 850.00	£ 850.00	£ -	No change	
Environmental Services					
Mowing & Hedge Trim	£ 2,257.50	£ 2,370.38	£ 112.88	5% inflation	
Play area	£ 1,500.00	£ 1,500.00	£ -	Build fund for junior playing field - would make £7,500 in total	
Playing Field & Pavilion	£ 2,350.00	£ 1,750.00	-£ 600.00	£500 Ash die-back + £1250 for noticeboards	
Parish Maint.& Imp.	£ 6,250.00	£ 6,250.00	£ -	£250 gritting, £500 maintenance, £5,000 traffic management, inc survey	
Greener Shipley	£ -	£ 4,500.00	£ 4,500.00	Eco projects	
Community Facilities					
Website Hosting	£ 456.00	£ 500.00	£ 44.00	Email only = 12 x £18 pa plus Hugo Fox £20 x 12 months	
Defibrillator	£ 250.00	£ 250.00	£ -	£250 consumables	
	£ 37,821.32	£ 41,521.11	£ 3,699.79	9.78%	
	£ 37,821.32	£ 41,521.11		Precept Requirement	

APPENDIX D – PAYMENTS

Payments December 2024				
Income since last meeting		Amount		
Bank Interest	£	70.95		
TOTAL INCOME	£	70.95		
Funds Transferred since last meeting		Amount		
Deposit Account to Current Account	£	7,200.00		
BALANCES ON ACCOUNT		Amount		
Current Account (Treasurers)	£	919.68	30 November 2024	
Deposit Account (Bus Bank)	£	70,677.21	30 November 2024	
Investment Acc. (NSI)	£	5,387.65		
TOTAL BALANCES	£	76,984.54		
EARMARKED RESERVES		Amount		
Coolham Airfield Memorial	£	733.00		
Replacement play equipment - reserve fund	£	6,000.00		
Finger Posts	£	1,700.00		
Bridleway Improvement	£	600.00		
Parish maintenance - inc Ash Die back, H&WB	£	2,803.00		
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		
Winterisation of car park field	£	2,500.00	Added 16/12/24	
Includes NHP Funding Reserves	£	500.00		
Traffic management (Coolham crossroad & Pound Lane etc.)	£	17,509.00		
TOTAL ALLOCATIONS	£	38,145.00		
PAID SINCE LAST MEETING TO BE APPROVED		Invoiced Services	Payment Type	Folio
Road signs Direct		SID installation	BACS	67
				£ 33.06
To approve and pay after this Meeting		Invoiced Services	Payment Type	Folio
WSCC		Clerk's salary - November 2024	BACS	60
Hugo Fox		Website hosting - December 2024	DD	61
Coolham Village Hall		Hall hire - 18/11/24	BACS	62
Andrew Hall		Hall hire - 03/11/24	BACS	63
Andrew Hall		Hall hire - 14/11/24	BACS	64
Andrew Hall		Hall hire - 16/12/24	BACS	65
Paul Richards		11 x title searchs Coolham airfield	BACS	66
				£ 1,625.20
		Immediate Transfer S/Acc to C/Acc.		
				£ 1,500.00