



# 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 on Thursday 22nd July 2021 commencing 8pm held at The Andrew Hall, Shipley.

### 82. Attendance and Apologies for Absence.

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

**Also Present:** 15 members of the public and P. Richards (Clerk).

**Apologies:** Apologies were accepted from Cllr Beckett, Cllr Lindsay, Cllr Cuthbertson, Cllr Emrich, Cllr Roggendorff and WSCC Cllr Jupp.

Cllr Larcombe queried the regulations regarding attendance by Councillors. The Clerk provided the necessary information.

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

### 84. Public Session.

- The applicant for planning application DC/21/1345 (Hoes Farm, Coolham Road, Shipley - Relocation of ambulance station at Hoes Farm, Cowfold Road to land to the west fronting Coolham Road using existing access) presented his application;
- Three members of the public objected to this application and presented their reasons why the application should be rejected.

### 85. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 14th June 2021.

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

### 86. Matters Arising from Item 85 (For information only).

With reference to item 79, Cllr Woodage advised that the bridleway in questions was a footpath which has no access to horse riders. The Clerk was asked to contact WSCC and advise that more prominent pedestrian crossing signs are needed.

### 87. Report from the County Councillor – no update.

### 88. Report from the District Councillors – no update.

### 89. Planning Applications.

- **DC/21/0912 - Annexe at 1 Oakwood Cottages, Hooklands Lane, Shipley** - Subdivision of existing annexe from 1 Oakwood Cottages to create a self-contained dwelling;  
After review and consideration, Members voted to **SUPPORT** the application. Votes: 4 support with 1 abstention.
- **DC/21/1345 - Hoes Farm, Coolham Road, Shipley** - Relocation of ambulance station at Hoes Farm, Cowfold Road to land to the west fronting Coolham Road using existing access;  
Members noted the many concerns of local residents who had objected, formally, via the HDC Planning Portal and having heard a statement in favour from the applicant, also heard passionate objections from three local residents at the meeting. Having listened to the concerns from residents, Members then debated the application and objected to it for the following reasons:-

- **Neighbourhood Plan (NHP)** - whilst the NHP supports the development of local businesses, the design and development are in clear conflict with the policies contained within the Plan, recently adopted by Referendum with 84.5% in favour;
- **Notice** - no prior notice was given to neighbours nor had any public notices been published at either the existing entrance on the A272 or proposed entrance in Brooks Green Road (as evidenced by a Shipley Parish Councillor attending both sites prior to the meeting);
- **Traffic and noise-** no traffic management plan had been submitted with the application. Members were concerned that ambulance traffic would turn south out of the Brooks Green Road entrance and drive past the school creating yet more traffic at a very congested and dangerous point; and that the already-stretched parking arrangements in that location would be further significantly stretched by an increased number of employees' vehicles, to detrimental effect. The applicant had also published, on social media, that he has a contract with the NHS which will necessitate, on occasion, ambulances leaving with sirens and blue lights flashing. This would disturb the peace of local residents and more normal tranquillity of this rural area.
- **Sewerage** - no sewerage solution had been provided; and
- **Overdevelopment** - whereas some light industrial and office development has been permitted opposite the site (to the west of Brooks Green Road), the application (on the eastern side of Brooks Green Road) would cause the destruction of a greenfield site and pave the way for ribbon developments alongside. The development would irreversibly change the village, increase noise and light pollution, increase traffic in a rural location; and endanger children and others during school hours, especially at school opening and closing times. This would have a detrimental impact on the rural aspect of the location and be in clear contravention of the NHP.

Members voted to **OBJECT** to the application. Votes: 5 Object.

- **DC/21/1366 – St Cuthmans, Cowfold Road, Coolham** – Prior notification for the change of use of 3no agricultural buildings to residential (C3) to form 5no dwellings;  
Members noted that this was a C3 prior notification and made no formal comment.
- **DC/21/1472 - Nightingale Farm, Sincox Lane, Shipley** - Prior Notification for the change of use of an existing agricultural barn to residential (Class C3) to form 3no dwellings  
At the meeting of Shipley PC held on 21st July 2021, Members noted that this was a C3 prior notification and made no formal comment. However, Members raised concerns and observed that whilst the Shipley NHP encourages low cost, smaller dwellings, the site has seen considerable development over the years. Members are concerned that the site is now overdeveloped. The plot in question is very small and is very close to the glamping site approved previously by HDC.

## 90. Planning Decisions.

Members noted that the HDC Local Plan would be debated by the HDC Full Council on 28<sup>th</sup> July 2021. The Chairman reported that at the most recent meeting of HALC, he had pressed for the Association to take collective action to obtain greater legal force for Neighbourhood Plans – and that had been taken up by the Chairman of HALC – and that at the most recent meeting of WSALC he had made a similar representation. WSALC had immediately agreed to conduct a survey of all Sussex Councils (West and East) as to their opinions about the value and effectiveness of NHPs.

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

- a) **Public Rights of Way inspection report** – The Clerk presented maps of the PROWs detailed in the report.
- b) **Other matters that require attention.**
  - Cllr de Zoete asked when the various traffic management projects in the parish might commence. Cllr Woodage advised that he and Cllr Wiltshire will meet the WSCC Highways team, at a date to be agreed, to discuss these matters;
  - Cllr Larcombe requested an update on the resignation of the Tree Warden. The Chairman advised that he and Cllr Emrich had written to the former Tree Warden and await a reply. The Clerk was requested to contact Cllr Emrich to see if he could assist further;
  - The Chairman advised that the gate on the public footpath near to Kings Platt, Shipley appeared to be locked. Cllr de Zoete suggested that it appeared to be locked but it was not. The Chairman and Cllr de Zoete agreed to visit the location and assess; and
  - The Chairman asked that the Clerk review the refurbishment and repainting of several fingerposts throughout the parish. The Clerk agreed to contact Cllr Emrich to see if he could advise.

**92. Queens Platinum Jubilee**

The Chairman advised that he had received correspondence, via Shipley Church, to consider a joint approach to the Queens Platinum Jubilee. The Clerk was asked to contact the Knepp Estate to see if they had any plans for the celebration in order to, potentially, combine activities and resources.

**93. Request for Support – Gatwick Second Runway.**

The Chairman referred to correspondence received from a member of the public requesting that SPC take “...every possible action to resist the commercially driven intention to create a second runway at Gatwick”. After review and discussion, Members **AGREED** that the Chairman draft an appropriate response reflecting the Council’s opinion currently that it needed to consider both the views of opponents of the scheme and opinions of residents who might rely on the airport for their livelihoods.

**94. Finance.**

- **Payments for June 2021** – members **APPROVED** the payments schedule, circulated previously.
- **Earmarked reserves** - Cllr Baxter advised that the traffic management projects, discussed previously at agenda item 91b, are within the earmarked reserves as listed in the payments schedule.

**95. Dates of next meetings.**

- There will be no Ordinary Meeting in August;
- The next Ordinary Council Meeting will be held on a 2nd September 2021 at the Andrew Hall, Shipley; and
- The next Planning Sub-Committee Meeting will be held on 12th August 2021 at a location to be advised

**There being no further business the Chair closed the meeting at 21:34.**

**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
WSALC	West Sussex Association of Local Councils
WSSC	West Sussex County Council

## APPENDIX A – Payments

Payments 22nd July 2021				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
Peter J Consultants	Internal audit fee	1777	11	£ 113.75
WSCC	Clerks Salary - May 2021	1778	12	£ 1,147.95
Paul Richards	Stamps	1779	13	£ 23.76
Paul Richards	Zoom fee 23/2 to 22/3	1779	14	£ 14.39
Paul Richards	Zoom fee 23/3 to 22/4	1779	15	£ 14.39
Paul Richards	Zoom fee 22/4 to 22/5	1779	16	£ 14.39
Paul Richards	Microsoft Office 365 sunscription	1779	17	£ 59.99
Paul Richards	Hand sanitiser	1779	18	£ 5.50
Paul Richards	Clipboards	1779	19	£ 18.99
Paul Richards	Facemasks	1779	20	£ 6.99
Paul Richards	Parish Mobile	1779	21	£ 10.00
Paul Richards	Parish Mobile	1779	22	£ 10.00
Paul Richards	Parish Mobile	1779	23	£ 10.00
Paul Richards	Parish Mobile	1779	24	£ 10.00
Paul Richards	Anti-Bac spray	1779	25	£ 2.00
Paul Richards	Mileage	1779	26	£ 36.00
				<b>£ 1,498.10</b>
<b>Income since last meeting</b>				
Interest	£			0.53
<b>TOTAL INCOME</b>	<b>£</b>			<b>0.53</b>
<b>Funds Transferred since last meeting</b>				
D/Acc. To C/Acc.	£			1,500.00
<b>BALANCES ON ACCOUNT</b>				
Current Account (Treasurers)	£	786.24	30 June 2021	
Deposit Account (Bus Bank)	£	62,677.52	30 June 2021	
Investment Acc. (NSI)	£	5,349.14		
<b>TOTAL BALANCES</b>	<b>£</b>	<b>68,812.90</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>£</b>	<b>33,495.05</b>		
<b>PAID SINCE LAST MEETING TO BE APPROVED 22/07/2021</b>				
None				£ -
				<b>£ -</b>
<b>To Pay after this Meeting</b>				
Mulberry and Co	Training - Cllr Cuthbertson	1780	27	£ 42.00
Vision ICT	Web services 9/21 to 8/22	1781	28	£ 270.00
WSCC	Clerk's salary June 2021	BACS	29	£ 1,147.95
				<b>£ 1,459.95</b>
	<b>Immediate Transfer D/Acc to C/Acc.</b>			<b>£ 1,500.00</b>