



# 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 2nd September 2021 commencing 8:16pm held at The Andrew Hall, Shipley.

### 96. Attendance and Apologies for Absence.

**Those Present:** Cllr Baxter (Chair), Cllr Beckett, Cllr Cuthbertson, Cllr Emrich and Cllr Larcombe.

**Also Present:** 5 members of the public, WSCC Cllr Jupp and P. Richards (Clerk).

**Apologies:** Apologies were accepted from Cllr Lindsay, Cllr Roggendorff, Cllr Wiltshire, Cllr Woodage and Cllr De Zoete. Apologies were received from Cllr Burrell, but Members also noted that he had been absent for six consecutive months from every meeting of the Parish Council and its sub-committees (of which there is only one – the Planning Sub Committee). He last attended a meeting (which was an Ordinary Meeting) on 18th February 2021. The Clerk advised that Cllr Burrell had ceased automatically to be a member of the parish council as per the Local Government Act 1972, s 85(1) and (2).

### 97. To receive any declarations of interests from members in respect to Items on the agenda – Cllr Emrich declared an interest in planning application DC-21-1660.

### 98. Public Session.

2022 – Cllr Beckett joins the meeting

Three members of the public objected to planning application DC-21-1748, Old House Manor Estate, Cowfold Road, Coolham (Erection of an agricultural barn and farm shop with associated parking area). Members noted their concerns and the Chairman thanked them for attending.

### 99. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 22<sup>nd</sup> July 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**.

### 100. Matters Arising from Item 99 (For information only).

- 86 - Dangerous crossing PROW/A24 – Email sent from the Clerk to contact WSCC for additional signs (WSCC Cllr Jupp will chase);
- 91 – PROW – locked gate reported - Cllrs Baxter and de Zoete have investigated and found the gate to be unlocked;
- 91 – Fingerpost repairs – Knepp Estate have agreed to repair one sign per year. The Clerk was asked to obtain expressions of interest to repair the remaining signs; and
- 92 – Queen’s Platinum Jubilee – Cllr Cuthbertson has agreed to liaise with the Church and setup at Facebook page requesting support and ideas.

### 101. Report from the County Councillor – WSCC Cllr Jupp provided an update that included:-

- Consultation had been requested (deadline of 8<sup>th</sup> October 2021) in relation to the draft Transport Plan and the Bus Improvement Plan (on-line survey);
- WSCC was assisting with the planned re-settlement of Afghan refugees; and
- Several hedges in the parish are overgrown and had encroached onto the footpaths. Councillors agreed that such hedges needed to be maintained and that letters should go to landowners concerned to remind them of that. Cllr. Jupp asked that the Clerk provide suitable letters for her to deliver to the households in question..

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

### 103. Planning Applications.

- **DC-21-1429 - Melbury Barn, Coolham Road, Brooks Green** - Application to confirm that the existing building and associated land has been used/occupied as a dwelling house for a period of at least four continuous years prior to submission of this application (Lawful Development Certificate Existing);  
After review and consideration, Members had no knowledge that would conflict with the application.
- **DC-21-1600 - The Mill, Brooks Green Road, Coolham** - Demolition of 4no existing commercial buildings/structures and erection of 2no new light industrial and retail buildings (Use Class E), with car parking, outdoor storage, landscaping, and associated works;  
After review and consideration, Members voted to **OBJECT** to the application (4 object with 1 abstention). Members noted that the site had gradually developed into an industrial estate with a resultant increase in traffic and noise. The application would seek to further develop the site in contravention of the parish council's NHP. Members noted that the Coolham Road had been blocked on many occasions by articulated HGVs attempting to turn into the site. Additionally, drivers of these vehicles had been known to request local residents to move their legally parked cars to allow access for the HGVs. This application would lead to more traffic disruption.

2105 – Cllr Emrich leaves the meeting

- **DC-21-1660 - Pound Farm, Pound Lane, Shipley** - Installation of 75kW ground mounted solar photovoltaic (PV) panel array;  
After review and consideration, Members voted to **SUPPORT** the application (4 support).

2117 – Cllr Emrich re-joins the meeting

- **DC-21-1748 - Old House Manor Estate, Cowfold Road, Coolham** - Erection of an agricultural barn and farm shop with associated parking area. After review and consideration, Members voted to **OBJECT** to the application (4 object with 1 abstention) for the reasons listed below:
  - Members recalled that a previous application by the same applicant had requested conversion of three barns into accommodation via C3 permitted development (DC/21/1366). If the barn requested in application DC/21/1748 is necessary to the operation of the farm (as stated in the applicant's statement), Members wondered why the previous application had requested the conversion of three existing and suitable barns? Member's considered application 1748 to be an attempt to increase housing which would not comply with either Shipley PC's NHP or HDC's HDPF;
  - the applicant's statement suggests that the farm shop "...will sell produce both grown on-site and locally grown". No information is provided in relation to the "on-site" produce and local knowledge suggests that there is little produce grown or reared on-site. Members considered this, therefore, to be a retail unit. This would conflict with Shipley's NHP.
  - no mention of any flood prevention measures were included with the application. No flood risk plans have been submitted and the applicant's statement was silent on the matter of flooding and surface water management. Evidence from local residents shows that the site is prone to flooding and is within the EA flood risk zones. This is an unsuitable site for a retail unit because of the issues of flooding and surface water;
  - no environmental or habitat impact plan has been submitted with the application. Local knowledge suggests that the site is rich in natural flora and fauna with sea trout often seen in the adjacent stream. In the absence of a suitable plan, the applicant has not demonstrated due regard to environmental and habitat concerns;
  - access to the proposed development is via an existing unmade track. Visibility exiting this track onto the B2139 is difficult but this is not referred to in the application. No traffic management plan has been submitted e.g. exit splay visibility requirements.
- **DC-21-1837 - The Mill, Brooks Green Road, Coolham** - Installation of 1x internally illuminated fascia sign and 1x internally illuminated free-standing totem sign;  
After review and consideration, Members voted to **OBJECT** to the application (5 object).  
Members noted that the site has gradually developed into an industrial estate with a resultant increase in traffic and noise. The application would be in contravention of the parish council's NHP regarding illuminated signs and by not being in keeping with the rural nature of the village.
- **DC-21-1847 - The Old Dairy, Cowfold Road, Coolham** - Erection of single storey side extension.  
After review and consideration, Members voted to **SUPPORT** the application (5 support).

### 104. Planning Decisions.

- Members noted the recent planning decisions. They also noted that the appeal against HDC's decisions to refuse planning applications DC-20-0321 and 0322 (Kings Mill, School Lane, Shipley) had not been upheld by the Planning Inspector.

- Cllr Emrich updated Members with the progress of the delayed HDC draft Local Plan. Members **AGREED** to continue to support the neighbouring and local parish councils in their objections to the proposed Weald Cross strategic housing development site.

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

- Cllr Emrich reported that, in conjunction with WSCC, the Knepp Estate was re-surfacing 500m of a bridleway adjacent to Countryman Lane;
- Cllr Larcombe suggested that a speed limit should be introduced for Countryman Lane to reduce instances of excessive speeding. WSCC Cllr Jupp advised on the relevant process but suggested that it would be unlikely WSCC would agree to such an application; and
- Cllr Beckett reported a dropped inspection pit on Bakers Farm Lane. Cllr Cuthbertson and Cllr Beckett agreed to meet on site to review and report the damage to WSCC.

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

The Chairman referred to an email from the Association of Parish Councils Aviation Group (APCAG) requesting support. Members **AGREED** to support this organisation which has three categories of membership: Full, Associate and ‘Copy’ (for those parishes that simply want to be informed).

**107. Finance.**

- **Payments for September 2021** – members **APPROVED** the payments schedule, circulated previously; and
- **Q1 variance report** – Members noted the report.

**108. Personnel - agree pooling agreement letter of variation** – Members could not agree to sign the letter of variation as they had received no background information or advice on this matter. The Clerk was asked to request and explanation of requirements from WSCC.

**109. Dates of next meetings.**

- The next Ordinary Council Meeting will be held on a 14th October 2021 at the Andrew Hall, Shipley; and
- The next Planning Sub-Committee Meeting will be held on 23rd September 2021 at a location to be advised.

**There being no further business the Chair closed the meeting at 22:03**

Signed ..... Chair

Date.....

**Acronym Information**

AIRS	Action in Rural Sussex
AGAR	Annual Governance and Accountability Return
CIL	Community Infrastructure Levy
CSW	Community Speed Watch
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
SDNP	South Downs National Park
SHELAA	Strategic Housing Economic Land Availability Assessment
SPC	Shipley Parish Council
TPO	Tree Preservation Order
TRO	Traffic Regulation Order
WSALC	West Sussex Association of Local Councils
WSCC	West Sussex County Council

## APPENDIX A – Payments

Payments 2nd September 2021				
<b>Approved and paid at last meeting</b>	<b>Invoiced Services</b>	<b>Chq Nos</b>	<b>Folio</b>	<b>Amount</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	1782	29	£ 1,147.95
				<b>£ 1,459.95</b>
<b>Income since last meeting</b>	<b>Amount</b>			
Interest - July	£ 0.52			
Interest - August	£ 0.53			
<b>TOTAL INCOME</b>	<b>£ 1.05</b>			
<b>Funds Transferred since last meeting</b>				
D/Acc. To C/Acc.	£ 2,500.00			
<b>BALANCES ON ACCOUNT</b>				
Current Account (Treasurers)	£ 731.42	31 August 2021		
Deposit Account (Bus Bank)	£ 60,178.57	31 August 2021		
Investment Acc. (NSI)	£ 5,349.14			
<b>TOTAL BALANCES</b>	<b>£ 66,259.13</b>			
<b>EARMARKED RESERVES</b>				
Coolham Airfield Memorial	£ 1,000.00			
Replacement play equipment - reserve fund	£ 3,000.00			
Finger Posts	£ 1,600.00			
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 5,500.00			
Includes Solar Community Benefit	£ 7,595.05			
Includes Operation Watershed 2014	£ 550.00			
Includes Election Reserves	£ 1,400.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 9,750.00			
New website	£ 2,000.00			
<b>TOTAL ALLOCATIONS</b>	<b>£ 33,495.05</b>			
<b>PAID SINCE LAST MEETING TO BE APPROVED 2/9/2021</b>	<b>Invoiced Services</b>	<b>Chq Nos</b>	<b>Folio</b>	<b>Amount</b>
Came and Company	Annual Insurance	1783	30	£ 894.87
				<b>£ 894.87</b>
<b>To Pay after this Meeting</b>	<b>Invoiced Services</b>	<b>Chq Nos</b>	<b>Folio</b>	<b>Amount</b>
WSCC	Clerk's salary July 2021	1784	31	£ 1,147.95
WSCC	Clerk's salary August 2021	1785	32	£ 1,147.95
Grasstex	Grounds maintenance April to June	1786	33	£ 725.20
				<b>£ 3,021.10</b>
	<b>Immediate Transfer D/Acc to C/Acc.</b>			<b>£ 3,000.00</b>