



Shingley Parish Council

Chair: Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP
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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