

# Shipley Parish Council

**Chair:** Cllr Phil Baxter, 7 Kings Platt, Shipley, West Sussex, RH13 8AX  
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## The Minutes of the Ordinary Council Meeting of Shipley Parish Council held via a Zoom video/audio conference on Monday 11<sup>th</sup> January 2021 at 8pm

### 1. Attendance and Apologies for Absence.

**Those Present:** Cllr Baxter (Chair), Cllr Lindsay (Vice Chair), Cllr Emrich, Cllr Larcombe, Cllr Wiltshire and Cllr De Zoete.

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

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

### 2. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.

None.

### 3. Public Session (Members of the Public may speak for up to 3 minutes on an Agenda item at the discretion of the Chair).

- The applicant for planning application DC/20/2532 (Spear Hill Farm, Hooklands Lane, Shipley - Erection of an equestrian dwelling) presented her application. She advised Members on the background to the application and the requirement for an equestrian dwelling. The Chairman thanked the applicant for her presentation;
- A parishioner objected to planning application DC/20/2046 (Nightingale Farm, Sincox Lane, Shipley - Change of use of the land to create a glamping site – additional information). In particular, she mentioned the potential environmental and ecological damage that could be caused by run-off from the hot tub waste water. She also presented previous objections made to the Parish Council. The Chairman thanked the applicant for her comments;
- A parishioner objected to planning application DC/20/2385 (St Johns Farm, Trout Lane, Brooks Green - Application to confirm the continuous use of existing building for storage and distribution of woodchip (Class B8 use) purposes for a period in excess of ten years (Certificate of Lawful Development - Existing). She advised that 3 family members live adjacent to the site, namely the applicant, the parishioner making the comments and another family member. Two of the family members object to the application. She disputed the information contained in the applicant's statement and had made complaints regarding the site since 2016. An increasing number of large lorry movements now create excessive noise and dust all day, during the evening, at weekends and bank holidays. The proximity of the operation to neighbours and public footpath makes this operation unsuitable. The Chairman thanked the applicant for her comments;
- The applicant for planning application DC/20/2385 (St Johns Farm, Trout Lane, Brooks Green) presented the application. He advised that he had provided sufficient evidence to confirm the existence of the operation for a period in excess of 10 years. He referred to the family dispute which had given rise to objections to the application and advised that, save for the family, no other complaints had been received by HDC or to WSCC regarding the footpath. The Chairman thanked the applicant for his presentation; and
- A parishioner objected to planning application DC/20/2046 (Nightingale Farm, Sincox Lane, Shipley). She echoed the sentiments from the first speaker and also objected to the application. The Chairman thanked the applicant for her comments.

**4. Approval of the Minutes of the Ordinary Council Meeting held on 14<sup>th</sup> December 2020.**

The minutes, having been circulated previously, were taken as read and Cllr Wiltshire proposed that these minutes be signed as a true record of the meeting. This was **AGREED**.

**5. Matters Arising from Item 4 (For information only).**

None.

**6. Report from the County Councillor**

WSCC Cllr A. Jupp advised that:-

- The WSCC 2021/22 budget was being prepared and she reported that the Civic Amenity sites at Hop Oast and Billingshurst were not earmarked for closure and will remain open. Funding for Operation Watershed will be maintained and she advised the Clerk to make an application for the culvert and bridge adjacent to Pannets in Smithers Hill Lane;
- During the Covid lockdown, schools will remain open for the children of key workers. Free school meals will continue to be provided;
- Increased numbers of Covid-positive cases had been reported across the County. The current rate in West Sussex was 775 per 100,000;
- The roll-out of vaccinations had started with sites located at both hospitals and GP surgeries across the County; and
- The drain works in Shipley Road are due for completion in the near future.

**7. Report from the District Councillors.**

Cllr Lindsay referred to the final draft of the Local Plan which will be discussed by HDC on 10<sup>th</sup> February 2021. Cllr de Zoete asked if the proposed Weald Cross strategic site at Buck Barn would be considered. Cllr Lindsay reported that this site was one of a number of favoured strategic locations. He recommended that if the Parish Council wanted to provide additional comments then they need to be new, rational arguments; not a re-treatment of comments submitted previously. Cllr Emrich agreed to look at this matter and would report back to Members. The Clerk was asked to re-send SPC's original response to Members and to update Facebook and the SPC website suggesting that residents might also wish to send their comments to HDC. Cllr de Zoete proposed that this matter be discussed at the next SPC Planning Sub-Committee.

**8. Planning Applications.**

- **DC/20/2479 - The George and Dragon, Dragons Lane, Dragons Green** - Erection of a single storey rear extension, addition of wheelchair accessible parking and toilet, internal extension of the existing bar/servery area, extension of car parking area and patio terraces. Improvements to the existing boundaries and soft landscaping (Listed Building Consent);  
**Votes: - 4 x support, 1 x objection and 1 x abstain.**
- **DC/20/2482 - The George and Dragon, Dragons Lane, Dragons Green** - Variation of Condition 1 of previously approved application DC/20/0926 (Erection of a single storey rear extension to provide new kitchen and restaurant accommodation and installation of multiple security cameras. Extended car parking area, creation of patio terraces and landscaping works. (Full Planning) Relating to the removal of windows to the south and west elevation, change of wall cladding on the south elevation, minor change to the kitchen extract system on the southern elevation, external materials schedule revised Security CCTV layout and amended ventilation system;  
**Votes: - 4 x support, 1 x objection and 1 x abstain.**
- **DC/20/2046 - Nightingale Farm, Sincox Lane, Shipley** - Change of use of the land to create a glamping site;  
**Votes: - 0 x support, 5 x objection and 1 x abstain.**  
Members noted that the proposed pitches had been reduced from 15 to 8 but no plans showing the layout and design were provided. Nor were plans for the toilet block, hot tubs and other facilities provided e.g. parking, bicycle park etc.  
Members also noted comments and objections raised by local neighbours relating to noise and drainage. No plans were submitted detailing the disposal of wastewater from hot tubs and no environmental or ecology report was available that might have described the treatment of such

effluent. Members were concerned that any run-off into the local ditches (which may have happened last year) from the chemically enriched water from the hot tubs might pose an environmental issue.

Letters of support were also considered but these were, mainly, from previous customers on the unapproved site in 2020. The impact of this site in a rural area along a narrow country lane would be detrimental to the neighbours who live in close proximity to the site, many of whom had suffered noise and disturbance from the unauthorised activity in 2020.

Given there had been 19 letters of complaint and that Members were aware that the relevant HDC Planning Committee will consider this application, they asked that these comments be noted in determining this application.

- **DC/20/2532 - Spear Hill Farm, Hooklands Lane, Shipley** - Erection of an equestrian dwelling;  
**Votes: - 5 x support, 0 x objection and 1 x abstain.**
- **DC/20/2385 - St Johns Farm, Trout Lane, Brooks Green** - Application to confirm the continuous use of existing building for storage and distribution of woodchip (Class B8 use) purposes for a period in excess of ten years (Certificate of Lawful Development - Existing).  
**Votes: - 5 x support, 0 x objection and 1 x abstain.**

**9. Planning Decisions.**

None that conflicted with previous SPC comments.

**10. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements – update from Councillors.**

- Cllr de Zoete referred to the traffic issues caused by queues at the McDonalds restaurant at Buck Barn. Cllr Emrich advised that he was working with WSCC to look at potential options;
- Cllr Jupp referred to the revised PROW relocation at Palacelands. Members **AGREED** that the relocation was acceptable and asked the Clerk to write to WSCC accordingly; and
- The Chairman referred to the application by a local resident to be appointed as a Tree Warden. He advised that this was a voluntary role for the Brooks Green area. The Clerk advised that the position would be covered by SPC's insurance. After review and discussion, Members **AGREED** to appoint the resident as a Tree Warden for a six month trial period.

**11. Potential loss of PROWs**

The Chairman referred to an email, circulated previously, relating to the perceived loss of PROWs. He asked that if Members knew of any 'lost' footpaths, then they should contact the Clerk with details.

*21:40 – Cllr Lindsay leaves the meeting.*

**12. Neighbourhood Plan Update.**

No update

**13. Finance.**

- (a) **Payments** - The Chairman presented the report and Members **AGREED** that the payments be made. The payment schedule is attached at Appendix A.

**14. Dates of next meetings**

- The next Ordinary Parish Council Meeting will be held on 18<sup>th</sup> February 2021.
- The next virtual Planning Sub-Committee Meeting will be held on 18<sup>th</sup> January 2021.

**There being no further business the Chair closed the meeting at 21:51**

Signed .....Chair

Date.....

## Acronym Information

AIRS	Action in Rural Sussex
AGAR	Annual Governance and Accountability Return
CIL	Community Infrastructure Levy
CSW	Community Speed Watch
FB	Facebook
FOSP	Friends of Shipley Parish (Charity)
HALC	Horsham Association of Local Council
HDC	Horsham District Council
HDPF	Horsham District Planning Framework
HAMSVA	Horsham and Mid Sussex Voluntary Association
LGS	Local Green Space
NALC	National Association of Local Councils
NHP	Neighbourhood Plan
PROW	Public Rights Of Way
SEA	Strategic Environmental Assessment
SDNP	South Downs National Park
SHELAA	Strategic Housing Economic Land Availability Assessment
SLCC	Society of Local Council Clerks
SPC	Shipley Parish Council
SSALC	Surrey & Sussex Association of Local Councils
TPO	Tree Preservation Order
TRO	Traffic Regulation Order
WSCC	West Sussex County Council

## APPENDIX A - Payments

Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
WSSC	Clerk's salary - November 2020	1755	50	£ 1,123.02
				<b>£ 1,123.02</b>
<b>Income since last meeting</b>				
	<b>Amount</b>			
Interest	£ 0.49			
<b>TOTAL INCOME</b>	<b>£ 0.49</b>			
<b>Funds Transferred since last meeting</b>				
D/Acc. To C/Acc.	£ 1,200.00			
<b>BALANCES ON ACCOUNT</b>				
Current Account (Treasurers)	£ 1,526.50	11 Jan 2021		
Deposit Account (Bus Bank)	£ 58,452.33	11 Jan 2021		
Investment Acc. (NSI)	£ 5,349.14			
<b>TOTAL BALANCES</b>	<b>£ 65,327.97</b>			
<b>EARMARKED RESERVES</b>				
Coolham Airfield Memorial	£ 1,000.00	Brought forward		
Replacement play equipment - reserve fund	£ 3,000.00	£1500 added 20/21		
Finger Posts	£ 1,600.00	Increased 20/21		
Bridleway Imp.	£ 600.00	Brought forward		
Parish maintenance - inc Ash Die back, H&WB	£ 5,500.00	£4000 added 20/21		
Includes Solar Community Benefit	£ 7,595.05	Brought forward		
Includes Operation Watershed 2014	£ 550.00	Brought forward		
Includes Election Reserves	£ 1,400.00	£700 added 20/21		
Includes NHP Funding Reserves	£ 500.00	£250 added 20/21		
Traffic management (Coolham crossroad & Pound Lane)	£ 9,750.00	£2000 added 20/21		
New website	£ 2,000.00	£2000 added 20/21		
<b>TOTAL ALLOCATIONS</b>	<b>£ 33,495.05</b>			
<b>PAID SINCE LAST MEETING TO BE APPROVED 11/01/2021</b>				
	<b>Invoiced Services</b>	<b>Chq Nos</b>	<b>Folio</b>	<b>Amount</b>
Grasstex	Grass cutting	1756	51	£ 455.02
				<b>£ 455.02</b>
<b>To Pay after this Meeting</b>				
	<b>Invoiced Services</b>	<b>Chq Nos</b>	<b>Folio</b>	<b>Amount</b>
WSSC	Clerk's salary - December 2020	1757	52	£ 1,395.51
Moore	External auditor fee	1758	53	£ 240.00
				<b>£ 1,635.51</b>
	<b>Immediate Transfer D/Acc to C/Acc.</b>			<b>£ 2,500.00</b>