



# Shipley 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 Shipley Parish Council held on Monday 13<sup>th</sup> January 2025 commencing 7:30 pm held at the Andrew Hall, Shipley.

### 1. Attendance and Apologies for Absence.

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

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

**Apologies:** Apologies were accepted from Cllr de Zoete 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. Chanctonbury Community Land Trust.

Caroline Instance (Chair) and Keith Abbott (Secretary) introduced the Land Trust, and their presentation is attached at Appendix A. They are seeking support and membership from local stakeholders and parish councils. The Chairman thanked them for their informative presentation.

### 5. Approval of the draft Minutes from the last ordinary meeting held on 16<sup>th</sup> December 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**.

### 6. Matters Arising from the previous meeting (for information only).

- Item 77 – SID – to be completed after Christmas;
- Item 128 - Digital Switch – HDC Cllr Blackburn to progress;
- Item 133 – Eco grants – HDC Cllr Blackburn to progress;
- Item 142 - Highways meeting to be arranged;
- Item 148 – the Chairman will send a newsletter update;
- Item 158 – Sale of Drill Hall – HDC Cllr Jeffrey to progress;
- Item 161 - A272 flooding – WSCC Cllr Jupp to progress the Task and Finish Group update;
- Item 162 – Coolham field covenants – Clerk to progress; and
- Item 163 – Switch bank – the Clerk advised that application has been submitted.

### 7. Report from the County Councillor.

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

- Re-surfacing work will commence shortly in Smithers Hall Lane and Brooks Green Road;
- The waste recycle shop at the Billingshurst Waste Recycling Centre had proved successful with funds to be distributed to local community organisations such as the Shipley Hub;
- WSCC will launch a No Smoking Campaign; and
- WSCC has received an increased grant of £1.9m from Government to help fund Domestic Abuse prevention measures.

## 8. Report from District Councillors.

HDC Cllr Jeffrey advised that:

- The questions raised by the draft Local Plan Inspector had been answered by HDC, but the local Hearing sessions remain suspended;
- He and the Chairman met with the HDC Planning Compliance Team who agreed to educate and improve communication with parishes;
- HDC Cllr Blackburn reported that a motion to create a HDC River Charter was approved at the last Council meeting. The Charter will bring together multiple river Trusts, agencies and other stakeholders with an objective to help protect the local rivers; and
- HDC has announced a property retrofit application to assist with investing in energy efficiency and sustainability measures.

## 9. Planning

### a) Applications.

- **DC/24/1569 - Hooklands Farmhouse, London Road, Ashington** - Mass concrete underpinning and installation of a root barrier to the two storey detached barn (Listed Building Consent).

**Members voted, unanimously to SUPPORT the application.**

- **DC/24/1871 - Blackthorn Cottage, Old House Lane, Southwater** - Erection of outbuilding and associated works.

**Members voted, by majority, to SUPPORT the application providing the building be used solely for purposes incidental to the occupation and enjoyment of the dwelling, Blackthorn Cottage, and shall not be used as residential accommodation or for commercial purposes.**

### b) Planning matters.

- Cllr Larcombe enquired why SPC had not responded to a recent planning application at Coolham Airfield. The Chairman reminded Members that the application was for permitted development and that SPC are not consulted on PD applications; and
- Cllr Emrich referred to application DC/25/008 (Bentons Farm). The Chairman advised that SPC had been requested to provide any material evidence to support the application's statement that on the balance of probabilities the bund was 87% substantially complete by September 2019. Members were asked to forward any evidence to the Clerk.

### c) Planning decisions.

**APPROVED - WSCC/019/24 - Knepp Castle – Proposed extension of time.**

## 10. Roads, Footpaths, Bridleways & General Maintenance of the Parish.

Cllr Nunn reported that a branch had fallen onto parish owned land in Red Lane, Shipley. The Chairman agreed to inspect it.

## 11. WSALC/HALC – next meetings to be scheduled for January 2025.

**12. Climate and Environment** – Cllr Tuck advised that Greener Shipley had met to discuss possible options for the Coolham playing field. The Chairman advised that now Greener Shipley were seeking more significant amounts of funding, including from the Parish that a decision needed to be made on a governance structure to make sure that organisation remained compliant; either it needed to become an official Working Group of the Parish Council or set up as a completely independent organisation. If the former, then the terms of reference, a draft of which had been created would need to be approved by SPC.

**13. Finances.**

- **Ethical Banking** – the Clerk advised that an application to switch to the Unity Trust bank will be submitted;
- **Email provider** – Members agreed that the Clerk should attend to and install the new email system at their home addresses; and
- **Payments** – Members approved the payments schedule that is attached as Appendix C.

**14. Consultation – NALC - local government standards consultation survey.**

The Chairman had reviewed the consultation and advised that Members, individually, complete the survey.

**15. Shipley Community.**

- Cllr Emrich advised that the 2025 Wassail event will take place in the Community Orchard;
- Cllr Tuck reminded Members of the 150<sup>th</sup> anniversary of Shipley School;
- Cllr Larcombe advised of a local Church Social - details would be posted on Facebook; and
- Cllr Larcombe advised of a Church Bell peel and talk about the Methods Book.

**16. Dates of next meetings.**

- The next **Ordinary Parish Meeting** will be held on Monday 13<sup>th</sup> February 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 21:07.

**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

CHANCTONBURY LAND TRUST

## What is a Community Land Trust?

- Community Land Trusts – or CLTs – give ordinary people the means to steward land for local wellbeing
- CLTs are organised around a location, and anyone who lives or works there can join and participate, **democratically**
- CLTs prioritise the interests of the local community
  - Securing green prosperity
  - Attracting investment & nurturing business development
  - Creating & curating sustainable quality places for local people to live in
  - Enhancing the skill base
- There are more than 550 CLTs in England & Wales
- For more information visit [communitylandtrusts.org.uk](http://communitylandtrusts.org.uk)



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## What prompted development of Chanctonbury CLT Limited?

- The principal motivation was to consider a community led, rather than a developer, profit-driven re-development of the Thakeham Mushrooms farm site
  - Use for a range of purposes consistent with the made Thakeham Neighbourhood Plan & what preliminary discussions with HDC indicated they would welcome
    - Demonstrate reasonable efforts to secure an agricultural/horticultural use of the site
    - D2 recreational use compatible with the location
    - B1 light industrial/commercial or tourism
- Discovered late 2023 Bellway had bought the site (£16.4 million) and planned to build more than 600 homes
  - Current rejected planning application, subject to appeal for initial phase of 247 homes



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# Why Chanctonbury rather than Thakeham CLT Limited?

- Recognition that Thakeham is a small village & opportunities to develop community assets in Thakeham alone may be limited
- Due to the nature of the local area & lack of infrastructure, Thakeham & our neighbouring Parishes are equally impacted by the same factors, thus we felt a CLT with a broader geographic base made more sense
  - Dealing with the problems of over-development
  - Lack of affordable housing especially for our young people
  - Lack of local employment opportunities
  - Lack of facilities – education; health; transport; leisure
- Chanctonbury CLT Limited has been established as a Registered Society under the Co-operative & Community Benefit Societies Act 2014
  - Non-charitable with a share option
  - An initial Board of Directors has been created but we would welcome additional members from more Parishes, especially if you have a skill set that would be beneficial to help the CLT evolve & grow
  - Membership is open to anyone in Thakeham & surrounding Parishes who choose to subscribe for a share/shares



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## Chanctonbury CLT Limited next steps

- Development of the Chanctonbury CLT website
- Membership drive via social media & leafletting
  - Targeted initially to the 500+ local residents who objected to Bellway's planning application
- Watch the outcome of the Bellway appeal and whilst waiting develop an outline Planning Application for the site to present HDC with an alternative vision if the appeal is refused
- Keep an eye open for smaller sites that might present realistic community development opportunities
- Explore becoming the social housing partner for small developments that receive planning approval



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## APPENDIX B

### County Councillor Report for Shipley Parish Council – January 2025

#### Highways

After a period of extreme weather, I have asked the Highways Steward to check various roads in the area as some defects have appeared during the last few weeks. Highway Teams have been busy responding to flooding and during the icy weather the gritting lorries have been out and about spreading salt on major roads.

Before Christmas West Sussex County Council awarded two highways' services contracts to provide maintenance and drainage works on the county's road network in line with the Council's Highways Asset Management Policy and Strategy.

The highways maintenance core services contract, which has been awarded to Volker Highways Limited, has an estimated combined annual revenue and capital spend of £16.5million. The contract will cover several key areas of local highways operations including repairs to emergency and reactive defect reports, winter treatment, maintenance of structures, minor carriageway patching, weed control, tree maintenance and maintenance of signs, lines, and markings.

The highways drainage maintenance services contract has been awarded to FM Conway Limited and has an estimated combined annual and capital spend of £4.2million to cover small scale reactive drainage and ironworks tasks, reactive system jetting and CCTV investigations, ditching maintenance works and cyclical cleansing of gullies.

Both contracts will start on 1 April 2025, for an initial period of seven years.

#### Devolution

Following the publication of the English Devolution White Paper on 16<sup>th</sup> December, the Leaders of West Sussex County Council, East Sussex County Council and Brighton & Hove City Council reached a consensus that an elected Mayor for Sussex would unlock significant powers and resources and ensure that Sussex has a strong voice representing our interests with national Government.

On Thursday 9<sup>th</sup> January, West Sussex County Council's Cabinet agreed to submit a joint proposal with Brighton & Hove City Council and East Sussex County Council to Government for devolution of powers across Sussex.

To allow for consultation on the new mayoral combined authority, the Government is highly likely to require the postponement of any elections due to take place in May 2025. This directly affects the two county councils, each of whom will need to write to Government requesting the postponement of the upcoming elections, in order to fulfil the requirements of the priority programme. Any decision to postpone the elections in May 2025 will be made by the Government not the County Council.

In the coming months the Government also requires proposals for local government reorganisation to be considered locally to unlock the benefits of devolution. The three authorities have confirmed that they will work with East and West Sussex's districts and borough councils to develop a proposal for local government reorganisation across Sussex that will meet the needs of local communities while also strengthening the financial resilience of councils.

The English Devolution White Paper sets out:

1. The introduction of Mayoral Combined Authorities to all areas of England and an associated move to unitary government replacing two tier local government where it exists.
2. Clarity about the powers available and the conditions for accessing them.

3. Clarity about the size of authorities (unitary councils to have a population of at least 500,000 and Mayoral Combined Authorities to have a population of at least 1,500,000).
4. Clarity about the role of a mayor in relation to current local government responsibilities for strategic planning and housing and, in time, for wider public services such as Police, Fire and Rescue services, Probation, skills and employment support, environment and climate change, business support, health and health inequalities.

If the Government accepts the Sussex proposal, there will be a public consultation in the spring.

Amanda Jupp  
[amanda.jupp@westsussex.gov.uk](mailto:amanda.jupp@westsussex.gov.uk)

## APPENDIX B – PAYMENTS

Payments January 2025				
<b>Income since last meeting</b>				<b>Amount</b>
Bank Interest				£ 55.22
Grant - Sussex Wildlife Trust				£ 747.00
<b>TOTAL INCOME</b>				<b>£ 802.22</b>
<b>Funds Transferred since last meeting</b>				<b>Amount</b>
Deposit Account to Current Account				£ 1,500.00
<b>BALANCES ON ACCOUNT</b>				<b>Amount</b>
Current Account (Treasurers)				£ 1,541.48
Deposit Account (Bus Bank)				£ 69,232.43
Investment Acc. (NSI)				£ 5,387.65
<b>TOTAL BALANCES</b>				<b>£ 76,161.56</b>
<b>EARMARKED RESERVES</b>				<b>Amount</b>
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
<b>Winterisation of car park field</b>				<b>£ 2,500.00</b>
Includes NHP Funding Reserves				£ 500.00
Traffic management (Coolham crossroad & Pound Lane etc.)				£ 17,509.00
<b>TOTAL ALLOCATIONS</b>				<b>£ 38,145.00</b>
<b>PAID SINCE LAST MEETING TO BE APPROVED</b>		<b>Invoiced Services</b>	<b>Payment Type</b>	<b>Folio</b>
None				
				£ -
<b>To approve and pay after this Meeting</b>		<b>Invoiced Services</b>	<b>Payment Type</b>	<b>Folio</b>
Parish Online		New gov.uk domain and email service	BACS	68
Hugo Fox		Website hosting - Jan 2025	DD	69
Grasstex		Final grass cit/jet wash play equipment	BACS	70
WSCC		Clerk's salary	BACS	71
Paul Richards		Printer ink	BACS	72
HM Land Registry		Title search Coolahm airfield	1876	73
Shipley PC		Unity Bank 2 x £500 to open new accnts	1877/1878	74/75
				£ 3,426.84
		<b>Immediate Transfer S/Acc to C/Acc.</b>		<b>£ 3,500.00</b>



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**The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Thursday 13<sup>th</sup> February 2025 commencing 7:30 pm held at the Andrew Hall, Shipley.**

**17. Attendance and Apologies for Absence.**

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

**Also Present:** WSCC Cllr Jupp, and P. Richards (Clerk).

Five members of the public were present.

**Apologies:** Apologies were accepted from HDC Cllr Blackburn and HDC Cllr Jeffrey.

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

Cllr Huggett declared an interest in planning application DC/24/1966. She asked that colleagues agree a dispensation to allow her to stay in the room whilst this matter was being debated due to the cold weather. She agreed not to take part in any debate or vote in this matter. Members **AGREED**, unanimously that she could remain in the room during any debate.

**19. Public Session.**

- A resident objected to planning application DC/24/1966 on the grounds of scale, density, flooding (long local history of flooding on the site), lack of sewerage capacity, threats to wildlife (especially bats), lack of local amenities, no local bus service and conflicts with SPC's NHP;
- A resident objected to planning application DC/24/1966 on the grounds of flooding (existing and suggested new ponds would be ineffective), limited sewerage capacity, ribbon development precedent, and no affordable housing proposed;
- A resident objected to planning application DC/24/1966 with similar comments as mentioned previously;
- A resident objected to planning application DC/24/1966 with similar comments as mentioned previously. He added that the development put profits ahead of the community; and
- A resident proposed that SPC investigate the installation of many more litter bins in Coolham. The Chairman agreed to review this later in the meeting.

**20. Planning.**

The Chairman brought forward the planning applications to be reviewed.

- **DC/24/1966 - Land North of Cowfold Road, Coolham** - Erection of 9no. 2-, 3- and 4-bedroom dwellings, including a mix of houses and bungalows, together with access from Cowfold Road, vehicle and cycle parking, landscaping and open space, and sustainable drainage

**Members voted to OBJECT to the application on the following grounds. VOTES: 9 x object and 1 x abstain.**

- **Flooding** - Members noted that the flood report was carried out in the summer. Local records and evidence from residents support the view that the site is severely flooded in the winter often flooding the local school. Bar the summer, this field is wet for 9 months of the year and would require a swale or similar. Inadequate flood relief plans have been submitted by the applicant that might alleviate the known issues. There is a ditch to the northern boundary but this is designed for limited run off from the field alone, and drains into the neighbours pond at Home Farmhouse. In the winter this pond burst its banks and cannot cope with any more surface water.
- **Overdevelopment** – the Shipley Neighbourhood Plan (NHP) acknowledges that modest “in-fill” development could be considered as follows “*This means our approach to planning positively for development will be through encouraging and supporting modest windfall proposals that can be satisfactorily accommodated, without undermining the quality of life for local people*”. This is an urbanised, large scale development that would have serious impact on the quality of life for local residents. In addition, the HDC’s 2018 SHLAA notes the site is classified as “un-developable” as follows “*Unless allocated for development or similar through the review of the Horsham District Planning Framework (HDPF) or via a made Neighbourhood Plan, it is considered development would be contrary to Policies 1 to 4 and 26 of the HDPF. The site is therefore assessed as 'Not Currently Developable'.*”;
- **Density** - – The application conflicts with the Shipley NHP Policy Ship HD1 “*The proposed development reflects the scale and density of existing development in the village or hamlet where it is located*”. The proposed density and scale do not reflect its surroundings. Nine houses in 2/3 of an acre, some of which are substantial is extreme overdevelopment. Most developers would only look for 2 units in a plot so small and even then the gardens would be small.
- **Loss of privacy, light and overlooking** – the site would impair the visual amenity enjoyed by the current neighbours and residents. The development would see several local houses overlooked and have a significant impact on their privacy;
- **Water Neutrality** – the justification statement is unrealistic and lacks sufficient evidence to prove the site would be water neutral. For example, the applicant’s statement suggests a water usage of just 84 litres per day – this is unrealistic for a modern family and has yet to be evidenced by any local authority as achievable.
- **Affordable homes** – The application conflicts with the Shipley NHP Policy Ship HD1: New housing development – “*The proposed development delivers new affordable housing*”. The proposals fall short in meeting this key Policy;
- **Sustainable development** - The application conflicts with the Shipley NHP Sustainable Development – An approach to development that aims to allow:
  - *economic growth without damaging the environment or natural resources.*
  - *Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.*
 No commitment to ecological design or solutions is offered e.g. commitment to install PV roof panels or heat pumps. Members asked that the Chairman liaise with HDC Cllr Jeffrey to “call in” this application to be reviewed by the HDC Planning Committee. Cllr Tuck suggested that future, large scale applications should be divided among the Members with each taking a subject matter (e.g. biodiversity).
- **DC/25/0113 - Barn To The East of Coolham Road Coolham** – Prior Notification for Change of Use of Agricultural Building to 2no. dwellinghouses.  
**Members AGREED to object to the application. VOTES: 7 x object, 1 x abstain and 2 x support.**

The conversion into the dwellings detailed conflicts with Shipley Neighbourhood Plan, section 4.7 on several counts:

- The properties are not sympathetic or in keeping with the rural nature of the Parish. They are still too big for the site, and the associated ground works for too executive houses would essentially lead to the development of a greenfield site.
- The character of the Parish would be affected as there are no precedents for this style of black metal sheeted building that has been punctuated with far too many windows and doors to create the light required only caused by the applicant trying to fit too larger scale accommodation on site with multiple rooms and bedrooms.
- As per the SNP this is not a worthwhile barn to develop, unlike the traditional timber clad, clay roofed Sussex style buildings. This is a modern architectural carbuncle built much more recently and if a standalone design for a new build would be refused on design grounds for being hideously industrial.
- Linked to this the site would be overdeveloped into 2 executive houses that are far too big for the plot they sit in. The site is more appropriate for a number of smaller properties if it is to be developed at all. The proposed development does not contribute to a rebalancing of the housing stock, with an emphasis on affordable homes, catering for families and smaller households.
- The site would effectively be ribbon development as it sits outside the village settlement boundary and is in the open countryside and would detract from the local Conservation area and the rural setting, destroying the dark skies the airfield.
- The site would lead to a further loss of biodiversity, already visible as the applicant has already removed an acre of woodland. It sits within 500m of a large natural pond, recognised as the habitat boundary within which great crested newts and other protected species will operate.
- The site cannot be possible water neutral as there is no water supply in spite if approval under HRA/23/0015. The case officer accepted the false meter reading in the water neutrality report run from a hosepipe across neighbouring fields and failed in her due diligence to check with Southern Water, a simple task who confirm there is no water supply to the barn. This fact is being ignored by HDC who have refused to comment of whether they have verified this point with Southern Water which anyone would consider to be a basic first step when an applicant claims a water usage.
- The access to the site is a well used PROW used daily by dozens of people for recreational use. This footpath which is barely wide enough for a car would become a danger to pedestrians, equestrian and dogs who currently have no such dangers to contend of multiple cars also using the path.
- The matter of drainage for 2 large properties and associated ground works has not been addressed. There are no accessible drains on site and that area of the airfield is prone to flooding.
- **S106/25/0001 - Woodfords, Shipley Road, Southwater** - Deed of variation to legal agreement for approved application DC/21/2180 to allow alternative water neutrality solution.

**Members noted the variation.**

## **21. Approval of the draft Minutes from the last ordinary meeting held on 13<sup>th</sup> January 2025**

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**.

**22. Matters Arising from the previous meeting (for information only).**

- Item 77 – SID – The Chairman and Cllr Smale to arrange a site meeting;
- Item 142 - Highways meeting to be arranged. WSCC Cllr Jupp has dates;
- Item 148 – the Chairman asked that paper copies of the survey be sent to him;
- Item 161 - A272 flooding – WSCC Cllr Jupp has progressed this matter;
- Item 162 – Coolham field covenants – Clerk to progress; and
- Item 10 – Tree branch in Red Lane – The Chairman to investigate.

**23. Report from the County Councillor.**

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

**24. Report from District Councillors.**

HDC Cllr Jeffrey provided an update, circulated previously, that is attached at Appendix B.

**25. Planning**

- a) **Planning matters** - Cllr Tuck referred to the SPC HNP census information that is now out of date.
- b) **Planning decisions.**

- **APPROVED** – 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; and
- **REFUSED** – 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).

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

- Cllr de Zoete reported that the white lines at the junction of Countryman Lane and Smithers Hill Lane needed to repainted. She acknowledged that WSCC Cllr Jupp had reported, previously, that this matter was in hand, but Cllr de Zoete asked that a revised and more helpful set of white lines might alleviate reported problems. She was asked to forward the details to the Chairman;
- Cllr Tuck referred to a previous action to review a vermin proof bin for the Coolham Playing Field. The Clerk was asked to progress this and add this item to the next agenda;
- Cllr Tuck enquired as to when the vehicle activated sign would be fitted at Paygate corner. Cllr Emrich offered the use of the Knepp Estate telehandler to assist once the ground was dry enough to allow access. Cllrs Woodgate and Payne will arrange for the necessary installation when the weather improves;
- The Chairman referred to the earlier proposals raised by a resident to install more litter bins in Shipley. Location and sites were reviewed however concern was raised about waste disposal. It is known that HDC have no further capacity to empty the bins and Members were unsure if the litter arising could be placed into household waste bins. The Clerk was asked to investigate. Cllr Emrich agreed to send the Clerk details of a local waste contractor.

**27. WSALC/HALC – no update.**

**28. Climate and Environment** – The Chairman advised that a revised Terms of Reference relating to Greener Shipley would be circulated for agreement at the next meeting. Cllr Tuck advised that local consultation on the proposed “re-wilding” of Coolham Playing Field will be held on 22<sup>nd</sup> March 2025 from 5pm to 7:30pm. Approval was given for Greener Shipley to book the hall and provide light refreshments.

**29. Finances.**

- **Payments** – Members approved the payments schedule that is attached as Appendix C; and
- **Q3 variances** – the report, attached at Appendix D, was noted.

**30. Consultation – NALC - local government standards consultation survey.**

The Chairman had reviewed the consultation and advised that Members, individually, complete the survey.

**31. Shipley Community.**

- Cllr Emrich advised that the 2025 Wassail event will take place in the Community Orchard; and
- Cllr Tuck advised that the Men's Shed were working with the local school to construct owl boxes.

**32. Dates of next meetings.**

- The next **Ordinary Parish Meeting** will be held on Monday 3<sup>rd</sup> March 2025 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 21:06.

**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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		WSCC	West Sussex County Council

## APPENDIX A

### County Councillor's Report – February 2025

Various roads in the parish were inspected in January and jobs were raised for any defects found – most of these have now been repaired. The relentless rain is having a detrimental effect on road surfaces, but highways teams are managing to keep up to date with inspections and contractors are carrying out repairs in reasonable time. Free Bikeability training to Year 6 pupils who are eligible for free school meals is being offered by the County Council in a bid to ensure that these children can develop the confidence and skills to cycle safely. The training sessions will be available from January 2025. Bikeability is the government recognised syllabus for cycle training in the UK and ensures participants can make independent and safe cycle journeys, providing a foundation to a lifetime of active travel. For further information visit the Cycle Safety Courses for Children on the council website - [www.westsussex.gov.uk/roads-and-travel/road-safety/cycle-safety-courses-for-school-children/](http://www.westsussex.gov.uk/roads-and-travel/road-safety/cycle-safety-courses-for-school-children/).

The County Council is asking local residents for feedback in a [public survey](#) about its draft Local Flood Risk Management Strategy.

As the lead local flood authority for West Sussex, the County Council is responsible for developing, maintaining, applying and monitoring a Local Flood Risk Management Strategy. It will guide how the Council works with water companies, district and borough councils, residents, landowners and the Environment Agency to improve local flood risk management in the county, with specific actions for the next five years. Last September, the Council surveyed residents in West Sussex to ask about their experiences of flooding to better understand how the risks can be managed. Their comments and suggestions on flood risk management were used to develop the strategy. Now the Council is asking residents for their views on the draft before it goes to the next stage. To take part in the [Local Flood Risk Management Strategy survey](#), please visit [yourvoice.westsussex.gov.uk/west-sussex-draft-local-flood-risk-management-strategy-consultation-2025-2030](http://yourvoice.westsussex.gov.uk/west-sussex-draft-local-flood-risk-management-strategy-consultation-2025-2030).

The proposed budget for 2025/26 will be debated at the County Council meeting on Friday 14<sup>th</sup> February and voted on by members in attendance. The net revenue budget requirement is £826.996m and the increase in Council Tax will be 4.99%, comprising 2.99% for General Fund services and 2% towards the cost of Adults' Social Care.

Devolution: The Deputy Prime Minister, Angela Rayner, announced in Parliament a week ago that Sussex was to be included in the priority programme for setting up a mayoral authority, with elections for mayor taking place in May 2026. A Government consultation will now take place and discussions with District and Borough councils will get underway to discuss the establishment of unitary authorities and their geography.

Recycling: Throughout West Sussex, we are proud to work alongside a team of passionate recycling and waste prevention volunteers. They attend public and private events to promote waste prevention, reuse, and recycling and are eager to answer questions about the county's recycling services and waste reduction initiatives. In addition to the public events listed below, we are participating in numerous privately hosted talks and events for local community groups, schools, and other organisations. If you would like our team to give a talk, visit your school, attend an event, or if you would like more information, please contact us at: [waste.prevention@westsussex.gov.uk](mailto:waste.prevention@westsussex.gov.uk). We also support our partners at the district and borough councils with community outreach in selected areas, engaging residents on both recycling and waste prevention topics.

## February/March events

- Saturday 15 February (10:30am–1pm) - Volunteer Recruitment Fair, Rustington Methodist Church, Clagmar Road, Rustington, BN16 2NL
- Saturday 15 February (1pm–3pm) - Cats Protection Charity Bazaar, Millennium Hall, Roffey, Crawley Road, Horsham, RH12 4DT
- Tuesday 18 February (9am–11am) - UKHarvest Super hub, Oving Jubilee Hall, High Street, Oving, PO20 2DQ
- Tuesday 25 February (7pm–9:30pm) - [Waste prevention talk for Steyning Green Drinks](#), Saxon Room, Steyning Centre, Fletchers Croft, Steyning BN44 3XZ.
- Monday 17 March (10am–4pm) - Food Waste Action Week Information Stand, Horsham Library, Lower Tanbridge Way, Horsham, RH12 1PJ
- Wednesday 19 March (9:30am–11am) - Food Waste Action Week Information Stand at Food Hub, Broadfield Community Centre, Broadfield Barton, Crawley RH11 9BA
- Thursday 20 March (9:30am–11am) - Food Waste Action Week Information Stand at UKHarvest Community Food Hub, Sidney Walter Centre, Sussex Road, Worthing, BN11 1DS
- Friday 21 March (10am–4pm) - Food Waste Action Week Information Stand, Crawley Library, Southgate Avenue, Crawley, RH10 6HG
- Saturday 22 March (10am–3pm) - Food Waste Action Week Information Stand, Worthing Library, Richmond Road, Worthing, BN11 1HD
- Wednesday 26 March (9:30am–11am, setup from 8am) - Food Waste Action Week Information Stand at UKHarvest Community Food Hub, Chanctonbury Leisure Centre, Storrington, RH20 4BG

Amanda Jupp

[amanda.jupp@westsussex.gov.uk](mailto:amanda.jupp@westsussex.gov.uk)

## Update From Horsham District Council – February 2025

### Update on Local Government Reorganisation & Devolution

An all-member briefing took place on the 28<sup>th</sup> January where Councillors were told that a letter was expected from Jim McMahon by the end of January setting out whether West Sussex had been accepted onto the Priority Programme and outlining next steps.

Two letters were received on 5<sup>th</sup> February, one to the Upper Tier Leaders on Devolution and the other to all Leaders on Local Government Reorganisation (see below). The devolution letter confirmed that Sussex and Brighton are on the Priority Programme for setting up a Mayoral Combined Authority with the election of the new Mayor in May 2026.

The local government letter said an initial proposal for Unitary Councils in the new Combined Authority area needs to be submitted by 21<sup>st</sup> March and the full proposal by 26<sup>th</sup> September 2025.

There are some details about information to be provided but it doesn't appear that the final shape of the Unitaries needs to be confirmed by 21 March. The election date for the new unitary is to be "as soon as possible".

Leader of the Council Martin Boffey and Chief Executive Jane Eaton attended a Leaders' meeting at Shoreham on Thursday 30 January and good relationships continue to be built among the West Sussex Leaders. The next all West Sussex Leaders' meeting is 19 February and fortnightly thereafter.

The Chief Executives of all Sussex and West Sussex met on 7 February to start scoping the work.

Because what is known as "Double Devolution" is usually part of the work, and because Cabinet has put a Community Governance Review for the whole District in the Annual Plan, Martin Boffey and Jane Eaton have asked if they can visit the larger parishes at their meetings in the next 6 weeks or so to talk about these matters and have suggested they might like to invite their smaller neighbours too.

Their first meeting is at Steyning on 17<sup>th</sup> February. Steyning has invited councillors from Upper Beeding, Bramber, Ashurst and Wiston to come along. Matters for discussion include:

- Their appetite for a transfer of assets and services
- The forthcoming Community Governance review and the models they and their neighbours could consider prior to the consultation which is likely to be in the autumn
- An offer of support from me to the parish clerks to help them with any transition.

### Local Plan Update

Following a Local Plan briefing to all Members on the 9<sup>th</sup> January, all the Action Points requested by the Planning Inspector have been submitted to him. He has agreed that this documentation can be placed on the Council's website. It is available from the following

link: <https://www.horsham.gov.uk/planning/local-plan/local-plan-examination/Examination-Library>.

The documents are uploaded under the tab 'Post submission documents', and the heading 'Council documents'. The Action Point responses start from reference number HDC28. The Action Points set out that the Council is of the view that it could complete necessary updates to the Plan required by the Inspector within a six-month timeframe.

They also highlight the risk of the significant policy vacuum that could arise if plan making had to begin again, particularly in light of the recent government proposals for devolution.

At the time of this report, no response had been received from the Inspector.

### Albury House Move

Now that the new office is almost complete Members had the opportunity to see the progress made having had tours on 24th and 31st January.

Phased moves for staff will be over a four-week period starting the week commencing 10th February through to 3rd March. Reception will then be open to all members of the public from 3rd March.

Snagging and final works to the building are due to be completed by 14 February.

### **Holocaust Memorial Day**

On Monday, 27th January 2025, Horsham District Council commemorated Holocaust Memorial Day. Flags were lowered to half-mast, and the Capitol Theatre was illuminated in purple to honour the victims of the Holocaust. Cllr Blackburn and I attended a candle-lighting service held by the war memorial in the Carfax.

### **New Job Hubs Launched Across Horsham District**

Horsham District residents who are seeking to improve their career prospects can now access personalised support to help them succeed in today's competitive jobs market. In collaboration with recruitment specialists Adam Knight & Associates, Horsham District Council has developed a growing number of local employment support hubs as part of their Empower Your Future Programme.

Whether you're looking to refine your CV, explore new career paths, or start your own business, the programme provides guidance tailored to your needs to ensure you receive the right level of engagement to help you progress. Participants will be supported on a weekly, fortnightly, or monthly basis, depending on their readiness for work and specific needs.

Since the launch of the employment support hubs in August 2024 over 40 participants have registered with the programme.

One local resident who took part in the programme was supported on their career change journey having recently become unemployed. Through 1-2-1 meetings, the participant was supported in identifying key barriers which were holding them back from becoming employed and then provided with some tailored support to help overcome these, including the redesign of their CV. Following this, the participant successfully secured employment.

### **Declaration For River Recovery**

At a Horsham District Council Cabinet meeting on 29 January, senior councillors will look to adopt a Declaration for River Recovery.

The Declaration recognises the importance to the natural world of rivers, their tributaries, and streams, and that these are increasingly under threat and in decline. This adversely affects the rivers themselves, wildlife and the wider natural environment, and the communities that depend on them.

The Declaration will also acknowledge the importance of all of the relevant organisations and communities working together to protect and restore resilient, vibrant riverscapes that will benefit wildlife and people.

The Declaration has been developed in conjunction with several neighbouring councils, as well as local conservation groups and two Rivers Trusts and relates to the rivers Rother, Arun and Adur.

It demonstrates a shared commitment to restore local rivers. The Council has no direct control over river restoration, but the Declaration reinforces its willingness to work in partnership with other organisations on this important issue and inspire local communities to act.

This proposal very much builds upon the work that is already taking place across the District to restore rivers and watercourses, and the wildlife that these support.

### **Changes To Garden Waste Recycling**

From April, HDC will no longer be issuing Garden Waste stickers for residents subscribed to our Garden Waste Recycling service. Residents who wish to remain subscribed to the scheme have been asked to clearly label the back of their Garden Waste bins with their house number/name. Garden Waste crews will be able to identify those properties subscribed to the service via an on-board

database in the trucks. This move will save the council £50,000 per year in the costs of printing the stickers, limiting financial waste while also aiding the council's green credentials with these stickers notoriously difficult to recycle.

### **HDC Waste Crew Incident Update**

Councillors may recall that in May last year I provided some information on a series of road traffic collisions in the District involving our waste and recycling crews that led to one of our refuse collectors suffering life threatening injuries.

I am pleased to say that after eight months of treatment and rehabilitation at St Georges, Brighton, Worthing and Princess Royal Hospitals, the crew member in question has returned home as of the 28th January.

He still has a long way to go and will need to have reconstruction surgery on his skull, but right now, thanks to a special protective head covering and home care support, he is at home.

### **Bridge Farm Planning Applications**

After a struggle to obtain the relevant information from planning officers, it has been indicated that the current planning applications on the table for Bridge Farm, DC/24/1645 & DC/24/1661 will be heard at the March Planning North Committee (this is subject to change).

I continue to be in communication with planning officers on these matters and have now also opened a dialogue with Environmental Health in relation to the acoustic report provided

### **Upcoming District Councillor Surgery:**

I will be holding my next District Councillor surgery within the parish on Saturday 1st March from 12-2pm at The Selsey Arms, Coolham. Please do encourage residents to attend if I am able to assist with any district council-related issues. Alternatively, if this date is not convenient, please encourage residents to contact me by either phone or email from which I can arrange an alternative appointment.

If any members have any questions on any of the contents of this report, please do feel free to contact me and I will be more than happy to answer any questions or provide clarification.

Email: alex.jeffery@horsham.gov.uk

Tel: 07751 633398

Best wishes,

Councillor Alex Jeffery

## APPENDIX C – PAYMENTS

Payments February 2025				
Income since last meeting		Amount		
Bank Interest		£	59.09	
<b>TOTAL INCOME</b>		£	<b>59.09</b>	
Funds Transferred since last meeting		Amount		
Deposit Account to Current Account		£	3,500.00	
BALANCES ON ACCOUNT		Amount		
Current Account (Treasurers)		£	2,615.24	31 January 2025
Deposit Account (Bus Bank)		£	65,791.52	31 January 2025
Investment Acc. (NSI)		£	5,387.65	
<b>TOTAL BALANCES</b>		£	<b>73,794.41</b>	
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	
Includes NHP Funding Reserves		£	500.00	
Traffic management (Coolham crossroad & Pound Lane etc.)		£	17,509.00	
<b>TOTAL ALLOCATIONS</b>		£	<b>38,145.00</b>	
PAID SINCE LAST MEETING TO BE APPROVED		Invoiced Services		Payment Type
None				Folio
				Amount
				£ -
				£ -
To approve and pay after this Meeting		Invoiced Services		Payment Type
WSCC		Clerk's salary - Jan 2025		BACS
Starboard Systems		Scribe accounts package		BACS
Andrew Hall		Hall hire 13/01/2025		BACS
WSALC		Planning training Cllr Tuck		BACS
Hugo Fox		Website hosting - Feb 2025		DD
				80
				£ 23.99
				£ 1,874.37
				£ 1,750.00
		Immediate Transfer S/Acc to C/Acc.		

## APPENDIX D – Q3 VARIANCE REPORT

Agenda Item: 28/25

<b>Report to:</b>	Shipley Parish Council
<b>Report on:</b>	Quarter 3 – 2024/25 Budget Report and Material Variances
<b>Report by:</b>	Clerk

### Summary

The Shipley 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 third 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 **31<sup>st</sup> December 2024** are listed below.

### 3. Recommendations

No further earmarking of reserves required.

Paul Richards  
Clerk and Responsible Finance Officer to Shipley Parish Council  
**13<sup>th</sup> February 2025**

EXPENDITURE	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Clerks Salary/Staff Cover	£ 10,881.22	£ 12,459.89	-£ 1,578.67	-14.5%	Included below
Clerks Pension and NI	£ 2,690.39	£ -	£ 2,690.39	100.0%	Included in above
Overtime Allowance	£ -	£ -	£ -	0.0%	
Payroll Costs	£ 73.98	£ 47.55	£ 26.43	35.7%	Invoice expected Q4
Telephone/Internet	£ 90.00	£ 110.00	-£ 20.00	-22.2%	Inc £50 parish online
Travel - mileage	£ 450.00	£ 100.80	£ 349.20	77.6%	Underspent
Postage	£ 37.49	£ -	£ 37.49	100.0%	Underspent
Stationery	£ 262.49	£ -	£ 262.49	100.0%	Underspent
Heat & Light	£ -	£ -	£ -	0.0%	
Office Equipment	£ 374.99	£ 312.90	£ 62.09	16.6%	Underspent
Rent of Halls	£ 337.50	£ 335.00	£ 2.50	0.7%	Not material
Playground Report	£ 148.35	£ 120.00	£ 28.35	19.1%	No spend
Insurance	£ 1,200.00	£ 1,232.29	-£ 32.29	-2.7%	Not material
Subscriptions	£ 412.50	£ 524.07	-£ 111.57	-27.0%	Under budgetted
Audit	£ 700.00	£ 407.55	£ 292.45	41.8%	Lower than expected
Chairman's Allowance	£ 500.00	£ 432.65	£ 67.35	13.5%	2023/24 paid this year
Training Allowance	£ 375.00	£ 200.00	£ 175.00	46.7%	Additional Chair training
Councillors Allowance	£ -	£ -	£ -	0.0%	Not taken
Emergency Reserve	£ -	£ -	£ -	0.0%	No budget 2024/25
Community Donations	£ 637.50	£ 1,000.00	-£ 362.50	-56.9%	Additional paymernt to Scouts
Mowing & Hedge Trim	£ 2,257.50	£ 1,690.80	£ 566.70	25.1%	Invoice expected Q4
Play area	£ 1,125.00	£ -	£ 1,125.00	100.0%	Invoice expected Q4
Playing Field & Pavilion	£ 1,762.50	£ 1,581.90	£ 180.60	10.2%	Invoice expected Q3
Parish Maintenance and Improvement	£ 4,687.50	£ 6,768.78	-£ 2,081.28	-44.4%	SID costs covered by reserves
Bus Shelter Clean up	£ -	£ -	£ -	0.0%	
Website Hosting	£ 342.00	£ 209.91	£ 132.09	38.6%	Underspend
Defibrillator	£ 250.00	£ -	£ 250.00	100.0%	No spend
VAT outlay - may not be used	£ -	£ -	£ -	0.0%	
<b>TOTAL EXPENDITURE</b>	<b>£ 29,595.91</b>	<b>£ 27,534.09</b>	<b>£ 2,061.82</b>	<b>7.0%</b>	

INCOME	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Precept	£ 37,821.32	£ 37,821.32	£ -	0.0%	
Interest	£ 450.00	£ 594.21	£ 144.21	32.0%	More than budgetted
Cleansing Grant	£ 300.00	£ 374.22	£ 74.22	24.7%	More than budgetted
VAT reclaim	£ -	£ 3,360.47	£ 3,360.47	0.0%	More than budgetted
Other Income	£ -	£ 747.00	£ 747.00	0.0%	More than budgetted
	<b>£ 38,571.32</b>	<b>£ 42,897.22</b>	<b>£ 4,325.90</b>	<b>11.2%</b>	



# Shipley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
**Email:** matthew.payne@shipley-pc.gov.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** clerk@shipley-pc.gov.uk  
**Website:** www.shipleyparishcouncil.org.uk

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**The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Monday 3<sup>rd</sup> March 2025 commencing 7:30 pm held at the Coolham Village Hall.**

**33. Attendance and Apologies for Absence.**

**Those Present:** Cllr Payne (Chairman), Cllr Huggett, Cllr Nunn, Cllr Larcombe, Cllr Tuck and Cllr Smale.

**Also Present:** WSSC Cllr Jupp, HDC Cllr Jeffrey and P. Richards (Clerk).

Two members of the public were present.

**Apologies:** Apologies were accepted from Cllr de Zoete, Cllr Emrich, Cllr Woodage, Cllr Wright and HDC Cllr Blackburn.

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

**35. Public Session** - A resident asked for an update on the request for additional litter bins in Shipley village. The Chair advised that this matter would feature later in the meeting but asked the Clerk to give a brief update. He advised that he had raised the items discussed previously and is awaiting a response from the HDC Waste Chief Officer.

**36. Approval of the draft Minutes from the last ordinary meeting held on 13<sup>th</sup> February 2025.**

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. Matters Arising from the previous meeting (for information only).**

- Item 77 – SID – Cllr Smale was asked to send landowner contact details to the Chairman;
- Item 142 - Highways meeting now taken place;
- Item 161 - A272 flooding – WSSC will jet the culvert in the next two weeks;
- Item 162 – Coolham field covenants – Clerk to progress via Cllr Emrich;
- Item 10 – Tree branch in Red Lane – The Chairman to investigate with Cllr Woodage before the Village Day and the bird nesting season;
- Item 25 – VAS installation – awaiting dry weather to install; and
- Survey – the Chairman to review the feedback comments.

**37. Report from the County Councillor.**

WSSC Cllr Jupp provided an update, circulated previously, that is attached at Appendix A. She also referred to planning application DC/25/0102 and reminded Members that a previous (but failed) development had caused local residents concern for their safety due to poor access roads and the high volume of construction traffic using narrow country roads.

**38. Report from District Councillors.**

HDC Cllr Jeffrey provided an update, circulated previously, that is attached at Appendix B. He advised that the Knepp BES planning application is subject to a Task and Finish Working Group

Review and he awaits their update. Cllr Nunn asked if planning application DC/24/1966 would be called in to the HDC Planning Committee for review. He agreed to report back on this matter.

## 39. Planning

### a) Planning Applications.

- **DC/25/0070 - Birchwood Lodge, Shaws Lane, Southwater** - Demolition of existing dwelling, and erection of new 3 bedroom dwelling and detached garage.  
**Members voted, unanimously, to SUPPORT the application.**
- **DC/25/0102 - Land at Campsfield, Linfield Close, Southwater** - Outline application with all matters reserved except for access for up to 82 dwellings with vehicular and pedestrian accesses, public open space, noise mitigation measures, landscaping, foul and surface water drainage and associated works.  
**Members voted, to OBJECT to the application- VOTES – 2 x no comments and 6 objections.**  
Members noted that vehicular and pedestrian access to the site is restrictive and would cause lorries to drive through narrow roads. Members also recalled a previous attempt to develop this land where lorries and vehicular activity caused major disruption and safety issues for local residents and pedestrians.  
Members noted Southwater PC's response to the consultation and agreed with the statements made.
- **DC/25/0114 - Home Farmhouse, Cowfold Road, Coolham** - Conversion and extension of a redundant agricultural barn to form a residential dwelling with change of use of land from agricultural to residential to form a curtilage to the dwelling.  
**Members voted to add NO COMMENT to the application – VOTES – 1 support, 3 no comments and 2 objections.**
- **DC/25/0122 - Bentons Place, Hooklands Lane, Shipley** - Proposed installation of cladding and doors to existing barn.  
**Members voted, unanimously, to SUPPORT the application.**
- **DC/25/0138 - Shell Gas Limited, Coolham Road, Coolham** - Variation to application SP/44/92 to retrospectively correct the installed LPG storage on site from the approved capacity of 50t to 60t.  
**Members voted to SUPPORT the application – VOTES – 4 support and 2 no comment.**

### b) Planning matters.

- Cllr Nunn proposed that, for large scale applications, Members should hold on-site meetings, preferably with the developer, to review any such application. The proposal was seconded by Cllr Huggett and **AGREED** unanimously;
- HDC Cllr Jeffrey agreed to investigate the pause in development at the Sincox Lane development;
- HDC Cllr Jeffrey agreed to investigate the option to report a Stage 1 complaint to the Planning Department in relation to their delay in resolving the outstanding planning matters at the Prestige site; and
- The Chairman is to write to the resident who had offered land for the HDC SHLAA.

### c) Planning decisions.

- **PERMITTED** - DC/24/1871 - Blackthorn Cottage, Old House Lane, Southwater - Erection of outbuilding and associated works;
- **PERMITTED** - 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).

## 40. Roads, Footpaths, Bridleways & General Maintenance of the Parish.

- The Chairman reported on fly tipping of asbestos sheets near Abrahams Well. HDC Cllr Jeffrey agreed to report this to HDC for removal; and

**41.** Cllr Nunn reported a re-emergence of a very large pothole in Dragons Green Road. WSCC Cllr Jupp agreed to report this to WSCC Highways for repair.

**42. WSALC/HALC – no update.**

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

- The options to re-wild Coolham Playing field will be the subject of local consultation with an event planned for 22<sup>nd</sup> March 2025. Greener Shipley will leaflet drop local residents with the relevant information and post details on social media;
- A litter collection will be organised for the Spring;
- Greener Shipley will support local and national environmental initiatives such as National Composting week via social media;
- The local use of a thermal imaging cameras was highlighted in the recent HDC Climate newsletter; and
- The Greener Shipley draft terms of reference will be circulated to Members for comment.

**44. Finances.**

- **Payments** – Members approved the payments schedule that is attached at Appendix C; and

**45. Unity Bank** – the Clerk advised that the application to open two accounts had been successful.

**46. Shipley Community.**

- Cllr Nunn reminded the Chairman that the Church had asked that the damaged tree branch in Red Lane be removed before the Village Day. The Chairman reported he had been to site since the last meeting that he had been liaising with Chris Allen, and was simply waiting for some drier weather and lighter evenings with time on our side before the event in May; and
- Cllr Tuck advised that the Head Teacher at Shipley School would be stepping down and reminded Members that this year was the 150th anniversary of the school. She reported that the Soap Box Derby would not proceed in 2025. She also advised that she would attend the next William Penn school assembly to promote the re-wilding of Coolham Playing Field.

**47. Dates of next meetings.**

- The next **Ordinary Parish Meeting** will be held on Monday 7<sup>th</sup> April 2025 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 21:01.

**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's Report – February 2025

Various roads in the parish were inspected in January and jobs were raised for any defects found – most of these have now been repaired. The relentless rain is having a detrimental effect on road surfaces, but highways teams are managing to keep up to date with inspections and contractors are carrying out repairs in reasonable time. Free Bikeability training to Year 6 pupils who are eligible for free school meals is being offered by the County Council in a bid to ensure that these children can develop the confidence and skills to cycle safely. The training sessions will be available from January 2025. Bikeability is the government recognised syllabus for cycle training in the UK and ensures participants can make independent and safe cycle journeys, providing a foundation to a lifetime of active travel. For further information visit the Cycle Safety Courses for Children on the council website - [www.westsussex.gov.uk/roads-and-travel/road-safety/cycle-safety-courses-for-school-children/](http://www.westsussex.gov.uk/roads-and-travel/road-safety/cycle-safety-courses-for-school-children/).

The County Council is asking local residents for feedback in a [public survey](#) about its draft Local Flood Risk Management Strategy.

As the lead local flood authority for West Sussex, the County Council is responsible for developing, maintaining, applying and monitoring a Local Flood Risk Management Strategy. It will guide how the Council works with water companies, district and borough councils, residents, landowners and the Environment Agency to improve local flood risk management in the county, with specific actions for the next five years. Last September, the Council surveyed residents in West Sussex to ask about their experiences of flooding to better understand how the risks can be managed. Their comments and suggestions on flood risk management were used to develop the strategy. Now the Council is asking residents for their views on the draft before it goes to the next stage. To take part in the [Local Flood Risk Management Strategy survey](#), please visit [yourvoice.westsussex.gov.uk/west-sussex-draft-local-flood-risk-management-strategy-consultation-2025-2030](http://yourvoice.westsussex.gov.uk/west-sussex-draft-local-flood-risk-management-strategy-consultation-2025-2030).

The proposed budget for 2025/26 will be debated at the County Council meeting on Friday 14<sup>th</sup> February and voted on by members in attendance. The net revenue budget requirement is £826.996m and the increase in Council Tax will be 4.99%, comprising 2.99% for General Fund services and 2% towards the cost of Adults' Social Care.

**Devolution:** The Deputy Prime Minister, Angela Rayner, announced in Parliament a week ago that Sussex was to be included in the priority programme for setting up a mayoral authority, with elections for mayor taking place in May 2026. A Government consultation will now take place and discussions with District and Borough councils will get underway to discuss the establishment of unitary authorities and their geography.

**Recycling:** Throughout West Sussex, we are proud to work alongside a team of passionate recycling and waste prevention volunteers. They attend public and private events to promote waste prevention, reuse, and recycling and are eager to answer questions about the county's recycling services and waste reduction initiatives. In addition to the public events listed below, we are participating in numerous privately hosted talks and events for local community groups, schools, and other organisations. If you would like our team to give a talk, visit your school, attend an event, or if you would like more information, please contact us at: [waste.prevention@westsussex.gov.uk](mailto:waste.prevention@westsussex.gov.uk). We also support our partners at the district and borough councils with community outreach in selected areas, engaging residents on both recycling and waste prevention topics.

## February/March events

- Saturday 15 February (10:30am–1pm) - Volunteer Recruitment Fair, Rustington Methodist Church, Clagmar Road, Rustington, BN16 2NL
- Saturday 15 February (1pm–3pm) - Cats Protection Charity Bazaar, Millennium Hall, Roffey, Crawley Road, Horsham, RH12 4DT
- Tuesday 18 February (9am–11am) - UKHarvest Super hub, Oving Jubilee Hall, High Street, Oving, PO20 2DQ
- Tuesday 25 February (7pm–9:30pm) - [Waste prevention talk for Steyning Green Drinks](#), Saxon Room, Steyning Centre, Fletchers Croft, Steyning BN44 3XZ.
- Monday 17 March (10am–4pm) - Food Waste Action Week Information Stand, Horsham Library, Lower Tanbridge Way, Horsham, RH12 1PJ
- Wednesday 19 March (9:30am–11am) - Food Waste Action Week Information Stand at Food Hub, Broadfield Community Centre, Broadfield Barton, Crawley RH11 9BA
- Thursday 20 March (9:30am–11am) - Food Waste Action Week Information Stand at UKHarvest Community Food Hub, Sidney Walter Centre, Sussex Road, Worthing, BN11 1DS
- Friday 21 March (10am–4pm) - Food Waste Action Week Information Stand, Crawley Library, Southgate Avenue, Crawley, RH10 6HG
- Saturday 22 March (10am–3pm) - Food Waste Action Week Information Stand, Worthing Library, Richmond Road, Worthing, BN11 1HD
- Wednesday 26 March (9:30am–11am, setup from 8am) - Food Waste Action Week Information Stand at UKHarvest Community Food Hub, Chanctonbury Leisure Centre, Storrington, RH20 4BG

Amanda Jupp

[amanda.jupp@westsussex.gov.uk](mailto:amanda.jupp@westsussex.gov.uk)

## Update From Horsham District Council

### March 2025

#### HDC Budget For 2025/26 Financial Year

At a Full Council meeting on Monday 24<sup>th</sup> February, councillors voted on a balanced budget for the 2025/26 financial year without any cuts to frontline council services. It was agreed that fees and charges across services would increase, raising Council Tax in the District by £4.67 a year (2.7%) on a Band D property while still securing the lowest council tax in Sussex.

Sound financial management and healthy reserves put the Council in a good position to continue to help vulnerable residents struggling with the cost-of-living crisis, take action to meet the environmental challenges of the climate emergency and still invest in significant capital projects.

Following a public consultation earlier in the year, the HDC increased its support for vulnerable residents to help them pay their Council Tax. Residents on the lowest income in Horsham District will now receive up to 100% relief on their Council Tax, an increase from the current 90% maximum discount taking into consideration the continuation of the cost of living crisis affecting many residents across the district.

Other changes to elements of the means tested criteria within the Council Tax Reduction Scheme were also agreed which will widen eligibility for residents.

The budget will also accommodate a significant £15.6 million capital programme, investing in infrastructure and facilities for residents, housing provision for the homeless and expanding the work being undertaken on achieving net zero carbon emissions by 2030 which is one of the Council's key objectives.

#### LEAP Small Business Grants

HDC has announced a new round of LEAP small business grant funding to support local businesses, which will open to applications on Wednesday 2 April 2025 at 10am.

Green LEAP grants of up to £5,000 will be available for small Horsham District based businesses to support them with climate-friendly projects which will not only help to boost their businesses, but also help towards the achievement of their business' climate ambitions. Grants of up to £2,000 will also be available to fund other project ideas which will help future-proof local businesses.

Businesses are advised to review their business plans now, so they can submit their application early, as they will be required to include a detailed plan in their grant application. It is important businesses prepare early, as grants will be assessed and allocated on a first-come, first-served basis. Applications will close on Friday 25 April 2025, or earlier if all funding is allocated.

To help businesses understand what is required, a 'How to write your business plan' video is available to watch for free on the Council's website here:

<https://www.horsham.gov.uk/business/business-funding/leap-business-grants/businessplan>

## HDC Office Move

Horsham District Council has now concluded its move into the new premises at the heart of Horsham town to Albery House, vacating the West Sussex County Council-owned Parkside office building.

The move, which received unanimous support from all councillors last year will result in cost savings for HDC shielding the council from unexpected rent rises whilst also lowering our utility costs due to the energy efficiency of the new offices – which in turn will also aid the council in reaching our goal of reaching net zero as a local authority by 2050.

The first meetings to take place in the new offices will commence as of this week with the first full council meeting to take place in the new and improved council chamber on the 2<sup>nd</sup> of April. The new chamber has provision for electronic voting as well as similar technology already in use by WSCC at County Hall which will focus in on each councillor speaking to improve engagement with local government and strengthen democratic accountability.

## Devolution & Local Government Reorganisation Public Consultation

The Government has launched a public consultation in areas chosen for the Devolution Priority Programme (DPP). The consultation will close on the 13<sup>th</sup> April 2025.

The consultation seeks views on a proposal to form a Mayoral Combined Authority for the local government areas of East Sussex County Council, West Sussex County Council, and Brighton and Hove City Council (referred to as Sussex and Brighton in this consultation).

It seeks views from everyone who lives and works in our county, and asks about:

- The proposed geography
- Governance arrangements
- Supporting the economy
- Improving social outcomes
- Local government services
- Improving the natural environment
- Supporting the needs of local communities and reflect local identity

Residents can find out more and respond to the consultation via the council's website: [Devolution and local government reorganisation | Horsham District Council](#)

## Food Waste Collections

There will be a phased roll-out of weekly food waste collections that will begin in the Horsham District in March 2026. There will be no change to the fortnightly household refuse and recycling collections.

Food waste collections are being introduced to help us improve our recycling rates as well as to comply with the Government's Simpler Recycling scheme which was introduced to create

consistency in the way recycling, food waste and garden waste are collected across the country. Food waste one of the biggest contributors to climate change.

We start collecting commercial food waste from local businesses from this month.

### **Food Waste Reduction Initiatives**

This month HDC are focusing on how to reduce our food waste, linking with two national campaigns: **Food Waste Action Week**, from 17 to 23 March, and **Cultivation Street Week**, which celebrates community gardening, from 3-9 March. Both these campaigns aim to get people thinking about how to grow, buy, and eat food sustainably, reducing waste and benefiting the environment, as well as reducing our food bills.

Currently over 40% of the waste in our household bins in Horsham District is food - which damages the environment and often includes wasted money too. The most recent report by WRAP estimates the average family with children loses around £80 per month on food nationally. By shining a light on this, we can aim to reduce domestic food waste across the district which would not only be good for the environment but for the resident's pockets too.

### **National Compost Week – 10<sup>th</sup> – 16<sup>th</sup> March**

In addition to trying to reduce our food waste, home composting is the most environmentally friendly way of recycling kitchen food waste. In a standard compost bin you can compost any uncooked food (but no meat or fish) and eggshells.

National Compost Week is a great opportunity to either start or enhance your composting journey. Collecting your fruit and veg peelings for compost could reduce your household waste by up to 10% and is a useful way to help the environment and nourish your garden.

Residents in can receive a 220-litre compost bin for £22.00 or a 330 litre compost bin for £29.00 (the price discount is applied once you select the product you want).

Residents also have the opportunity to get 10% off a new Hot Bin which can take cooked food waste (including bones), peelings, pet waste and more and turn it into rich compost in 30–90 days. Further detail on the scheme can be read here: <https://www.horsham.gov.uk/waste-recycling-and-bins/recycling/composting>

Residents who do not have the space/requirement to compost can still take advantage of our Garden Waste service for £59 per year – the lowest in Sussex.

### **Young Market Trader of The Year 2025**

The search is on for the Young Market Trader of the Year 2025, with the local heat of the national Young Traders Market competition set to return to Horsham town centre for another year on Sunday 27 April.

Whether you are new to market trading or are an existing trader aged 16-30 years, this exciting competition is free to enter with applications open now. Traders must be under the age of 31 on 22 August 2025 to be eligible to enter:

<https://www.codenevents.co.uk/west-street-entrepreneurs-markets/nmtf-young-traders-application-form>

Horsham's Young Traders Market will take place on West Street, organised by local market operator Coden Events in association with the National Market Traders Federation (NMTF) and supported by Horsham District Council. Alongside this vibrant local event, West Street will also be hosting its regular monthly Arts and Crafts Market to add to a lively trading atmosphere.

Following the local heat, the competition winner will have the sought after opportunity to progress to the London and Southeast Regional Final at Broadway Market in Hackney, London, with the goal of reaching the National Final and the chance to win Young Trader of the Year.

#### **Bridge Farm Planning Applications**

There is still no date for the current planning applications at Bridge Farm, Cootham to be heard at the Planning North Committee. After making enquiries with planning officers, it was indicated that these applications may come before the committee in April/May.

I will continue to push officers to provide further clarification and will update the Parish Council accordingly.

#### **Upcoming District Councillor Surgery**

I will be hosting my next District Councillor surgery on Saturday 22<sup>nd</sup> March in The Tipsy Fox, Southwater from 12-3pm. Please encourage residents to come along if I can be of assistance with any district council-related issues. If this date/time is not suitable for residents I can arrange home appointments of virtual surgeries/telephone surgeries.

If any councillors have any questions or require any further clarification on any of the above please feel free to reach out to me – contact details below:

Email: [alex.jeffery@horsham.gov.uk](mailto:alex.jeffery@horsham.gov.uk)

Tel: 07751 633398

Best wishes,

Councillor Alex Jeffery

**HDC Councillor for Southwater South & Shipley**

## APPENDIX C – PAYMENTS



# Shipley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
**Email:** matthew.payne@shipley-pc.gov.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** clerk@shipley-pc.gov.uk  
**Website:** www.shipleyparishcouncil.org.uk

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**The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Monday 7<sup>th</sup> April 2025 commencing 7:30 pm held at the Coolham Village Hall.**

**47. Attendance and Apologies for Absence.**

**Those Present:** Cllr Payne (Chairman), Cllr de Zoete, Cllr Emrich, Cllr Huggett, Cllr Nunn, Cllr Larcombe, Cllr Tuck and Cllr Wright.

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

**Apologies:** Apologies were accepted from, Cllr Smale and HDC Cllr Jeffrey.

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

**49. Public Session** - A resident raised concerns relating to proposals to re-wild the Coolham Playing Field. The Chair advised on the consultation process and Cllr Tuck reported that the feedback results from the public consultation will be available in the summer.

**50. Approval of the draft Minutes from the last ordinary meeting held on 3<sup>rd</sup> March 2025.**

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**.

**51. Matters Arising from the previous meeting (for information only).**

- Item 77 – SID – TBA;
- Item 25 – Survey – the Chairman to review the feedback comments;
- Item 39 - DCX/24/1289 - Check T&F Group feedback;
- Item 39 - DC/24/1966 - Check planning committee call in;
- Item 40 - Sincox Lane develop - No activity;
- Item 40 - DC/25/0114 - Check agricultural land use;
- Item 40 – Prestige - Investigate Stage 1 complaint to the Planning Department;
- Item 40 – SHLAA - Contact SHLAA offer enquirer; and
- Item 41- Asbestos fly tipping - Report to HDC.

**52. Report from the County Councillor.**

WSSC Cllr Jupp provided an update, to be circulated, that is attached at Appendix A.

19:38 – *Cllr Emrich joins the meeting.*

**53. Report from District Councillors.**

HDC Cllr Jeffrey had provided an update, circulated previously, which is attached at Appendix B. In addition, HDC Cllr Blackburn advised that HDC had agreed a new Constitution which required HDC Planning Officers to undergo more planning training. She agreed to provide details of this. Cllr Larcombe referred to the recent Devolution meetings and asked if HDC would transfer certain assets to local councils. Cllr Blackburn was unaware of any “list of assets” but is aware that individual parishes had approached HDC to discuss possible asset transfers.

#### 54. Planning

##### a) Planning Applications.

- **DC/25/0407 - Cobweb Cottage, Emms Lane, Brooks Green** - Variation of condition 6 of previously approved application reference DC/23/1667 (Demolition of existing cottage and erection of single storey replacement dwelling and associated outbuilding) to refer to revised water neutrality report incorporating updated internal water fixtures and fittings.

**Members voted to add NO COMMENT to the application – VOTES – 7 no comments and 1 objection.**

##### b) Planning matters – none.

##### c) Planning decisions.

- **APPEAL - DC/24/1486 - Land Parcel at Thornhill Stables, Billingshurst Road, Coolham** - Construction of a two storey four bedroom barn style dwelling;
- **PERMITTED - 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.
- **PERMITTED - DC/25/0113 - Saucelands Barn, Thakeham Road, Coolham** - Prior Notification for Change of Use of Agricultural Building to 2no. dwellinghouses (**SPC objected to this application**).

#### 55. Roads, Footpaths, Bridleways & General Maintenance of the Parish.

- Cllr Tuck requested that the parish noticeboard at Coolham Village Hall be replaced and re-located at the lower end of the playing field. This was **AGREED** unanimously, and the Clerk was requested to ask the Men's Shed project to provide a quote for the work. The Clerk was also asked to ask the Men's Shed to provide a quote for a vermin proof housing to the litter bin at Coolham Playing field;
- Cllr Tuck asked why traffic sensor cables has been installed across the B2133. WSCC Cllr Jupp advised they were post-installation checks for the new 20mph speed zones; and
- Cllr de Zoete enquired when the Windmill bridge would be replaced. WSCC Cllr Jupp advised that the bridge would be replaced in the 2026/27 financial year.

#### 56. WSALC/HALC – no update.

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

- Greener Shipley will have a stall at the next Village Fete;
- Additional hirundine boxes are to be installed;
- Future events included a visit to Knepp's Market Garden, a meadow walk, a BYO picnic and look at the swifts at the Churchyard and a Knepp walled garden visit;
- Together with Cllr Emrich, she attended a HDC Climate Action Group event. The slides from the meeting relating to retrofitting of greener heating and insulation will be presented at the next meeting; and
- The Terms of Reference for Greener Shipley had been re-drafted and circulated for approval. After review and discussion, the Terms were **AGREED**, by majority, with an assurance that the Minutes of each meeting would be sent to the Clerk for posting onto the SPC website.

#### 58. Finances - Members approved the payments schedule that is attached at Appendix C. It was noted that a donation request from the Church would be reviewed at the next meeting.

#### 59. Shipley Community.

- Cllr Emrich reported on a successful Wassail event;
- Cllr Tuck advised that she would attend school assemblies at William Penna and Shipley School;
- Cllr Nunn thanked the Knepp Estate for their generous support in providing car parking and a gravelled entrance in the field adjacent to Kings Platt;

- Cllr de Zoete enquired when two parish councillor vacancies would be advertised. The Chairman explained that SPC were awaiting formal approval to co-opt from HDC;
- Cllr Larcombe provided an update that included a schedule of History Society talks and meetings. He also reported on an active bellringers schedule through the summer and that the young bellringers would be entering into County competitions;
- The Chairman asked for details of VE commemoration events and requested that they be sent to him; and
- Cllr Nunn reminded all that the Church Fete would take place on 26<sup>th</sup> May 2025 and that books, bric-à-brac and tombola donations would be appreciated.

**60. Dates of next meetings.**

The Chairman reported that Cllr Woodage had resigned due to family and business commitments. He noted his commendable service to the community and that he would be sorely missed.

- The next **Annual Parish Meeting** (meeting of the residents) will be held on Thursday 15<sup>th</sup> May 2025 commencing 7:30pm at the Andrew Hall, Shipley followed by
- The next **Annual Council Meeting** (Parish Council meeting) will be held on Thursday 15<sup>th</sup> May 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 20:49

**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
HDFF	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

## County Councillor Report – April 2025

### Highways Contracts

Two new Highways contracts began on 1<sup>st</sup> April to provide maintenance and drainage works on the road network in line with the County Council's Highways Asset Management Policy and Strategy. Having transitioned away from a single term maintenance contract model in 2020, this award of contracts confirms the authority's continued belief that utilisation of a disaggregated delivery approach provides significant value advantages for both cost and quality.

The highways maintenance core services contract, which has been awarded to VolkerHighways Limited, has an estimated combined annual revenue and capital spend of £16.5million. The contract will cover a number of key areas of local highways operations, which includes repairs to emergency and reactive defect reports, winter treatment, maintenance of structures, minor carriageway patching, weed control, tree maintenance and maintenance of signs, lines and markings.

The highways drainage maintenance services contract has been awarded to FM Conway Limited and has an estimated combined annual revenue and capital spend of £4.2million to cover small scale reactive drainage and ironworks tasks, reactive system jetting and CCTV investigations, ditching maintenance works and cyclical cleansing of gullies.

The procurement process was aimed at affording greater flexibility and agility for both the Local Highway Operations team and the contractors to respond and adapt to changing environments and funding programmes.

### Community Food Hubs

The County Council is to continue to fund for another year the seven Community Food Hubs which are based in each District and Borough across the County. Run in partnership with Sussex-based food rescue charity UKHarvest, the Community Food Hubs redistribute surplus food from suppliers while educating residents on food waste prevention. The hubs take place once a month in each district and borough across West Sussex. For a small voluntary donation of £5, residents can access a wide selection of surplus food. No referrals are needed and all residents are welcome to visit the child-friendly hubs. In addition to surplus food, the hubs provide advice, recipe ideas and information on topics such as waste prevention, wellbeing and Citizens Advice services.

#### Locations:

- Adur – Southwick, Southwick Community Centre, 24 Southwick Street, Southwick, BN4 4TE
- Arun – Bognor Regis, Bognor Youth and Community Centre, Westloats Lane, Bognor Regis, PO21 5JZ
- Chichester – Petworth, Sylvia Beaufoy Centre, Midhurst Road, Petworth, GU28 0ET
- Crawley – Broadfield, Broadfield Community Centre, Broadfield Barton, Crawley, RH11 9BA

- Horsham – Storrington, Chanctonbury Leisure Centre, Spierbridge Road, Storrington, Pulborough, RH20 4PG
- Mid Sussex – Haywards Heath, Ascension Church, 110 Vale Road, Haywards Heath, RH16 4JS
- Worthing – Worthing, Sidney Walter Centre, Sussex Road, Worthing, BN11 1DS

For a list of Community Food Hub dates, please visit

[www.westsussex.gov.uk/UKHarvest](http://www.westsussex.gov.uk/UKHarvest).

### **Millais School, Horsham**

Following a public consultation, the County Council has taken the decision to change Millais School in Horsham from a single-sex school for girls to a school for both girls and boys, in a move that will help secure the future of secondary education in Horsham.

The move to co-educational aims to address the issue of falling pupil numbers at the school and help relieve some of the pressure for additional secondary school places across Horsham. The school has not filled its published admissions number of 300 for the last three years, which has had an impact on budgets and resources. The first intake of Year 7 girls and boys at the school is due in September 2026.

Existing year groups of girls will continue to receive their education at the school until they leave at the age of 16.

### **Health and Wellbeing**

The West Sussex Health and Wellbeing Board is seeking residents' views on its draft five-year strategy (2025 to 2030) which sets out the overarching plan for improving health and wellbeing and reducing health inequalities across the county. The draft strategy uses the latest evidence to identify the challenges and needs of people and communities in West Sussex and presents the Board's vision and five priority areas which are

- Food and nutrition
- School readiness
- Transitioning to adulthood – children and young people's mental health and wellbeing
- Tobacco Control
- Health and Wellbeing in temporary accommodation

The public consultation is now open until 27<sup>th</sup> April 2025 and can be found on the website [Draft Joint Local Health and Wellbeing Strategy 2025 - 2030 | Your Voice West Sussex](http://Draft Joint Local Health and Wellbeing Strategy 2025 - 2030 | Your Voice West Sussex). Those who would prefer to complete a paper copy of the survey can obtain it from their local library.

Amanda Jupp  
[amanda.jupp@westsussex.gov.uk](mailto:amanda.jupp@westsussex.gov.uk)

## APPENDIX B – HDC REPORT

### **Bridge Farm, Coolham Application (s)**

The Parish council and residents will be delighted to hear the news that the application by Prestige to regularise the movement of HGVs through the centre of Coolham from 5am was turned down by the Planning Committee on the 1<sup>st</sup> of April. This is a big win for residents which sets down a marker that planning conditions can not and will not simply be ridden rough shot over.

Unfortunately, the second application to be heard that evening in relation to the retrospective flood lighting did pass however without permission for HGVs to arrive on site from 5am onwards, this renders the entire premise of this lighting null and void.

This however is far from the end of the matter. I fully expect the applicant to return with a fresh application in the near future. In the meantime, I will be contacting the Head of Compliance now that this application has been refused to ensure that enforcement action is taken should the operator continue to be in breach of their planning conditions.

### **New Job Hubs Launched Across Horsham District**

Horsham District residents who are seeking to improve their career prospects can now access personalised support to help them succeed in today's competitive jobs market. In collaboration with recruitment specialists Adam Knight & Associates, Horsham District Council has developed a growing number of local employment support hubs as part of their Empower Your Future Programme.

Whether you're looking to refine your CV, explore new career paths, or start your own business, the programme provides guidance tailored to your needs to ensure you receive the right level of engagement to help you progress. Participants will be supported on a weekly, fortnightly, or monthly basis, depending on their readiness for work and specific needs. Since the launch of the employment support hubs in August 2024 over 40 participants have registered with the programme.

One local resident who took part in the programme was supported on their career change journey having recently become unemployed. Through 1-2-1 meetings, the participant was supported in identifying key barriers which were holding them back from becoming employed and then provided with some tailored support to help overcome these, including the redesign of their CV. Following this, the participant successfully secured employment.

### **Local Plan Update**

Following a Local Plan briefing to all Members on the 9th January, all the Action Points requested by the Planning Inspector have been submitted to him. He has agreed that this documentation can be placed on the Council's website. It is available from the following link:

<https://www.horsham.gov.uk/planning/local-plan/local-plan-examination/Examination-Library>.

The documents are uploaded under the tab 'Post submission documents', and the heading 'Council documents. The Action Point responses start from reference number HDC28.

The Action Points set out that the Council is of the view that it could complete necessary updates to the Plan required by the Inspector within a six-month timeframe. They also highlight the risk of the significant policy vacuum that could arise if plan making had to begin again, particularly in light of the recent government proposals for devolution. At the time of this report, no response had been forthcoming from the Inspector.

### **Changes To Garden Waste Recycling**

From this month, HDC will no longer be issuing Garden Waste stickers for residents subscribed to our Garden Waste Recycling service. Residents who wish to remain subscribed to the scheme have been

asked to clearly label the back of their Garden Waste bins with their house number/name. Garden Waste crews will be able to identify those properties subscribed to the service via an onboard database in the trucks. This move will save the council £50,000 per year in the costs of printing the stickers, limiting financial waste while also aiding the council's green credentials with these stickers notoriously difficult to recycle.

### **Adoption of a New Constitution**

At a full council meeting on the 2<sup>nd</sup> of April, the council voted to adopt a new Constitution that will take effect after the Annual Council Meeting on the 23<sup>rd</sup> of April. Key changes as part of the new constitution will include:

- The discontinuation of PDAG's (policy development advisory group's) to be replaced by member briefings.
- The abolition of Planning North & South Committees to be replaced with a smaller 'professionalised' planning committee.
- The abolition of the existing Overview & Scrutiny Committee to be expanded to two O&S committees composed of 15 members on each. These committees will be titled 'Finance & Performance' and 'Communities & Place'

### **Upcoming District Councillor Surgery**

I will be holding my next surgery in the parish on **Saturday 19<sup>th</sup> April** from 12-2pm in The Selsey Arms Coolham. Please encourage residents to come along if I can be of assistance with any district council related issues.

I welcome any questions from councillors in regard to any of the content contained within my report – contact details below:

Email: [alex.jeffery@horsham.gov.uk](mailto:alex.jeffery@horsham.gov.uk)

Tel: 07751 633398

Best wishes,  
Councillor Alex Jeffery  
**HDC Councillor for Southwater South & Shipley**

## APPENDIX C – PAYMENTS

Payments April 2025				
Income since last meeting		Amount		
Bank Interest - Unity Trust		£	0.99	
Bank Interest - Lloyds current account		£	8.50	
Bank Interest - Lloyds savings account		£	38.78	
<b>TOTAL INCOME</b>		£	<b>48.27</b>	
Funds Transferred since last meeting		Amount		
Deposit Account to Current Account		£	-	
BALANCES ON ACCOUNT		Amount		
Current Account (Treasurers)		£	64,490.72	31 March 2025
Deposit Account (Bus Bank)		£	500.99	31 March 2025
Investment Acc. (NSI)		£	5,387.65	
<b>TOTAL BALANCES</b>		£	<b>70,379.36</b>	
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	
Includes NHP Funding Reserves		£	500.00	
Traffic management (Coolham crossroad & Pound Lane etc.)		£	17,509.00	
<b>TOTAL ALLOCATIONS</b>				Will increase next month when precept is paid
PAID SINCE LAST MEETING		Invoiced Services		Payment Type
None				Folio
				Amount
				£ -
To approve and pay after this Meeting		Invoiced Services		Payment Type
Matthew Payne		Chairman's allowance	BACS	1
WSALC		WSALC and NALC subscriptions	BACS	2
ICO		Data Protection renewal	DD	3
Paul Richards		Mileage	BACS	4
Paul Richards		Postage	BACS	5
Paul Richards		Microsoft 365 office licence	BACS	6
Paul Richards		Mobile phone x 6 months	BACS	7
Hugo Fox		Website - April 2025	DD	8
WSCC		Clerk's salary - March 2025	BACS	9
				£ 2,775.88
				£ -
		Immediate Transfer S/Acc to C/Acc.		
				£ -



# Shipley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
**Email:** matthew.payne@shipley-pc.gov.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** clerk@shipley-pc.gov.uk  
**Website:** www.shipleyparishcouncil.org.uk

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## The Minutes of the Planning Committee Meeting of Shipley Parish Council held on Tuesday 29<sup>th</sup> April 2025 commencing 7:30 pm held at the Andrew Hall, Shipley.

### 1. Attendance and Apologies for Absence.

**Those Present:** Cllr Payne (Chairman), Cllr de Zoete, Cllr Emrich, Cllr Huggett, Cllr Nunn, Cllr Larcombe, Cllr Tuck and Cllr Wright.

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

**Apologies:** Apologies were accepted from Cllr Smale.

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

### 3. Public Session – no public members were present.

### 4. Planning

#### a) Planning Applications.

- **DC/24/1966 - Land North of Cowfold Road, Coolham** - Erection of 9no. 2-, 3- and 4-bedroom dwellings, including a mix of houses and bungalows, together with access from Cowfold Road, vehicle and cycle parking, landscaping and open space, and sustainable drainage.

Members voted, unanimously, to **OBJECT** to the application as per previous comments submitted on 17/02/2025.

- **DC/25/0504 - Chandos, Billingshurst Road, Coolham** - Demolition of existing rear extension and garden room, and erection of a two-storey rear and side extension.

Members voted to **SUPPORT** the application. **VOTES:** For 7, neutral 1

### 5. Planning decisions.

- **PERMITTED – DC/25/0138 - Shell Gas Limited, Coolham Road, Coolham** - Variation to application SP/44/92 to retrospectively correct the installed LPG storage on site from the approved capacity of 50t to 60t.
- **PERMITTED – DC/25/0114** - Home Farmhouse, Cowfold Road, Coolham - Conversion and extension of a redundant agricultural barn to form a residential dwelling with change of use of land from agricultural to residential to form a curtilage to the dwelling.
- **REFUSED – 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.
- **REFUSED – 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.

- **PERMITTED - DC/24/1147 - Bridge Farm, Coolham Road, Coolham** - Installation of 10No. lights on existing building (Retrospective).
- **PERMITTED - 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).

**6. Other Planning matters.**

Cllr Larcombe referred to vast number of approved developments that have planning approval but had not been built. He questioned how many of such were unbuilt in Horsham District. The Chairman advised that he would ask HDC Planning for this information.

**7. Dates of next meetings** - 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 19:51

**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



# Shipley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
**Email:** matthew.payne@shipley-pc.gov.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** clerk@shipley-pc.gov.uk  
**Website:** [www.shipleyparishcouncil.org.uk](http://www.shipleyparishcouncil.org.uk)

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## The Minutes of the Annual Council Meeting of Shipley Parish Council held on Thursday 15<sup>th</sup> May 2025 commencing 7:30 pm held at the Andrew Hall, Shipley.

**60. Election of Chairman** – Cllr Wright nominated Cllr Payne to be Chairman. Cllr Payne accepted the nomination which was seconded by Cllr Huggett. Members voted, unanimously, to elect Cllr Payne to be Chairman. Cllr Payne then signed the Acceptance of Office form and took the Chair.

**61. Election of Vice Chairman** - Cllr Tuck nominated Cllr Wright to be Vice-Chairman. Cllr Wright accepted the nomination which was seconded by Cllr Huggett. Members voted, unanimously, to elect Cllr Wright to be Chairman. Cllr Wright then signed the Acceptance of Office form.

**62. To co-opt Parish Councillors.**

The Chairman announced that two applications had been received from Mrs Hood and Mr Barrett. Mr Barrett was in attendance and was asked to present his application. Following his presentation, the Chairman adjourned the meeting to allow councillors to review both applications. The press and public were invited to leave the meeting. Following discussion, the press and public were invited back to the meeting which then resumed. A ballot took place, and the councillors voted, unanimously, to co-opt Mrs Hood and Mr Barrett as parish councillors. Mr Barrett signed his acceptance of office form and joined the council.

**63. Attendance and Apologies for Absence**

**Those Present:** Cllr Payne (Chairman), Cllr Barrett, Cllr Huggett, Cllr Nunn, Cllr Larcombe, Cllr Smale, Cllr Tuck and Cllr Wright.

**Also Present:** HDC Cllr Blackburn, HDC Cllr Jeffrey and P. Richards (Clerk).

Six members of the public were present.

**Apologies:** Apologies were accepted from Cllr de Zoete, Cllr Emrich and WSSC Cllr Jupp.

**64. To receive any declarations of interests from members in respect to Items on the agenda** – Cllr Nunn declared an interest in item 76 (donation to Shipley Church). She requested a dispensation to remain at the meeting during the discussion but would not vote on the item. This was **AGREED** unanimously.

**65. Public Session**

A resident suggested that the draft Minutes were inaccurate as councillor members who were part of Greener Shipley should have declared an interest at that meeting. He felt that these councillors should not then have voted on the item later in the agenda relating to the Greener Shipley Terms of Reference. The Chairman advised the resident that the Greener Shipley parish councillors had been voted previously to their roles by the parish council and explained the role of the working group. The Clerk was asked to clarify the issue and confirmed that Greener Shipley was a working group of the parish council. The resident suggested that a vote was taken at that meeting on an item that was not on the agenda. The Chairman disagreed with his comment and advised that the matter in question was on the agenda for discussion. The resident continued his insistence that a declaration of interest should have been made as per SPC's code of conduct. The Clerk repeated that the vote was in accordance with SPC's regulations and that if the resident had an issue with his decision that he raise a formal complaint. The resident interrupted the Clerk. The Clerk asked him to not to interrupt and further advised that any code of conduct issues should be relayed to the

HDC Monitoring Officer. The resident continued to state that declarations of interest relating to any matter regarding Greener Shipley should be made in all future meetings. Cllr Tuck announced she was very uncomfortable with this question and left the meeting. The resident offered his apologies if his question caused offence, but Cllr Tuck was upset with his remarks.

*20:06 – Cllrs Tuck and Huggett left the meeting.*

The Chairman advised that the resident was incorrect and suggested he had confused external interest with those internal matters relating to parish council business.

A resident shared the sad news of the recent passing of the Coolham Village Hall Bookings Secretary. The Chairman recorded the condolences from the parish council on receiving such sad news.

**66. Approval of the draft Minutes from the last ordinary meeting held on 7<sup>th</sup> April 2025.**

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

**67. Matters Arising from the previous meeting (for information only).**

- Item 77 – SID – Cllr Smale to share details;
- Item 25 – Survey – the Chairman to review the feedback comments;
- Item 39 - DCX/24/1289 – HDC Cllr Jeffrey provided an update;
- Item 39 - DC/24/1966 - HDC Cllr Jeffrey provided an update;
- Item 40 - Sincox Lane develop - HDC Cllr Jeffrey provided an update;
- Item 40 - DC/25/0114 - HDC Cllr Jeffrey provided an update;
- Item 40 – Prestige - HDC Cllr Jeffrey provided an update;
- Item 41- Asbestos fly tipping – completed. No trace of rubbish;
- Item 53 – Planning training – to be delivered by HDC officers;
- Item 60 – website - TBA

**68. Review appointment of members to Committees, and representatives on outside organisations:**

- WSALC – Cllr Payne and Cllr Wright;
- HALC - Cllr Payne and Cllr Wright;
- Coolham Village Hall Management Committee – Cllr Huggett;
- Representation & climate change initiatives/Greener Shipley – Cllrs Emrich and Tuck;
- Elect Chair of the Complaints Committee – Cllr Payne; and
- Community portfolio list.
  - History Society – Cllr Larcombe;
  - Knepp – Cllr Emrich;
  - Shipley & William Penn Primary – Cllr Tuck;
  - Shipley Community Hub – Cllr de Zoete;
  - Montessori Nursery/Coolham Village Hall – Cllr Huggett;
  - St Marys Church – Cllr Nunn;
  - Community Orchard – Cllr Emrich;
  - Shipley Bell Ringers - Cllr Larcombe;
  - Men's Shed – Cllr Tuck; and
  - Scouts – Cllr Payne

**69. Policies and codes of conduct:**

- Members **AGREED**, unanimously, to approve the updated policies, procedures, and codes of conduct; and

- Members **AGREED**, unanimously, to agree to continue to receive agendas and reports via email.

**70. Public session** – as per item 65.

**71. Report from the County Councillor.**  
WSCC Cllr Jupp provided a written report that is attached at Appendix A.

**72. Report from District Councillors.**  
HDC Cllr Jeffrey had provided an update, circulated previously, which is attached at Appendix B.

**73. Planning**

a) **Planning Applications.**

- **DC/25/0542 - Buck Barn Services, Worthing Road, West Grinstead** - Removal of drive-through element to existing restaurant and petrol filling station and development of the site to provide a drive-through restaurant, petrol filling station shop, drive-through coffee pod and car wash together with the reconfiguration of car parking and circulation routes, including a revised access slip road from the A24 (northbound) and associated landscaping and ancillary works.

20:25 Cllr Huggett rejoins the meeting

**Members voted to add NO COMMENT to the application – VOTES: For = 1, Against = 3, No comment/Neutral = 3. With the casting vote of the Chairman, Members therefore voted to offer a no comment/neutral comment.**

Members did note concerns regarding environmental health and traffic issues.

**Environmental** - members noted the large number of vermin (rats) on site and were not convinced by the applicant's measures to control vermin. They also noted that HDC Environmental Health had asked for further information. The existing McDonalds site generates considerable rubbish in Shipley Parish. Whilst Members acknowledged that it is the McDonalds customers who deposit the litter, more needs to be done by the restaurant to curtail rubbish and encourage better behaviour, for example with clearer messages asking customers to take their rubbish home with them. The addition of a Costa Coffee drive-through will exacerbate this issue.

**Traffic and access** - Members noted issues with the proposed layout were not confident that the suggested roundabout would cope with queuing vehicles waiting to use both drive-throughs. In addition, Members suggested that the lay-by adjacent to the Buck Barn crossroads on the south side adjacent to the McDonalds restaurant and the land around it (all WSCC verge) should be adopted and turned into an additional feeder lane into the site to prevent traffic backing up at the crossroads as it does every day.

- b) **Planning matters** – none.
- c) **Planning decisions** - none.

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

- The Clerk presented details of a proposed replacement litter bin for the Coolham Playing fields. Members asked that the Clerk proceed to order 2 x new bins; and
- Cllr Smale reported an overgrown footpath adjacent to School Lane. She was asked to contact Cllr Emrich to resolve.

**75. WSALC/HALC** – no update.

**76. Climate and Environment** – no update.

**77. Finances.**

- Members approved the payments schedule that is attached at Appendix C;
- Members reviewed a donation application from the Shipley Parochial Church Council for the upkeep of the graveyard. After review and discussion voting members **AGREED** unanimously, to approve a £500 donation.

**78. Shipley Community.**

- The Chairman advised that he would assist Cllr Tuck to establish an Annual Parish Meeting working group to ensure all aspect of the Shipley Community were reflected at the meeting. He asked for volunteers to join and chair this group;
- Cllr Nunn reminded all that the Church Fete would take place on 26<sup>th</sup> May 2025 and that books, bric-à-brac and tombola donations would be appreciated. She also advised of the annual pet blessing service on 18<sup>th</sup> May 2025. She also reported that she had submitted a list of councillors and council update to the parish newsletter; and
- The Chairman repeated the parish council's support for the proposed stoolball tournament. Details would be proposed by the organisers.

**79. Dates of next meetings.**

- The next **Ordinary Council Meeting** will be held on Monday 16<sup>th</sup> June 2025 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 20:55

**Signed** ..... **Chair**

**Date**.....

**Acronym Information**

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HAMSVA	Horsham and Mid Sussex Voluntary Association	SPC	Shipley Parish Council
LGS	Local Green Space	TPO	Tree Preservation Order
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		WSCC	West Sussex County Council

## APPENDIX A

### County Councillor Report May 2025 West Sussex Road Network

West Sussex County Council's figures for the 2024-2025 financial year have highlighted the significant progress made by its highways team in improving the condition of the county's 2,500 miles of road.

Between April 2024 and March 2025, the Council's highways team delivered a wide programme of essential reactive maintenance and proactive improvements including:

- 44,767 potholes repaired, using durable methods such as 'sawn and sealed' patching and 'spray injection patching'
- A decrease in the average time between receiving a report and repairing a pothole to just 14 days
- 134.5 miles of surfacing works, including surface dressing, micro-asphalt and major carriageway patching
- 36,031 sqm of small and medium scale patching

Over the winter months, the highways teams have also been working hard to keep drainage systems clear and ensure water can run off the roads as effectively as possible, cleansing 123,000 drainage gullies and completing 63 small scale drainage schemes. These works help to protect road surfaces from water damage and reduce the risk of flooding in the event of heavy rainfall.

As part of the Council's efforts to improve winter resilience on the road network, extra resources were provided to clear more gullies, ditches and areas where leaves build up. Extra CCTV resource was also brought in to monitor and identify issues, and an additional jetting unit was provided to clear flooded areas and get them moving as soon as possible.

The team's hard work has been reflected in the number of reports of defects, such as potholes or blocked drains being submitted by the public. In recent years, there has been an upward trend in the number of defects being reported, however, in a clear sign of the improvement in the condition of the county's road network, there has been a drop in reports from 69,669 last year to 53,574.

New partnerships with Volker Highways Limited and FM Conway underpin this shift from reactive fixes to proactive maintenance.

At the start of this financial year, the Council transitioned to working with Volker Highways Limited for the delivery of core carriageway maintenance across the county. Volker Highways' remit covers everything from rapid-response pothole and jet patching repairs to the winter maintenance programme and vegetation management. A key focus of the contract will be the cutting of average repair times by up to 25% while still ensuring that high quality services are consistently delivered.

At the same time, FM Conway took on the contract for cyclical and small-scale drainage works. Their responsibilities include routine gully cleansing and the installation of new pipes and chambers, applying root-cause solutions to reduce repeat defects and extend the lifespan of drainage assets. As part of this new partnership, the frequency of the gully cleansing programme has also been increased. This means that all 140,000 gullies will now be emptied every 2 years instead of every 4 years.

Partnering with Volker Highways and FM Conway means the county can accelerate both its reactive repairs and its proactive maintenance programmes across Local Highways Operations in another step towards its goal of a more resilient, well-maintained network. As part of its commitment to be carbon neutral by 2030, it is looking forward to working

with both organisations to adopt greener technologies and materials to reduce its environmental impact.

More information about ongoing improvements to the road network can be found on the council's [Better Roads campaign page](#).

A high number of illegally operating trade vehicles were caught during a crackdown by police and council officials on the outskirts of Horsham. The enforcement was carried out on the A264 which has recently been subjected to large levels of roadside litter. As well as Sussex Police, the enforcement included Horsham District Council officials along with the Environment Agency, the Driver and Vehicle Standards Agency and West Sussex County Council.

**The Materials Recycling Facility (MRF)** in Ford, run by Biffa on behalf of the County Council, handles the mixed recycling from homes across the county. Tours are available Monday to Friday for schools, community groups and individuals in West Sussex at no charge. On a tour you can see the advanced sorting systems separate different recyclable materials. Each session includes a presentation, a guided tour and a chance to ask questions. For further details contact 01903 712620.

Amanda  
Jupp  
amanda.jupp@westsussex.gov.uk

## APPENDIX B – HDC REPORT

### HDC Update to the Parish Council – May 2025

#### **Local Plan Update**

In April, the government inspector responded to the council after prematurely bringing the local plan examination hearings to a halt back in December last year. The inspector's recommendation is to withdraw on the basis that the plan does not deliver enough houses during the plan period under the council's duty to cooperate. This is the exact opposite of the argument being put forward by opposition groups who argued that the draft Local Plan contained too many houses.

The decision from the inspector is unprecedented with the inspector raising no concerns with the council prior to the commencement of hearings as is standard practice. It should also be noted that the local plan underwent a 'health check' prior to formal submission last year of which no concerns were raised by the planning inspectorate.

The Council is currently considering its position and next steps with multiple options on the table including judicial review. There is also the potential option of a 'call-in' by the Minister for Housing, Matthew Pennycook. The council is expecting an update from our planning barristers towards the end of the week after which next steps will be considered from which I will be able to update you further.

A statement was released by the council in light of this decision which you can read in further detail here: [https://www.horsham.gov.uk/news/2025/04/council-rejects-inspectors-flawed-assessment-of-local-plan?utm\\_medium=email&utm\\_source=govdelivery](https://www.horsham.gov.uk/news/2025/04/council-rejects-inspectors-flawed-assessment-of-local-plan?utm_medium=email&utm_source=govdelivery)

#### **Prestige Haulage, Bridge Farm Road**

Members will recall that back in April, I and Cllr Blackburn spoke out against the planning application lodged by Prestige to regularise the movement of HGVs through the centre of Coolham village. Whilst the application had been recommended for approval by planning officers, the committee saw sense in the arguments being put forward and moved to refuse the application.

It has since become apparent that despite refusal to regularise the HGV movements, movements from 5am and earlier have persisted.

Having liaised with the planning compliance team, Prestige have lodged an appeal against the decision which in effect limits the enforcement action the team can take until the appeal is decided.

However, during this period, residents can record and log evidence of unlawful movements which can be used as evidence to present at appeal if required. I will be shortly delivering a letter to those residents most severely impacted to convey this and provide them with the opportunity to request an incident log which can be returned to the compliance team upon completion.

I will continue to work closely with the Chair on this matter and look to provide members with a more substantial update once further clarity is received regarding the status of the appeal.

#### **VE Day Commemorations**

On Thursday 8th of May, communities came together to mark 80 years since the end of the war in Europe. Community events were held across the district including in the Carfax in Horsham Town in which residents and councillors gathered at St Mary's Church followed by a performance from the Sussex Band of the Royal British Legion before the evening closed with the ceremonial lighting of the beacon at the war memorial.

#### **Horsham Town Regeneration**

The consultation to respond to the plans to regenerate large areas of Horsham town including the Bishopric and the Carfax has now closed to responses with the consultation having ran from the 9th – 30th of April.

The council also hosted drop-in sessions in Swan Walk Shopping Centre on Wednesday 16th April and Saturday

26th April so residents could view plans in further detail and ask questions in-person.

The council received over 850 responses which are currently being complied. Further detail will be released once the council goes through the consultation responses and suggestions put forward.

### **Litter Crackdown Drive**

HDC is asking local motorists and residents to help it reduce levels of littering on the District's roadsides, particularly in key problem areas.

The Council currently faces an ongoing battle with litter being strewn on the roadside across the Horsham District with a key problem area being the A264 between Southwater and Horsham.

The appearance of litter on roadsides is a blight on our environment and its clearance comes at a considerable cost to local taxpayers. It also puts our waste collection crews at risk every time they have to clear the litter on these high-speed roads

The Council is asking that if road users or members of the public spot offenders dropping litter, they should report incidents online. They will also be able to supply the Council with Dash Cam footage where possible. Additionally, people can help to keep local streets and green spaces litter free by signing up for our Adopt a Street scheme which already has hundreds of volunteers across the Horsham District who are passionate about protecting the environment on their doorstep. Volunteers choose the area they want to adopt, and we will provide all the equipment they need to help with litter picking.

For more information or to join up please visit the Adopt a street webpage.

Equipment will be provided to use in areas which are assessed as being safe for pedestrians. Volunteers are asked not to litter pick on any unsafe, high-speed roads.

### **Upcoming Surgeries**

I will be hosting my next round of surgeries at the following venues on the below dates. Please do encourage residents to attend if I can be of any assistance with district council-related issues.

- Saturday 17TH May: The Tipsy Fox, Southwater 12-2pm
- Saturday 14th June: The Selsey Arms, Coolham 12-2pm

If councillors have any questions relating to this report, please do not hesitate to contact me using the details below:

E: alex.jeffery@horsham.gov.uk

Tel: 07751 633398

Best wishes,  
Councillor Alex Jeffery

## APPENDIX C – PAYMENTS

Payments May 2025				
Income since last meeting	Amount			
HDC - first precept payment	£ 20,760.56			
HDC - CIL	£ 5,414.81			
Bank Interest - Lloyds savings account	£ 0.03			
<b>TOTAL INCOME</b>	<b>£ 26,175.40</b>			
Funds Transferred since last meeting				
Funds Transferred since last meeting	Amount			
Deposit Account to Current Account	£ -			
BALANCES ON ACCOUNT				
BALANCES ON ACCOUNT	Amount			
Unity Bank Current Account (T1)	£ 1,708.84	30 April 2025		
Unity Savings Account (T2)	£ 60,500.99	30 April 2025		
Lloyds Savings Account	£ 26,214.18	30 April 2025		
Investment Acc. (NSI)	£ 5,387.65	30 April 2025		
<b>TOTAL BALANCES</b>	<b>£ 93,811.66</b>			
EARMARKED RESERVES				
EARMARKED RESERVES	Amount			
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 7,500.00	£1,500 added April 2025		
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	£ 2,450.00	£1,250 added April 2025		
Defibrillator replacement fund	£ 1,000.00			
Includes Election Reserves	£ 2,100.00			
Winterisation of car park field	£ 2,500.00			
Greener Shipley - eco projects	£ 4,500.00	Added April 2025		
Community Infrastructure Levy	£ 5,414.81	Added April 2025		
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane etc.)	£ 22,509.00	£5,000 added April 2025		
<b>TOTAL ALLOCATIONS</b>	<b>£ 55,809.81</b>			
PAID SINCE LAST MEETING				
PAID SINCE LAST MEETING	Invoiced Services	Payment Type	Folio	Amount
None				
				£ -
To approve and pay after this Meeting				
To approve and pay after this Meeting	Invoiced Services	Payment Type	Folio	Amount
Unity Trust Bank	Service fee - April 2025	BACS	10	£ 6.00
WSCC	Payroll costs - half year	BACS	11	£ 57.38
Geosphere	Parish Online subscription	BACS	12	£ 60.00
WSCC	Clerk's salary - April 2025	BACS	13	£ 1,492.91
Hugo Fox	Website - May 2025	DD	14	£ 23.99
Shipley PCC/Knepp	Contribution to car park	BACS	15	£ 2,500.00
Judy Tuck	Greener Shipley expenses	BACS	16	£ 17.99
Nia Cumber	Greener Shipley expenses	BACS	17	£ 29.83
Shipley PCC	Churchyard donation	BACS	18	£ 500.00
				£ 4,688.10
	<b>Immediate Transfer S/Acc to C/Acc.</b>			<b>£ 4,000.00</b>



# Shipley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
**Email:** matthew.payne@shipley-pc.gov.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** clerk@shipley-pc.gov.uk  
**Website:** www.shipleyparishcouncil.org.uk

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**The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Monday 16<sup>th</sup> June 2025 commencing 7:30 pm held at the Coolham Village Hall.**

**80. Attendance and Apologies for Absence.**

**Those Present:** Cllr Payne (Chairman), Cllr Wright (Vice Chairman), Cllr Barrett, Cllr de Zoete, Cllr Emrich, Cllr Hood, Cllr Nunn, Cllr Larcombe, and Cllr Smale

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

**Apologies:** Apologies were accepted from Cllr Huggett and Cllr Tuck.

**81. To receive any declarations of interests from members in respect to Items on the agenda – Cllr Emrich referred to planning application DC/25/0919 that was due for comment at agenda item 87a. He advised that, despite the applicant site being on the Knepp Estate, he had no personal or financial interest in this application as it involved a telecoms mast. He requested a dispensation to stay in the room during this item but would not vote on it. Members **AGREED** to this dispensation request.**

The Chairman reminded Members to always consider whether their interests are up to date and not wait to be reminded or requested to fill in a revised form to be published online.

**82. Public Session - none.**

**83. Approval of the draft Minutes from the from the last meeting (15th May 2025), Planning Committee meeting (29th May 2025) and to NOTE the draft Minutes from the Annual Parish Meeting 15th May 2025.**

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**. Members also **NOTED** the draft annual parish meeting Minutes. No comments were made or had been received regarding to these draft Minutes. Cllr Nunn requested that the Clerk send her an updated list of contact email addresses for her to forward this information to the Parish Magazine.

**84. Matters Arising from the previous meeting (for information only).**

- Item 77 – SID – TBA;
- Item 25 – Survey – feedback to be circulated;
- Item 60 – Website – Clerk to update “Community” information;
- Item 74 – Cllr Emrich to review overgrown footpath complaint at School Hill; and
- Item 78 – The Chairman referred to the previous action for all Councillors to volunteer to Chair/join the Annual Parish Meeting working group.

Regarding the Community Survey, The Chairman reported that he had collated the feedback and would circulate the spreadsheet details to the Members. Once further analysed, the information will be made available publicly.

**85. Report from the County Councillor.**

WSCC Cllr Jupp provided an update, circulated previously, that is attached at Appendix A. She added that the Highways Manager was available to attend a Shipley PC meeting if required. This could include a public session. The Chairman suggested that he attend the SPC meeting scheduled for 10<sup>th</sup> November 2025 at the Coolham Village Hall. Cllr Jupp will check the date and respond accordingly.

**86. Report from District Councillors.**

HDC Cllr Jeffrey had provided an update, circulated previously, which is attached at Appendix B. In addition, HDC Cllr Blackburn advised that the HDC environmental retrofit online tool was now available. She also reported that food partnerships and energy network plans are due to be reviewed. An update on the move towards unitary councils was also provided.

**87. Planning.**

**a) Planning Applications.**

- **DC/25/0919 - Existing Telecommunications Site On Land To North of A2772 West Chiltington Lane, (Renches Wood) Dragons Green** - Prior Approval for 10m extension of the existing tower from 17.6m AGL to 27.6m AGL. Removal of the existing 6No. antennas and replacement of 3No. Antennas. Relocation of the existing 3 no. Airwave antennas and existing 1 no. 0.3m dish to a higher level. Installation of 1 no. 0.6m dish, associated ancillary equipment and works

**Members voted to SUPPORT the application – VOTES: 6 support, 2 neutral and 1 abstention.**

**b) Planning matters.**

- Cllr Nunn referred to the previous planning application for a development of 9 houses on the Coolham Road. Given SPC had lodged a strong objection to this development, she asked when HDC would make a final decision upon it. The Chairman suggested that a decision might be expected by the Autumn.
- Cllr de Zoete referred to the failed application to register Coolham Airfield as a Community Asset. She had approached Historic England for their support but needed assistance with this. The Chairman suggested she liaise with local resident who had shown a keen interest in this matter and agreed to send her the original Community Asset application.

**c) Planning decisions.**

- **PERMITTED – DC/25/0070 - Birchwood Lodge, Shaws Lane, Southwater** - Demolition of existing dwelling, and erection of new 3 bedroom dwelling and detached garage;
- **PERMITTED – DC/24/0249 - Rascals Farm, Shipley Road, Southwater** - Reserved matters application for the erection of 96 dwellings & ancillary parking and landscaping following approval of outline application;
- **APPEAL – DC/24/1645 - Bridge Farm, Coolham Road, Coolham** - Removal of Conditions 7 and 8 of previously approved application DC/19/1271 Relating to access on site and operating hours; and
- **APPEAL – DC/24/166 - 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.

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

- The Chairman referred to the SIDs and explained that an offer to provide an extended warranty had been received from the supplier. After review and discussion, Members **AGREED** to a three year extended warranty at £180 per year per device;

- The Chairman reported worn yellow lines in the access road to the Buck Barn services. The lines were not visible, and vegetation had overgrown onto the road. Cllr Emrich was asked to review this;
- Cllr Smale reported road sign issues on B2139 northbound Coolham Road. The Chairman advised that many of the 40mph signs had been vandalised/removed by persons unknown but agreed to review this; and
- Cllr de Zoete reminded WSCC Cllr Jupp that the white lines at the junction of Smithers Hill Lane and Countryman Lane had not been repainted. Cllr Jupp advised that the junction was on the schedule for repainting later in the year.

**89. WSALC/HALC – HALC meeting scheduled for 19<sup>th</sup> June 2025.**

**90. Climate and Environment** – Cllr Emrich advised that 18 nest boxes had been installed and that swifts had returned to the Shipley Church.

**91. Finances**

- **Review the internal audit report 2024/25** – the report was noted;
- **Approve the Annual Governance Statement 2024/25** – Members voted to **APPROVE** the Annual Governance Statement 2024/25;
- **Approve the Accounting Statement 2024/25** - Members voted to **APPROVE** the Accounting Statement 2024/25;
- **Review the Q4 variation report** - the report was noted (attached at Appendix D); and
- **Approve the June payments** - Members voted to **APPROVE** the June payments (attached at Appendix C).

Cllr Emrich referred to the Shipley Community Hub and suggested that the parish council offer to pay for the hire of Andrew Hall to allow the Hub to provide community services. The Chairman asked Cllr Emrich to liaise with the Hub and to request they complete the necessary SPC donation application form request.

**92. Shipley Community.**

- The Chairman reminded Members of the request to hold an event to support the Annual Parish Meeting in 2026;
- Cllr Nunn thanked all who supported and attended the recent Shipley fete which raised over £12,000;
- Cllr Larcombe suggested that a community directory be made available together with a diary of events;
- Cllr de Zoete expressed concern that the recent Greener Shipley litter pick was not reported to the parish council before the event. The Chairman advised that he had advised Members prior to the event;
- Cllr Emrich advised of future Greener Shipley events that included a farm wild meadow and garden visit; and
- Cllr Emrich noted, with concern, that Cllrs Tuck and Huggett felt the need to leave the last meeting due to comments made by a member of the public. He thanked the Chairman for stepping in when he did but thought that someone should have intervened earlier to avoid such conflict. The Chairman advised that the member of public was entitled to make his remarks and, whilst being forceful in his comments, was not rude or aggressive. He was asked by the Chairman to apologise for the upset he had caused which he then did but the Chairman

reminded all that members of the public have the right to have their say. Cllr Emrich agreed but also noted that a previous SPC Councillor had left due, partly, to unwelcome comments.

93. **Coolham Playing Field** – a request to use football pitch was considered and the Chairman was asked to engage with the applicant and report back on further details.
94. **Dates of next meetings** - The next Ordinary Parish Council meeting will be held on Thursday 24th July 2025 commencing 7:30pm at the Andrew Hall.

There being no further business the Chairman closed the meeting at 21:08

**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

## County Councillor Report – June 2025

### **Help and support for unpaid Carers**

If you are an unpaid carer for someone, whether it is a family member, friend or neighbour, it is important to know that support is available to help you manage your responsibilities and look after your own health and wellbeing.

[Carers Support West Sussex](#) provides carers with guidance, practical help, and emotional support with a range of services, from benefit advice to accessing carer funds, support groups, [carer hubs](#) and a carer helpline.

[Carers Health Team](#): This service, provided by Sussex Community NHS Foundation Trust, is designed to promote the health and wellbeing of carers over the age of 18, registered with a West Sussex GP. The team of health professionals offers free support to carers whose own health is suffering because of their caring role.

[Young Carers Family Service – West Sussex County Council](#) supports young carers under 18 through assessments that can provide advice, direct support, respite, and family assistance. They also offer mental health support for young carers affected by their caring duties. Caring for others can be challenging, but it you do not have to do it alone. These services are here to help you access the support you need.

**The plans for Devolution and Local Government Reform** as outlined in the Government's White Paper, which was published in December 2024, continue and you may be interested in the following timelines:

Summer 2025 – outcome of Government consultation on Sussex Devolution

To end August 2025 – development of final West Sussex LGR proposals including public consultation

September 2025 – West Sussex councils formally adopt their preferred proposal for LGR and submit these to Government

December 2025 to March 2026 – Government decides on which LGR proposal to implement

May 2026 – Mayoral Elections (and current date for County Council elections)

### **West Sussex Children and Young People's Plan**

The County Council would like to hear residents' thoughts and ideas to help develop a plan that will help give children and young people in West Sussex the best start in life. The Children and Young People's Plan explains how the Council will work with its partners to give each child and young person the support they need to achieve their potential. The current plan went live in early 2022 and runs until the end of this year and will be updated for 2026 to 2029. The Council want to consult with children and young people, families and professionals to ensure that their voices are heard and represented in the refreshed plan. Please email [CYPP@westsussex.gov.uk](mailto:CYPP@westsussex.gov.uk) for further details.

Please take part in these surveys

- How much do you know about recycling? To help cut the confusion of recycling [we're running another survey](#) to ask you what information would help you to recycle more. Closing date: 30 June. [www.westsussex.gov.uk](http://www.westsussex.gov.uk)

We want your [views on the draft Pharmaceutical Needs Assessment \(PNA\)](#), compiled following a survey which ran earlier this year. A PNA is a comprehensive assessment of the current and future pharmaceutical needs of the local population and takes place every three years. Closing date: 25 July [www.westsussex.gov.uk](http://www.westsussex.gov.uk)

Amanda Jupp

[amanda.jupp@westsussex.gov.uk](mailto:amanda.jupp@westsussex.gov.uk)

## APPENDIX B – HDC REPORT

### **Local Plan Update**

In light of the recent news that Mid-Sussex's local plan was also refused and their decision to undertake a juridical review, HDC have sought additional legal advice which is now being considered before a decision is made on what action the council will take.

Whilst the council is without an up-to-date local plan in place, as an authority HDC currently only possess 1 year's land supply which continues to leave the district vulnerable to speculative applications. Due to 'titled balance' in these cases, this runs the real risk of applications that would not normally gain planning approval being granted permission due to the lack of a 5-year land supply as is a requirement in order for the local authority to continue to exert control over speculative planning applications across the district.

I will provide an update to the parish council as soon as more information is available once the latest legal advice received has been digested and an action plan formulated on how the council plans to respond.

### **Prestige Haulage - Bridge Farm, Coolham**

I am aware from residents Coolham who are currently keeping logs recording the activity of Prestige trucks running through Coolham outside of their agreed operating hours that this activity is still occurring on a near daily basis.

I have chased for an update from HDC's planning compliance team however as far as I am currently aware there is no date yet set for the hearing with the Planning Inspectorate to review the appeal lodged by Prestige against HDC's recent decision to refuse regularisation of vehicle movements from 5am onwards through the hamlet. I will continue to press for a date for the appeal to take place and update the parish council accordingly as soon as I know more.

### **Mayers Park Visit**

In May, a group of members visited Mayes Park, a small family farm run by James Clapshaw and situated near Warnham, to see an example of the impact that the Wilder Horsham District (WHD) project is starting to have. Wilder Horsham District is a partnership with the Sussex Wildlife Trust (funded by Horsham District Council) which aims to create nature recovery networks across the district. The two Land Advisors provide advice to landowners and community groups to implement practical schemes that create or improve wildlife habitats. This is backed by small grant funding, known as the Nature Recovery Award, and volunteers that can carry out practical tasks.

Members heard about a large project to slow the flow of water from the farm. Funding from the Nature Recovery Award contributed to the cost of either removing or breaking up over 1.3km of land drains. This has created a series of ponds where the water wells up from the broken drains, and some new and restored larger ponds, has completely transformed the landscape. These have created new habitats and provide drinking water for livestock on the farm. Slowing the flow of water protects the soil from erosion, increases carbon storage and buffers the farm from drought, flood and pollution.

Volunteer work parties, led by the WHD team, helped to plant the trees that created an orchard which supports pollinating insects and produces rare Sussex Apples. Elsewhere new hedgerows have been planted and leaky dams built in streams on the farm to slow the flow of water off of the farm. Schools visit the farm to learn about how agriculture can work in harmony with nature.

Overall Mayes Parks is a great showcase for what can be achieved from the different elements of WHD. The site visit gave Members a fascinating insight on what changes can be made to enhance biodiversity with the right advice and guidance, as well as the commitment of the landowner.

### **New Strategy to Tackle Housing Pressures Within the District**

HDC is set to tackle the pressures on local housing by developing a new housing strategy, Homes for Tomorrow – Shaping the Future Together.

The new strategy will focus on providing the right homes for those who need them, increasing the number of affordable homes, and addressing homelessness in the District.

Like many areas of the country the Council is grappling with a worsening housing situation. There is not enough social housing to meet the needs of locals. Developers are not in a position to build new affordable homes, and house prices and rents in the private sector are becoming increasingly unaffordable for many. The new Homes for Tomorrow housing strategy will set out how the Council will:

1. Prevent and relieve homelessness and rough sleeping
2. Enable the delivery of affordable homes
3. Allocate homes for those on the Housing Register
4. Work with partners to deliver the housing that is needed.

In order to help shape the new strategy the Council is holding an event in July 2025, bringing together specialist partners it will work with in order to develop the strategy.

Attendees will include Saxon Weald, Turning Tides, West Sussex County Council, housing developers representatives from the Ministry for Housing, Communities and Homes England, both Horsham District MPs, and planning officers from Horsham District Council.

#### **Horsham Town Council Consultation**

HDC is asking for views on how you would like to see Horsham town centre managed in the future. The public consultation closes on **Monday 16<sup>th</sup> June** from which all responses received by this date will be collated and feedback shared.

There have been past conversations about a town council however with Local Government Reorganisation and West Sussex being selected as part of the Devolution Priority Programme, it is important that the unparished areas of Horsham town continue to have a local voice, with many of the services in the unparished area currently being administered by HDC. Some of the arguments being put forward in favour of a town council are that once we move to a Unitary council, would a unitary pay any attention to the unparished area considering the potential size and scope of the area that the proposed unitary council is going to be expected to cover.

Once consultation feedback has been collated and shared, the Governance Committee at HDC will review this feedback and plan next steps based on that feedback from the public.

#### **HDC Extends Employment Support for Horsham District Residents**

Two programmes providing tailored employment support to Horsham District residents, have recently been extended for another year to help local people to succeed in today's competitive job market.

Supported by Horsham District Council, the Empower Your Future and Think Futures programmes have been facilitated by an additional allocation of the UK Government's Shared Prosperity Fund, following the success of their launch in 2024.

The Empower Your Future Programme, delivered by Adam Knight & Associates through local 'Employment Support Hubs' helps participants seeking to enhance their career prospects to refine their CV, explore new career paths, or start their own business. Through guidance tailored to participants' needs, the programme aims to deliver the right level of engagement to help them progress. Participants are supported on a weekly, fortnightly, or monthly basis, depending on their readiness for work and specific needs.

Horsham District's Think Futures Programme, delivered by the Careers Team at West Sussex County Council, proactively supports and empowers young people to gain the skills and confidence to enter the workplace. With a particular focus on vulnerable young people, their careers advisers provide 1:1 impartial career advice, guidance and support to help young people access college courses, apprenticeships, training and employment. Since the launch of these programmes, the employment support hubs have engaged with over 140 participants, with 65 registering with the programme and the Think Futures programme has supported over 75 young people.

## **Friday Lates in the Carfax Return this Summer**

Horsham's popular Friday Lates live music and food entertainment nights are back for the Spring and Summer. The events will take place every Friday, starting from 6 June, from 6pm to 8pm at the Horsham Carfax Bandstand.

This year's line-up is more varied than ever and as always the events are completely free to attend:

### **D-Day Dance**

**Night Eras night with Taylored Swift**

**Summer Solstice with Third Wheel**

**Ska Night**

**Made in Tennessee**

**The Wonderful West End**

**ABBA tribute**

**Pride Night**

**Bachata and Salsa Night**

**Elvis Night Bob Marley Night**

**Red Hot Tribute Peppers**

**Fusion Night**

In acknowledging that Friday lates are town-centric, HDC are looking to expand this type of event to the south of the district.

The recent launch in Southwater Country Park of 'Summer Sessions' which will be taking place throughout summer on the last Thursday of the month is one example of the council beginning to expand these events to other areas of the district.

## **District Councillor Surgery Update**

I have made the decision to take a break over the summer months from my regular district councillor surgeries. This is partly down to my current caseload which needs to be addressed before picking up more as well as the desire for a much-needed break.

I will look to resume my surgeries from September onwards however in the meantime residents who still require assistance can still get in touch via the usual routes either by email or telephone using the details below:

Email: [alex.jeffery@horsham.gov.uk](mailto:alex.jeffery@horsham.gov.uk)

Tel: 07751 633398

Best wishes,

Councillor Alex Jeffery

HDC Councillor for Southwater South & Shipley

## APPENDIX C – PAYMENTS

Payments June 2025				
Income since last meeting		Amount		
Bank Interest	£	6.91		
Cleansing grant	£	194.40		
Vat refund	£	1,601.99		
<b>TOTAL INCOME</b>	<b>£</b>	<b>1,803.30</b>		
Funds Transferred since last meeting		Amount		
Deposit Account to Current Account	£	4,000.00		
BALANCES ON ACCOUNT		Amount		
Unity Bank Current Account (T1)	£	1,020.74	31 May 2025	
Unity Savings Account (T2)	£	58,102.98	31 May 2025	
Lloyds Savings Account	£	26,415.49	31 May 2025	
Investment Acc. (NSI)	£	5,387.65	31 May 2025	
<b>TOTAL BALANCES</b>	<b>£</b>	<b>90,926.86</b>		
EARMARKED RESERVES		Amount		
Coolham Airfield Memorial	£	733.00		
Replacement play equipment - reserve fund	£	7,500.00		
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	£	2,450.00		
Defibrillator replacement fund	£	1,000.00		
Includes Election Reserves	£	2,100.00		
Winterisation of car park field	£	2,500.00		
Greener Shipley - eco projects	£	4,500.00		
Community Infrastructure Levy	£	5,414.81		
Includes NHP Funding Reserves	£	500.00		
Traffic management (Coolham crossroad & Pound Lane etc.)	£	22,509.00		
<b>TOTAL ALLOCATIONS</b>	<b>£</b>	<b>55,809.81</b>		
PAID SINCE LAST MEETING		Invoiced Services		
None				
				<b>£ -</b>
To approve and pay after this Meeting		Invoiced Services		
Hugo Fox		Website – June 2025	DD	19 £ 23.99
WSCC		Clerk's salary - May 2025	BACS	20 £ 1,492.91
Shipley PCC		Fete stand - Greener Shipley	BACS	21 £ 20.00
Gallagher Insurance		Insurance 1/6/25 to 31/5/25	BACS	22 £ 1,246.90
WSALC		Planning Training - Cllr Barrett & Hood	BACS	23 £ 96.00
Unity Trust Bank		Service fee - April 2025	BACS	24 £ 6.00
				<b>£ 2,885.80</b>
				<b>£ 2,800.00</b>

## APPENDIX D – Q4 VARIANCE REPORT

Agenda Item: 91(d)/25

<b>Report to:</b>	Shipley Parish Council
<b>Report on:</b>	Quarter 4 – 2024/25 Budget Report and Material Variances
<b>Report by:</b>	Clerk

### **Summary**

The Shipley 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 fourth 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 31<sup>st</sup> March 2025 are listed below.

#### **3. Out-turn 2024/25**

Overall income is £2,841.32 (7.1%) above budget

Overall expenditure is £4,549.16 (12.0%) below budget.

#### **4. Recommendations**

No further earmarking of reserves required.

Paul Richards

Clerk and Responsible Finance Officer to Shipley Parish Council

**16<sup>th</sup> June 2025**

EXPENDITURE	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Clerks Salary/Staff Cover	£ 14,508.31	£ 17,199.75	-£ 2,691.44	-18.6%	See below
Clerks Pension and NI	£ 3,587.18	£ -	£ 3,587.18	100.0%	Included in the above
Overtime Allowance	£ -	£ -	£ -	0.0%	
Payroll Costs	£ 143.98	£ 47.82	£ 96.16	66.8%	2nd paymwnt in Q1 25/26
Telephone/Internet	£ 120.00	£ 110.00	£ 10.00	8.3%	Not material
Travel - mileage	£ 600.00	£ 100.80	£ 499.20	83.2%	Less on-site training incurred
Postage	£ 50.00	£ -	£ 50.00	100.0%	No spend
Stationery	£ 350.00	£ -	£ 350.00	100.0%	No spend
Heat & Light	£ -	£ -	£ -	0.0%	Not material
Office Equipment	£ 500.00	£ 128.27	£ 371.73	74.3%	Underspend
Rent of Halls	£ 450.00	£ 368.75	£ 81.25	18.1%	Underspend
Playground Report	£ 148.35	£ 120.00	£ 28.35	19.1%	Underspend
Insurance	£ 1,200.00	£ 1,232.29	-£ 32.29	-2.7%	Not material
Subscriptions	£ 550.00	£ 800.55	-£ 250.55	-45.6%	New gov.uk email system
Audit	£ 700.00	£ 407.55	£ 292.45	41.8%	External audit bill due June 25
Chairman's Allowance	£ 500.00	£ 432.65	£ 67.35	13.5%	Part year
Training Allowance	£ 500.00	£ 280.00	£ 220.00	44.0%	Underspend
Councillors Allowance	£ -	£ -	£ -	0.0%	
Emergency Reserve	£ -	£ -	£ -	0.0%	
Community Donations	£ 850.00	£ 1,000.00	-£ 150.00	-17.6%	
Mowing & Hedge Trim	£ 2,257.50	£ 1,952.78	£ 304.72	13.5%	Not material
Play area	£ 1,500.00	£ -	£ 1,500.00	100.0%	
Playing Field & Pavilion	£ 2,350.00	£ 1,581.90	£ 768.10	32.7%	Underspend
Parish Maintenance and Improvement	£ 6,250.00	£ 6,879.17	-£ 629.17	-10.1%	Not material
Bus Shelter Clean up	£ -	£ -	£ -	0.0%	
Website Hosting	£ 456.00	£ 629.88	-£ 173.88	-38.1%	New Hugo Fox website
Defibrillator	£ 250.00	£ -	£ 250.00	100.0%	No spend
VAT outlay - may not be used	£ -	£ -	£ -	0.0%	
<b>TOTAL EXPENDITURE</b>	<b>£ 37,821.32</b>	<b>£ 33,272.16</b>	<b>£ 4,549.16</b>	<b>12.0%</b>	

INCOME	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Precept	£ 37,821.32	£ 37,821.32	£ -	0.0%	On forecast
Interest	£ 600.00	£ 751.13	£ 151.13	25.2%	Better than forecast
Cleansing Grant	£ 300.00	£ 374.22	£ 74.22	24.7%	Better than forecast
VAT reclaim	£ 1,500.00	£ 3,360.47	£ 1,860.47	124.0%	Better than forecast
Other Income	£ -	£ 755.50	£ 755.50	0.0%	Greener Shipley grant
<b>TOTAL INCOME</b>	<b>£ 40,221.32</b>	<b>£ 43,062.64</b>	<b>£ 2,841.32</b>	<b>7.1%</b>	



# Shipley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
**Email:** matthew.payne@shipley-pc.gov.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** clerk@shipley-pc.gov.uk  
**Website:** www.shipleyparishcouncil.org.uk

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**The Minutes of the Planning Committee Meeting of Shipley Parish Council held on Thursday 3<sup>rd</sup> July 2025 commencing 7:30 pm held at the Andrew Hall, Shipley.**

**1. Attendance and Apologies for Absence.**

**Those Present:** Cllr Payne (Chairman), Cllr Barrett, Cllr de Zoete, Cllr Nunn, and Cllr Wright.

**Apologies:** Apologies were accepted from Cllr Emrich, Cllr Huggett, Cllr Larcombe and Cllr Tuck.

**Not present:** Cllr Hood and Cllr Smale.

**Also Present:** P. Richards (Clerk). Two members of the public were present.

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

**3. Public Session – no public members requested to speak.**

**4. Planning**

**a) Planning Applications.**

- **DC/25/0780 - Greenacres, Saucelands Lane, Shipley** - Demolition of existing buildings.

Erection of four barn style detached dwellings with associated garages utilising existing access together with landscaping.

Members voted, unanimously to **SUPPORT** the application. Members noted the lack of detail regarding adequate parking and requested that the planning officers review this before making their decision.

**5. Planning decisions.**

- **PERMITTED – DC/25/0407 - Cobweb Cottage, Emms Lane, Brooks Green** - Variation of condition 6 of previously approved application reference DC/23/1667 (Demolition of existing cottage and erection of single storey replacement dwelling and associated outbuilding) to refer to revised water neutrality report incorporating updated internal water fixtures and fittings.

**6. Other Planning matters – none.**

**7. Dates of next meetings** - 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 19:45

**Signed .....** **Chair**

**Date.....**



# Shipley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
**Email:** matthew.payne@shipley-pc.gov.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** clerk@shipley-pc.gov.uk  
**Website:** www.shipleyparishcouncil.org.uk

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**The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Thursday 24<sup>th</sup> July 2025 commencing 7:30 pm held at the Andrew Hall, Shipley.**

**95. Attendance and Apologies for Absence.**

**Those Present:** Cllr Payne (Chairman), Cllr Barrett, Cllr de Zoete, Cllr Emrich, Cllr Hood and Cllr Nunn.

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

**Apologies:** Apologies were accepted from Cllr Huggett, Cllr Larcombe, Cllr Tuck and Cllr Smale.

**Not present:** Cllr Wright.

**96. To receive any declarations of interests from members in respect to Items on the agenda – Cllr Emrich referred to planning application DC/25/0940 that was due for comment at agenda item 102a. He requested a dispensation to stay in the room during this item but would not participate in the debate or vote. Members **AGREED** to this dispensation request.**

**97. Public Session - none.**

**98. Approval of the draft Minutes from the from the last meeting (16<sup>th</sup> June 2025) and the Planning Committee meeting (3<sup>rd</sup> July 2025).**

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**.

**99. Matters Arising from the previous meeting (for information only).**

- Item 77 – SID – TBA;
- Item 78 – The Chairman referred to the previous action for all Councillors to volunteer to Chair/join the Annual Parish Meeting working group;
- 85 – Invite Highways Manager to next SPC meeting – to await completion of works;
- 88 – repaint yellow lines at Buck Barn services – contractor appointed; and
- 92 – Hub Donation – application to be submitted in due course.

**100. Report from the County Councillor.**

WSSC Cllr Jupp provided an update, circulated previously, that is attached at Appendix A. In addition she advised on several road surfacing/repairs that have been scheduled in the parish and reported on the 200<sup>th</sup> Anniversary of the Sarah Hall.

Cllr de Zoete asked who would be paying for the new EV charging points mentioned in the update. Cllr Jupp referred to the partnership agreement reached with a contractor who will install the points.

**101. Report from District Councillors.**

HDC Cllr Jeffrey had provided an update, circulated previously, which is attached at Appendix B. He also referred to the withdrawal of the HDC Local Plan and advised that their officers will

commence work immediately on a new draft Plan. They will also write to the Planning Inspectorate in a final attempt to persuade them to accept the previous version of the draft Plan.

In addition, HDC Cllr Blackburn advised that the HDC hosted, with partner agencies, a summit-style event with a focus on tackling local housing challenges and working together to find solutions via the “Home for Tomorrow” future housing strategy. She also reported that HDC’s most recent climate scorecard placed them in 8<sup>th</sup> place out of 51 councils in the Southeast and 12<sup>th</sup> out of 164 authorities in England.

## 102. Planning.

### a) Planning Applications.

- **DC/25/0940 - Knepp Castle, West Grinstead** - General repair and conservation works and structural works, including removal of water tanks, replacement of roofs and extension of spiral staircase (Listed Building Consent)

**Members voted to SUPPORT the application – VOTES: 5 support and 1 abstention.**

- **DC/25/0960 - 2 Kinsbrook, Brooks Green** - Erection of a single storey front and rear extension. Window and door alterations. Installation of rear first floor cladding.

**Members voted to SUPPORT the application – VOTES: 3 support and 3 neutral with the Chairman exercising his casting vote to support the application.**

- **DC/25/1074 - Bacon Cottage, Bakers Lane, Shipley** - Erection of a two-storey side extension and front porch. Alterations to and insertion of windows and doors.

**Members voted to SUPPORT the application – VOTES: 3 support and 3 neutral with the Chairman exercising his casting vote to support the application.**

### b) Planning matters – none.

### c) Planning decisions - none.

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

## 104. WSALC/HALC – the Clerk had circulated the draft Minutes from the recent HALC meeting.

## 105. Climate and Environment – Cllr Emrich advised Greener Shipley had organised a visit to the Knepp Estate walled garden and a visit to a local farm. Both events were well attended. Greener Shipley will also be undertaking a wildflower inventory on the local roadside verges. Cllr Emrich also advised that consultation feedback on ideas for Coolham Playing field had been compiled and a litter pick event would be organised.

## 106. Finances.

- a) **Donation requests** – having reviewed the available budget, Members **AGREED** to postpone all donation application decisions until 2026. The Clerk was asked to advise applicants accordingly.
- b) **Review the Q1 variation report** – noted.
- c) **Approve the July payments** - approved. The payments schedule is attached at Appendix C.

## 107. Shipley Community.

- **Coolham Playing Field** – the Chairman had written to a local football club concerning their application to hire Coolham Playing fields for junior football training. Members were encouraged to note that most of the junior members were female. The request to use football pitch was considered and Members **AGREED** to allow the club to hire the pitch for one season on a trial basis. The Chairman was asked to engage with the applicant confirm the hire arrangements;
- **Shipley Windmill** – the owner’s representative was invited by the Chairman to update Members on recent developments relating to the windmill. He reported that the exterior would be repainted in the coming months but there were no plans for any new planning applications for the windmill at that time. He further advised the windmill was “museum ready” and would invite Members and, possibly, the local community to tour the site at a future date. He agreed to keep SPC updated with any developments. The Chairman thanked him for the update; and

- **Knepp Estate** – Cllr Emrich advised that an archaeological dig would be organised in the near future.

**108. Dates of next meeting** – The next Ordinary Parish Council meeting will be held on Monday 1st September 2025 commencing 7:30pm at the Coolham Village Hall.

There being no further business the Chairman closed the meeting at 20:53.

**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 – Shipley Parish Council – July 2025

#### **Devolution and mayoral election plans for Sussex and Brighton move forward**

Sussex council leaders have welcomed approval of their plans to collaborate in a single strategic authority for Sussex and Brighton with a directly elected mayor. The government has agreed to move forward with a Mayoral Combined County Authority (MCCA) and confirmed the first mayoral election will take place in May 2026.

The new MCCA will bring together all upper tier local councils across Sussex to operate across the region while existing councils will continue to deliver day-to-day services.

The [Devolution Bill \(2025\)](#) outlines how significant powers, and funding will move down from central government to a local level, where decisions can be shaped with and by the people who live and work here. Some of the things that impact residents the most include transport, housing, jobs, economic growth and public safety. This is just one step of a journey, with the next being local government reorganisation. Conversations on what future councils might look like are happening now across the region.

The legal process for Sussex and Brighton to form a Mayoral Combined County Authority (MCCA) will now begin, this is known as a 'statutory instrument'. All councils in Sussex and Brighton will now look in detail at the powers proposed and understand the financial implications, before giving their formal consent through their decision-making processes.

The legislation is expected to be agreed in parliament in the Autumn. For more information on local government reorganisation and devolution visit [Future of local government in Sussex - West Sussex County Council](#) on the WSCC website.

**The West Sussex Local Flood Risk Management Strategy** (the County Council's main policy on local flood risk from surface and ground water, and a statutory document) is being reviewed and updated and will set out the County Council's strategic approach for the next five years (2025 to 2030). Adoption of a Local Flood Risk Management Strategy (LFRMS) is a requirement under the Flood & Water Management Act 2010 and associated Flood Risk Management Regulations 2009.

Public consultation on the draft strategy ran for six weeks during February and March 2025. This will be the latest iteration of the LFRMS and will set out how the County Council will undertake its flood risk management responsibilities to meet the statutory requirements.

#### **Could you be there for a child in care?**

We need more local people to befriend children in care by becoming an Independent Visitor. These are volunteers who are matched with a child aged between 8 and 17 who are looked after by the county council and will not be returning home. The emphasis is on having fun and building up a friendship, doing things together that the young person enjoys, like going for a bike ride, having a chat over a hot chocolate, watching a film together, or visiting a museum - whatever the child is interested in and wants to do. We will be starting our next training programme in August along with an in-person Training Day on Saturday 27 September. If you would like to find out more, please email [Independent.Visitors@westsussex.gov.uk](mailto:Independent.Visitors@westsussex.gov.uk).

#### **Summer Activities**

If you are looking for things to do and places to go in the summer holidays with your children or grandchildren then take a look at [Experience Sussex](#) on the West Sussex County Council website where you'll find inspiration and ideas to make the most of the warm summer days and nights. Whatever you do and wherever you go, make sure you stay safe and well.

Children of all ages can combine reading with nature and the great outdoors at West Sussex libraries when taking part in Story Garden, the 2025 Summer Reading Challenge. The annual initiative aims to encourage children to keep reading over the school holidays with rewards available for completing the challenge, including a special medal and certificate. The free activity

runs right across the summer and children aged 4 to 11 can join in anytime from Saturday 12 July to Saturday 13 September. Little ones aged four and under can join the Story Garden Mini Challenge and collect stickers as they share library books over the summer, before receiving a special gold sticker and certificate when they finish.

### **EV Chargepoints**

The West Sussex Chargepoints Network is set to continue to grow as an additional 30 on-street sites are confirmed following a countywide consultation. The latest chargepoints will be installed alongside additional underground wiring making it easier to expand the network further in the future. The network's continuing growth will support the county's move to electric vehicles ahead of the 2035 ban on new petrol and diesel car sales. It is estimated that the number of EVs in West Sussex could increase tenfold over the next decade. No changes to existing parking arrangements are proposed at this time; other vehicles can continue to park as usual, but we do encourage considerate parking to ensure EV drivers have access to charging points. Any future changes to parking restrictions would, of course, be subject to the normal consultation process.

Amanda Jupp  
[amanda.jupp@westsussex.gov.uk](mailto:amanda.jupp@westsussex.gov.uk)

## APPENDIX B – HDC REPORT

### HDC Parish Council Update – July 2025

#### **Sunset Sessions Southwater Country Park**

The second instalment of the recently introduced ‘Sunset Sessions’ down at the County Park was a roaring success, bring the community together, strengthening social cohesion whilst providing free entertainment to those who otherwise may not have had the opportunity. The Sunset Sessions will continue throughout the summer months with scope to make these a permanent feature moving forward should the remaining planned sessions go to plan – it has been fantastic to witness how well received these sessions have been by the community, long may they continue.

#### **Update on Local Government Reorganisation**

Public engagement on Local Government Reorganisation will begin shortly and will run until 10 August. The Leader of the Council recently held a discussion with his member advisory group and will be arranging an All-Member briefing so councillors are aware of how the engagement process will work before it goes live. The Chief Executive and a representative of the County Council will also hold a meeting to brief the Parish and Neighbourhood Councils in due course.

There will be a number of other engagement meetings with groups of other interested parties such as the NHS, police, schools and businesses. A senior officer representative from the County Council and the Chief Executive from each of the District Councils will attend each of these meetings.

#### **Government Planning Consultations**

There are a number of Government consultations relating to proposed changes to the planning system that may be of interest to the Parish Council:

The technical consultation relating to Planning Committees -

<https://url.uk.m.mimecastprotect.com/s/jAGDCnOl4hGAwv1c9f2iJXt8Y?domain=gov.uk>

There are a number of proposals here relating to a national scheme of delegation (limiting what can go to Planning Committee and who can call it to Committee), limiting the size of planning committees and mandatory member training. Consultation closes on 23 July.

There is a Site Thresholds consultation -

<https://url.uk.m.mimecastprotect.com/s/R561Coym4HXj9E1SzhNip58QW?domain=gov.uk>

The Government are proposing to create a ‘medium development’ category of between 10-49 homes and to lessen requirements on SME builders. There is a reference to National Development Management Policies, but we understand that will be subject to a separate consultation. Consultation closes on 9 July.

There is a consultation relating to build out rates -

<https://url.uk.m.mimecastprotect.com/s/y4HKCp2n5fz1kmJtYiPiGiPH9?domain=gov.uk>

Simply put, the Government are trying to improve delivery rate by developers. Some of the proposals include build out rates submitted as part of planning applications, requirement for annual reports on delivery rates and potential imposition of penalties should developers not build to the rate that they identified at the planning application stage. Consultation closes on 7 July.

This consultation relates to Biodiversity Net gain -

<https://url.uk.m.mimecastprotect.com/s/XGBtCqZo4tOKBZxsEsqiEc40r?domain=gov.uk>

This consultation includes options around extending exemptions, simplifying the small sites metric and increasing ease of access to the off-site market. It also addresses specific challenges for brownfield developments.

Officers are drafting responses in liaison with the Cabinet Member for Planning and Infrastructure.

### **Love Parks Week**

HDC are pleased to announce that Love Parks Week is back for 2025. We will again be supporting the national '*Keep Britain Tidy*' sponsored campaign from Saturday 26 July to Wednesday 30 July, by encouraging our younger residents to get out and about to enjoy our parks and open spaces.

This year we have another packed programme of free and low-cost activities to be enjoyed. The amazing Fabularium theatre group are returning with a selection of shows and storytelling. There's also a host of nature themed arts and crafts, circus skills, garden games as well as wildlife trails and quizzes. We will be touring the District with events taking place at:

- Saturday 26 July – Bennetts Field, Horsham
- Sunday 27 July – Fletchers Croft, Steyning
- Monday 28 July – Leechpool Woods, Horsham
- Tuesday 29 July – Henfield Common
- Wednesday 30 July – Southwater Country Park.

The website and booking systems are now open. All the details can be found [here](#)

### **Horsham Golf & Fitness Village Appeal**

It was recently announced that the application for 800 homes on the site of Horsham Golf Club, an application which was refused by the Planning Committee last year has been granted on appeal by The Planning Inspectorate.

This is an incredibly dangerous and concerning decision by the Planning Inspectorate, with dubious reasoning provided including complete disregard for the Southwater Neighbourhood Plan, a plan that is in-date, legally sound and compliant document.

It is further disappointing that one of the defences the council submitted to the Inspectorate was the lack of secondary school provision, however this defence had to be withdrawn when West Sussex County Council withdrew its objection once the decision for Millais to go co-educational was confirmed.

However, the oversight here is that this development due to its geographical location alone once built out will queue jump the entirety of Southwater and Shipley for secondary school places in Horsham secondary schools, which will create long-lasting problems for secondary provision without new secondary school provision.

The council is currently assessing its options on next steps, and I will share these with Parish Councillors as soon as I have an update.

### **Horsham Town Council Consultation**

The results of the first round of consultation for the creation of a town council was well received overall.

- 75% of respondents are in favour of the creation of a town council for Horsham
- 88% of respondents felt a town council would deliver improved local decision making and community representation.

However, concerns were also highlighted with just short of 50% of respondents concerned about additional costs to run a town council.

At present, the area of Horsham town where it is proposed the town council is created is unparished, with the responsibilities that would normally be carried out by a Parish Council undertaken by the District Council. This is currently financed by The Special Charge, in lieu of a Parish precept – the costs of a town council (which is a parish council is all but name) would not differentiate widely from the running costs of a parish council, with North Horsham already having North Horsham Parish Council well-established.

If members have any questions, please do not hesitate to contact me using the details below:

E: [alex.jeffery@horsham.gov.uk](mailto:alex.jeffery@horsham.gov.uk)

Tel: 07751 633398

Best wishes,  
Councillor Alex Jeffery  
Southwater South & Shipley Ward

## APPENDIX C – PAYMENTS

Payments July 2025				
Income since last meeting		Amount		
Bank Interest		£	324.15	
<b>TOTAL INCOME</b>		£	<b>324.15</b>	
Funds Transferred since last meeting		Amount		
Deposit Account to Current Account		£	2,800.00	
BALANCES ON ACCOUNT		Amount		
Unity Bank Current Account (T1)		£	811.34	30 June 2025
Unity Savings Account (T2)		£	55,609.58	30 June 2025
Lloyds Savings Account		£	26,433.04	30 June 2025
Investment Acc. (NSI)		£	5,387.65	30 June 2025
<b>TOTAL BALANCES</b>		£	<b>88,241.61</b>	
EARMARKED RESERVES		Amount		
Coolham Airfield Memorial		£	733.00	
Replacement play equipment - reserve fund		£	7,500.00	
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		£	2,450.00	
Defibrillator replacement fund		£	1,000.00	
Includes Election Reserves		£	2,100.00	
Winterisation of car park field		£	2,500.00	
Greener Shipley - eco projects		£	4,500.00	
Community Infrastructure Levy		£	5,414.81	
Includes NHP Funding Reserves		£	500.00	
Traffic management (Coolham crossroad & Pound Lane etc.)		£	22,509.00	
<b>TOTAL ALLOCATIONS</b>		£	<b>55,809.81</b>	
PAID SINCE LAST MEETING		Invoiced Services		
Road Signs Direct		SID pole	BACS	25 £ 1,123.60
				£ 1,123.60
To approve and pay after this Meeting		Invoiced Services		
Hugo Fox		Website - July 2025	DD	27 £ 23.99
WSCC		Clerk's salary - July 2025	BACS	28 £ 1,492.91
Unity Trust Bank		Service fee - July 2025	BACS	26 £ 6.00
Keith Roberston		Internal Auditor	BACS	29 £ 121.50
Grasstex		Ground maintenance - 1/3 to 30/6	BACS	30 £ 1,044.29
Paul Stevens Ecological Services		Bird boxes and fitting	BACS	31 £ 810.00
Horsham & Shipley Community Project		2x owl boxes	BACS	32 £ 160.00
				£ 4,782.29
			Transfer to current account	£ 4,600.00



# Shipley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
**Email:** matthew.payne@shipley-pc.gov.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** clerk@shipley-pc.gov.uk  
**Website:** www.shipleyparishcouncil.org.uk

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## The Minutes of the Planning Committee Meeting of Shipley Parish Council held on Tuesday 5<sup>th</sup> August 2025 commencing 7:30 pm held at the Coolham Village Hall.

### 1. Attendance and Apologies for Absence.

**Those Present:** Cllr Payne (Chairman), Cllr Wright (Vice-Chairman), Cllr Barrett, Cllr Hood, Cllr Nunn and Cllr Larcombe.

**Apologies:** Apologies were accepted from Cllr de Zoete, Cllr Emrich, Cllr Huggett, Cllr Tuck and Cllr Smale.

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

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

### 3. Public Session – none.

### 4. Planning.

#### a) Planning Applications.

- **DC/25/1095 - The Bungalow, Smithers Hill, Lane Shipley** - Demolition of existing dwelling and construction of a replacement dwelling with detached car port/store building. Alterations to existing vehicle access.

**VOTES – 5 support, 1 Neutral.**

- **DC/25/1196 - St Johns Farm, Trout Lane, Brooks Green** - Prior notification for the erection of an agricultural building for the storage of hay, silage and agricultural machinery and equipment.

**VOTES – 6 support.**

Members requested that HDC Planning Officers make conditional the use of the barn for the stated purposes only and not for other activities e.g. car repair facilities or workshops.

### 5. Planning decisions.

- **REFUSED - DC/25/0703 - Bentons Place, Hooklands Lane, Shipley** - Prior Notification for Change of Use of Agricultural Buildings to 7no. dwellinghouses; and
- **PERMITTED - DC/25/0919 - Existing Telecommunications Site On Land To North of A2772, West Chiltington Lane, (Renches Wood), Dragons Green** - Prior Approval for 10m extension of the existing tower from 17.6m AGL to 27.6m AGL. Removal of the existing 6No. antennas and replacement of 3No. Antennas. Relocation of the existing 3 no. Airwave antennas and existing 1 no. 0.3m dish to a higher level.

### 6. Other Planning matters.

- The Clerk advised that the Government had removed future grant funding for NHPs with the consequence that any future cost to update the SPC NHP would have to be met by the parish. The Chair reminded members of HDC's plan to withdraw their draft Local Plan and start a new version. Members **AGREED** to not progress plans to update the SPC NHP due to the uncertainty regarding HDC's Local Plan;

- Members noted that concerns had been raised relating to a new tarmacked access road at St Cuthmans. It is understood that the HDC Planning Enforcement team have been advised of this; and
- The Chairman advised that the developers of the proposed Clover Field housing estate may wish to present to SPC at a future date.

7. **Dates of next meetings** - 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 19:50.

**Signed** ..... **Chair**

**Date**.....



# Shipley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
**Email:** matthew.payne@shipley-pc.gov.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** clerk@shipley-pc.gov.uk  
**Website:** www.shipleyparishcouncil.org.uk

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**The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Monday 1<sup>st</sup> September 2025 commencing 7:30 pm held at the Coolham Village Hall.**

**109. Attendance and Apologies for Absence.**

**Those Present:** Cllr Payne (Chairman), Cllr Barrett, Cllr de Zoete, Cllr Emrich, Cllr Hood, Cllr Huggett, Cllr Larcombe, Cllr Nunn, Cllr Smale and Cllr Wright.

**Also Present:** WSCC Cllr Jupp and P. Richards (Clerk).

One member of the public was present.

**Apologies:** Apologies were accepted from, Cllr Tuck.

**110. To receive any declarations of interests from members in respect to Items on the agenda –**  
None

**111. Public Session** – a resident presented his planning application (DC/25/1277 & 1278) and invited questions. The Chair advised that Members may ask him questions when this topic was discussed.

**112. Approval of the draft Minutes from the from the last meeting (24<sup>th</sup> July 2025) and the Planning Committee meeting (5<sup>th</sup> August 2025).**

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**.

**113. Matters Arising from the previous meeting (for information only).**

- Item 77 – SID – TBA;
- 85 – Invite Highways Manager to next SPC meeting – to await completion of works; and
- 88 – repaint yellow lines at Buck Barn services – contractor to commence works.

**114. Report from the County Councillor.**

WSCC Cllr Jupp provided an update, circulated previously, that is attached at Appendix A. In addition she reported that the Highways team were dealing with several flash flood and storm related complaints.

- Cllr de Zoete referred to an overgrown footpath. She was advised to report the matter to WSCC via the online reporting tool. In addition, WSCC Cllr Jupp agreed to review this and asked Cllr de Zoete to send her the necessary details; and
- Cllr Emrich thanked her for the verge management report. The Chairman asked where the verge grass waste was being recycled. WSCC Cllr Jupp advised that it would be composted into biochar.

**115. Report from District Councillors** – no update received.

**116. Planning.**

**a) Planning Applications.**

- **DC/25/1153 - Palaceland Farm, Hooklands Lane, Shipley** - Demolition of existing agricultural barn and construction of a holiday let accommodation (Class C1). Following previous extant approval DC/23/0589.

**Members voted, unanimously, the SUPPORT the application.**

Members requested that HDC add a condition to ensure the new building be ancillary to Palacelands for the stated purposes only and not for other activities e.g. sold off to form a new separate property.

- **DC/25/1277 and 1278** - The Plat, Thakeham Road, Coolham - Erection of a lean-to structure to provide music storage and a break out space from the main practice area of the open timber-framed barn. (Full Application and listed).

**Members voted to SUPPORT the application. VOTES – 8 support and 2 neutral.**

- **DC/25/1279 - The Chapel Holiday Let, Old House Manor Estate, Cowfold Road, Coolham** - Conversion of a chapel to be used as a self-contained holiday let (Retrospective).

**Members voted to add NO COMMENT to the application. VOTES – 2 object and 8 neutral.**

b) **Planning matters** – none.

c) **Planning decisions**.

- **REFUSED – DC/24/1966 - Land North of Cowfold Road, Coolham** - Erection of 9no. 2-, 3- and 4-bedroom dwellings, including a mix of houses and bungalows.

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

**118. WSALC/HALC** – no meeting.

**119. Climate and Environment** – no meeting.

**120. Finances.**

- a) **Donation requests** – Members considered the donation request from the Shipley Community Hub. After review and comment, the majority of councillors **AGREED** to donate £594 to the Hub. The Chairman asked that any future donation requests from the Hub be accompanied by audited accounts with a balance sheet.

- b) **Approve the September payments** - approved. The payments schedule is attached at Appendix B.

- c) **2026/27 budget and precept** – the Clerk advised Members that the precept for 2026/27 will need to be agreed at the December 2025 meeting. Draft budgets will be prepared for the preceding meetings for review.

- d) **External Auditor report** – the Clerk advised that the External Auditor had approved the SPC accounts for 2024/25 and issued the necessary completion certificate. A copy of the certificate is on the SPC website.

**121. Shipley Community.**

- **Shipley Church** – Cllr Nunn reported that over £1,000 had been raised at the recent Bank Holiday fund raising event and that the Church are seeking a new Treasurer.

**122. Resolution to exclude the press and public to discuss a confidential matter** – this resolution was **AGREED** unanimously, and the members of the public left the meeting.

The matter of a proposed parish boundary change was discussed, and the clerk was asked to evaluate the impact on existing SPC households. The matter is to remain confidential until all parties involved have been briefed.

**123. Dates of next meeting** – The next Ordinary Parish Council meeting will be held on Monday 1st September 2025 commencing 7:30pm at the Coolham Village Hall.

There being no further business the Chairman closed the meeting at 20:46.

**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
HDFF	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

### **County Councillor Report – September 2025**

#### **Adult Services**

The County Council is celebrating news that its Adults Services have been rated 'good' by the Care Quality Commission (CQC) in its report published on 29<sup>th</sup> August.

Following its assessment of the council earlier this year, the regulator found strong leadership within adult social care teams and effective support that enables people to live healthier lives.

***While further improvements to address gaps in service are needed, the findings evidence the progress made and the council's effectiveness at making a real difference to people's lives.***

#### **Economy and Skills**

The County Council has launched Skills Bootcamps, a new initiative designed to help people gain in-demand skills that local employers are actively seeking. The programme offers access to industry-recognised, flexible training courses tailored to meet current workforce needs. Skills Bootcamps, which are funded by a £4.3m grant from the Department for Education, are open to anyone aged 19 or over who lives or works in West Sussex, whether employed, unemployed or self-employed. The courses last up to 16 weeks and have a guaranteed job interview or career progression opportunity at their conclusion. Participants gain both technical and soft skills relevant to local industries, helping them secure employment, start an apprenticeship or advance their careers.

Employers play a vital role in the programme, actively shaping course content to meet real-world needs, mentoring participants throughout their training, offering hands-on experience and facilitating interview opportunities. In turn, they are supported to address skills and recruitment gaps within their workforce, which helps boost productivity and drive business growth. Training is targeted at addressing local skills gaps across the county's key employment sectors and supporting employers of all sizes. More information on the website.

#### **Highways - How often do the verges get cut?**

Cut times vary each year to suit growing conditions. It takes about 4-7 weeks to cut all grass across the county.

Urban cuts - In towns and other built-up

areas, we cut and maintain grass

verges during the growing season, which is typically between March and November.

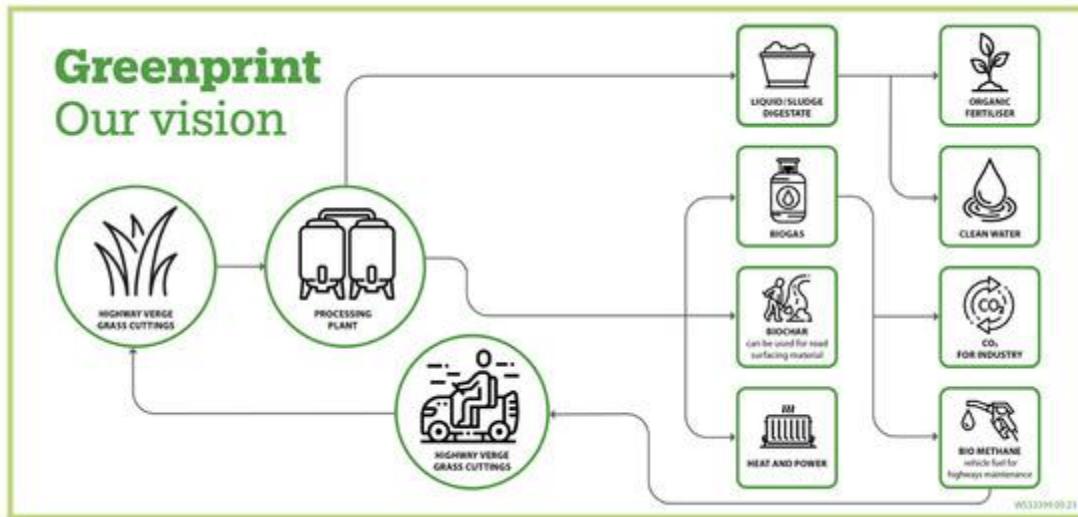
Rural cuts - In the countryside, or where there are no pavements, we only maintain the verges from a highway safety perspective.

Verges in rural areas receive

cuts in the following order:

- one visibility splay cut for safety - five weeks during April and May
- one 1-metre-wide cut to stop grass and vegetation overhanging the road - from July to September
- one overall cut a year - from end September to beginning of December.

**Greenprint** is an exciting 3-year project to test if grass cuttings collected from mowed verges can be converted into biofuels and a material called biochar, a carbon-rich substance that is like charcoal. We are also measuring how changes to the way we cut the grass can give nature a boost, reduce greenhouse gas emissions and capture carbon in the ground. We are trialling a new way of managing grass verges to reduce the carbon footprint associated with highways maintenance.



### **Rethinking verge maintenance**

We

have partnered with [\*\*South Gloucestershire Council\*\*](#) to explore new ways to maintain roadside verges and open spaces. In West Sussex we are using special mowers to 'cut and collect' grass on urban verges in Horsham and rural verges in Aldwick, Bersted and Pagham. We are trialling different cutting schedules and taking the cut grass away. Cuttings are usually left to compost on the ground but that creates carbon dioxide (CO<sub>2</sub>) and nitrous oxide (N<sub>2</sub>O), the gasses that contribute to climate change.

Collecting the cuttings reduces these greenhouse gas emissions and the grass regrows more slowly so more wildflowers that attract pollinating insects have a chance to grow. This captures more carbon in the soil and the collected cuttings can be processed to create useful products like biofuel and biochar. Slower grass regrowth also reduces the number of times we need to cut the grass each year which means the mowing machines need less maintenance and we use less fuel to power them. Last year we cut and collected over 909 hectares of grass, equivalent to 1,400 football pitches. The project is now in its third year and we are proud of the progress being made.

### **Transforming cuttings into Biochar.**

Biochar is a very stable carbon-rich material made from plants. It can be incorporated into construction materials like concrete and asphalt. Because it is very slow to decompose it can safely store carbon for centuries, which can help reduce carbon dioxide in the atmosphere.

Greenprint is evaluating different ways of converting the cut grass we collect

from roadside verges into biochar. Our trials and lab tests looked at two methods.

- Hydrothermal carbonisation (HTC) that processes organic material using heat and water.
- Pyrolysis that breaks down the cuttings using dry heat in the absence of oxygen.

Pyrolysis proved to be the most viable option because HTC had problems processing litter in the grass, which resulted in poorer quality biochar. We are planning road trials to investigate the use of biochar in road maintenance and seeing if biochar made from grass cuttings collected from roadside verges could be used in our road repairs. Adding biochar to road surfaces or using it to build the road substructure helps trap carbon dioxide in a stable form within the ground. We will study how these eco-friendly road construction methods can be used to store carbon and lower emissions. This could play a big role in creating a road infrastructure that helps fight climate change.

Amanda Jupp  
amanda.jupp@westsussex.gov.uk

## APPENDIX B – HDC REPORT

### APPENDIX B – PAYMENTS

Payments September 2025				
Income since last meeting		Amount		
Bank Interest		£	15.21	
<b>TOTAL INCOME</b>		£	<b>15.21</b>	
Funds Transferred since last meeting		Amount		
Deposit Account to Current Account		£	4,600.00	
BALANCES ON ACCOUNT		Amount		
Unity Bank Current Account (T1)		£	5,381.35	31 July 2025
Unity Savings Account (T2)		£	51,009.58	31 July 2025
Lloyds Savings Account		£	26,448.25	31 July 2025
Investment Acc. (NSI)		£	5,387.65	31 July 2025
<b>TOTAL BALANCES</b>		£	<b>88,226.83</b>	
EMARKED RESERVES		Amount		
Coolham Airfield Memorial		£	733.00	
Replacement play equipment - reserve fund		£	7,500.00	
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		£	2,450.00	
Defibrillator replacement fund		£	1,000.00	
Includes Election Reserves		£	2,100.00	
Winterisation of car park field		£	-	£2,500 Paid May 2025
Greener Shipley - eco projects		£	4,500.00	
Community Infrastructure Levy		£	5,414.81	
Includes NHP Funding Reserves		£	500.00	
Traffic management (Coolham crossroad & Pound Lane etc.)		£	22,509.00	
<b>TOTAL ALLOCATIONS</b>		£	<b>53,309.81</b>	
PAID SINCE LAST MEETING		Invoiced Services	Payment Type	Folio
None				
				£ -
To approve and pay after this Meeting		Invoiced Services	Payment Type	Folio
Vision ICT		Website domain annual fee	BACS	33
WSCC		Clerk's salary - July 2025	BACS	34
Moore		External audit fee	BACS	35
Andrew Hall Management Committee		Hall meets - 29/4, 15/5, 3/7, 24/7	BACS	36
Hugo Fox		Website hosting - August 2025	DD	37
Jo Nunn		Training - parking charge	BACS	38
Matthew Payne		SID - postcrete supplies	BACS	39
Elan City		SID - warranty device 23/06-007	BACS	40
Elan City		SID - warranty device 22/18-0045	BACS	41
Coolham Village Hall		Hall meets - 3/3, 7/4, 16/6	BACS	42
Unity Bank		Service Charge	BACS	43
WSCC		Clerk's salary - August 2025 (inc back pay)	BACS	44
				£ 4,129.23
			Transfer to current account	£ 4,100.00



# Shipley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
**Email:** matthew.payne@shipley-pc.gov.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** clerk@shipley-pc.gov.uk  
**Website:** www.shipleyparishcouncil.org.uk

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**The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Thursday 9th October 2025 commencing 7:30 pm held at the Andrew Hall, Shipley.**

**124. Attendance and Apologies for Absence.**

**Those Present:** Cllr Payne (Chairman), Cllr Wright (Vice-Chairman), Cllr Barrett, Cllr de Zoete, Cllr Hood, Cllr Huggett, Cllr Larcombe and Cllr Nunn.

**Also Present:** WSSC Cllr Jupp, HDC Cllr Jeffrey and P. Richards (Clerk).

Five members of the public was present.

**Apologies:** Apologies were accepted from Cllr Emrich, Cllr Smale and Cllr Tuck.

**125. To receive any declarations of interests from members in respect to Items on the agenda – None.**

**126. Public Session**

- A resident objected to planning application DC/25/1186. He reported that there was no public transport access to the development which would result in significant additional traffic movements. He objected to the increased noise and traffic in the rural location;
- A resident complained about excessive speeding above 20mph in Coolham. She reported signs were missing and some were obscured by overgrown vegetation; and
- A resident referred to his planning application DC/25/1458 and advised he would be happy to answer any questions relating to it. The Chair advised that Members may ask him questions when this topic was discussed.

**127. Approval of the draft Minutes from the from the last meeting held on 1<sup>st</sup> September 2025.**

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**.

**128. Matters Arising from the previous meeting (for information only).**

- Item 77 – SID – TBA; and
- Item 117 – overgrown footpath – to be cut back soon.

**129. Report from the County Councillor.**

WSSC Cllr Jupp provided an update, circulated previously, that is attached at Appendix A. In addition she advised that sufficient 20mph speed signs were in place at Coolham, however she would request a traffic data survey to be undertaken. She also agreed to arrange the overgrown vegetation to be cut back. The Chairman advised that an additional SID is to be installed. Cllr Huggett also reported a missing 40mph sign.

**130. Report from District Councillors**

HDC Cllr Jeffrey provided an update, circulated previously, that is attached at Appendix B. Other updates included:

- **Bramber Brooks** – now open to the public following works by the EA and HDC;

- **Water Neutrality** – HDC will comment on 10<sup>th</sup> October 2025 regarding the Government's suggested proposal to remove the current water neutrality legislation; and
- **Prestige** – additional complaints have been received from residents concerning large HGVs travelling from the site in breach of the new planning conditions. He will advise HDC Enforcement accordingly.

### 131. Planning.

#### a) Planning Applications.

- **DC/25/1186 - Land Parcel At 511450 123227, Billingshurst Road, Coolham** - Change of use of land from agriculture to a B2 Use (general industry) comprising the importation and processing of timber to produce wood chippings for re-sale.

**Members voted, unanimously, to SUPPORT the application.**

Members disagreed with HDC's recommendation to the applicant that the change of use is for B2 use. Members suggested that this more general classification was too wide and recommended a more limited Sui Generis use to reflect the very specific and current operation i.e. limited to "...the importation and processing of timber to produce wood chippings for re-sale." The site is a green field in the open countryside outside the built up area boundary. Whilst members are keen to support an existing agricultural activity, a B2 use would allow the site to be turned into any manner of other industrial activity.

- **DC/25/1200 - Bridge Farm, Coolham Road, Coolham** - Installation of lights on existing building.

**Members voted, unanimously, to SUPPORT the application.**

Members noted that the proposed additional lighting is described as down lighting. The applicant's lighting report is inaccurate as it states all existing lights are down lights. The specification of the lighting towards the end of the report shows arc style lighting as well that would be forward facing on the south and east elevations defeating the dark skies objective. Members would like to see all lights as downlights not arc lighting.

- **DC/25/1233 - Perrets, Smithers Hill Lane, Shipley** - Removal of mobile home and erection of replacement dwelling for a rural worker.

**Members voted, unanimously, to SUPPORT the application.**

Members requested that HDC add a condition as follows. *The building hereby permitted shall be used solely for purposes incidental to the occupation and enjoyment of Perrets and shall not be used as residential accommodation or for commercial purposes.*

- **DC/25/1325 - Birchwood Lodge, Shaws Lane, Southwater** - Variation of condition 1 of previously approved application reference DC/25/0070 to amend the location of the dwelling together with internal changes to the ground floor plan.

**Members voted, unanimously, to SUPPORT the application.**

- **DC/25/1369 - McDonalds Restaurant, Worthing Road, West Grinstead** - Installation of 3x internally illuminated Fascia signs, 3x internally illuminated booth lettering signs, 1x internally illuminated booth screen and 4x yellow soffit lights.

**Members voted, unanimously, to SUPPORT the application.**

- **DC/25/1417 - Sweepers, Saucelands Lane, Shipley** - Demolition of existing dwelling and erection of a double storey dwelling.

**Members voted, unanimously, to SUPPORT the application.**

- **DC/25/1439 - Lower Perryland Farm, Basing Hill Access Road, Dial Post** - Demolition of existing agricultural barns and erection of 3no. residential dwellings, with associated car ports, landscaping and parking.

**Members voted, by majority, to SUPPORT the application.**

- **DC/25/1458 - Bentons Place, Hooklands Lane, Shipley** - Prior Notification for Change of Use from an agricultural building to 8 dwellings (Class C3 Use).  
**Members voted, unanimously, to OBJECT to the application.**  
 Members disagreed with the WSCC Highways desktop evaluation of vehicle movements which was noted to be far lower than could be reasonably expected. WSCC Cllr Jupp will contact the relevant officer accordingly. Members also objected on the grounds of overdevelopment, building outside of the Built Up Area Boundary, excessive additional noise and in conflict with the Shipley Neighbourhood plan policy HD1.
- **DC/25/1520 - Dunnocks Emms Lane, Brooks Green, Horsham** - Permission in Principle for 1no. self build dwelling on previously developed land at Dunnocks.

**Members voted, by majority, to SUPPORT the application**

- b) **Planning matters** – The Chairman referred to the Government's suggested removal of the water neutrality legislation.
- c) **Planning decisions.**
  - **PERMITTED** – **DC/25/0940 - Knepp Castle, West Grinstead** - General repair and conservation works and structural works, including removal of water tanks, replacement of roofs and extension of spiral staircase;
  - **REFUSED** – **DC/25/0780 - Greenacres, Saucelands Lane, Shipley** - Demolition of existing buildings. Erection of four barn style detached dwellings with associated garages utilising existing access together with landscaping
  - **PERMITTED** – **DC/25/1074 - Bacon Cottage, Bakers Lane, Shipley** - Erection of a two-storey side extension and front porch. Alterations to and insertion of windows and doors; and
  - **PERMITTED** – **DC/25/1196 - St Johns Farm, Trout Lane, Brooks Green** - Prior notification for the erection of an agricultural building for the storage of hay, silage and agricultural machinery and equipment.

**132. Roads, Footpaths, Bridleways & General Maintenance of the Parish** – Cllr de Zoete reported that the footpath adjacent to Jendens in Shipley was overgrown. The Clerk was asked to write to the owners to request they cut back the vegetation.

**133. SID Warranties** – after review, Members **AGREED** to not proceed with the warranties for the additional SIDS due to the high cost quoted by the supplier.

**134. WSALC/HALC** – no meeting.

**135. Climate and Environment** – Cllr Huggett updated Members of the forthcoming visits planned by Greener Shipley. The Clerk reported that the latest Greener Shipley Minutes were now on the SPC website.

**136. Finances.**

- a) **Approve the October payments** - approved. The payments schedule is attached at Appendix C.
- b) **2026/27 budget and precept** – the Clerk advised Members that the precept for 2026/27 will need to be agreed at the December 2025 meeting. Draft budgets will be prepared for the preceding meetings for review.

The Chairman reminded Members that the Traffic Management earmarked reserves contained sums for the proposed village gateways. He asked the Clerk to forward details of a local supplier to explore the installation of the gateways in Coolham, Dragons Green and Brooks Green. The Chairman also asked the Clerk to obtain quotes for installing a concrete pad for the proposed new litter bins on Coolham Playing Field.

**137. Shipley Community** – the Chairman reported that the Southwater Royals junior football team will train on the Coolham Playing Fields for the remaining 2025/26 season (on a trial basis). Cllr Nunn also advised that a Stool ball tournament is planned for June 2026 at the Coolham Playing Fields.

**138. Resolution to exclude the press and public to discuss a confidential matter** – this resolution was **AGREED** unanimously, and the members of the public left the meeting.

Members reviewed the attendance record and **RESOLVED** to formally accept the absence and reasons for it from Cllr Tuck therefore resetting the six month attendance rule for her.

**139. Dates of next meeting** – The next Ordinary Parish Council meeting will be held on Monday 10<sup>th</sup> November 2025 commencing 7:30pm 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
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## APPENDIX A

### County Councillor Report – October 2025

Since it was introduced in December 2022, **West Sussex County Council's Lane Rental Scheme** has significantly reduced the inconvenience caused to residents by roadworks. The Council is one of the first four local authorities in the country to operate a lane rental scheme. It was introduced because West Sussex experiences more than the average amount of roadworks for a county road network. Across the network on any given day there can be as many as 117 individual sets of road works on its 2,500 miles (4,000km) of roads, with 42,648 permits issued in 2024. Since the scheme has been in place it has reduced time taken for roadworks by more than 3,000 days, equivalent to nearly 8 and a half years, seen the length of time taken for utility roadworks shortened by 32.48% and helped generate £millions for reinvestment in local highways network.

Government-endorsed Lane rental schemes allow a highway authority to charge up to £2,500 a day for works on its busiest roads. The daily rate charged varies according to the type of work and the disruption it will cause. The scheme encourages utility companies and contractors to plan works so that less time is needed to close or restrict access to pavements and roads. Residents living near roads where it is applied also experience less noise, air pollution and inconvenience at peak times. Revenue raised by the scheme is reinvested in the highways network including trials of the use of new technology, such as AI, to detect and repair safety defects and a proportion is reserved for road-related community schemes. Organisations can apply to the Lane Rental Surplus Fund for projects that benefit West Sussex highways. Across West Sussex 907 roads are included in the scheme, but not every important arterial route in the county is covered. The Council is consulting with the Government to allow it to include important rural roads and link sections of busy routes to ensure there is a connected and cohesive network that benefits the whole county.

**Recycling Centres:** As the days grow shorter and seasonal demand decreases, Recycling Centres across West Sussex will switch to their autumn and winter opening hours from Wednesday 1 October 2025 until Tuesday 31 March 2026. During this period, all centres will be open from 9am to 4pm. To reflect reduced visitor numbers, some centres will close for an additional day each week. The updated opening days locally are:

Billingshurst - Monday to Wednesday, Saturday and Sunday

Horsham - Monday, Thursday to Sunday

All Centres will be closed on Christmas Day, Boxing Day and New Year's Day.

**Local Government Reform:** West Sussex County Council is stating its preference for a single unitary authority for the whole of the county as its preferred option for local government reorganisation. The council maintains that a single authority is best for providing high-quality and financial sustainable services to residents. A business case for local government reorganisation in West Sussex was developed and agreed by all 8 councils in the county. Each council is taking its own decision on its preferred option. The joint business case and each authority's preference was submitted to Government on 26 September for a final decision in spring 2026.

The business case for West Sussex draws on feedback from the views of 9,000 residents who took part in engagement work over the summer. What came across very strongly in the responses was a desire for local councils to be focused on the differing needs of the places they are responsible for, and for an effective local voice in shaping decisions. This will be a key requirement to build into the new council or councils when they are created. The Government will run its own consultation on the options in the coming months, giving the public a chance to express their view based on the full business case, including the estimated financial impact of each option, which was not available for the earlier engagement exercise.

**Romance fraud** is on the increase - between April and June this year, West Sussex residents lost nearly £443,000 after being tricked into believing they were in a loving relationship. As a response to the rising number of people worldwide losing money and trust through fake online relationships, World Romance Scam Prevention Day was started two years ago in the US.

**New campaign for sexual health:** WSCC launched its new Be SAFE campaign during the recent Sexual Health Week to promote the importance of regular testing for sexually transmitted infections (STIs) and making the right choice when it comes to contraception. SAFE stands for 'Sex Aware, Feel Empowered'. The new webpage provides an overview of reliable sources of information you can trust, so you can quickly and easily find where you can go for services, advice and support such as STI testing, free condoms and more across West Sussex.

**Road safety** is taking centre stage in Sussex secondary schools this autumn with the return of Theatre-in-Education performances. These engaging shows use drama, humour and audience participation to help students learn about road traffic dangers in a memorable way.

- Year 7 students (ages 11–12) will see *Look Up*, a show focused on pedestrian safety and responsibility, which is particularly important for those who may be walking to school without their parents for the first time.
- Year 11 students (ages 15–16) will watch *Take a Second*, which explores the impact of choices made as passengers and future drivers as they reach their final year of secondary school.

The programme is supported by the County Council, and neighbouring authorities in East Sussex and Brighton & Hove, reflecting a shared commitment to road safety education.

**Flu Vaccinations** – flu can be very unpleasant for children and can sometimes cause serious problems, such as pneumonia. Children under the age of 5 years have one of the highest rates of hospital admissions due to flu. Getting children vaccinated not only protects them but also helps protect their families. It reduces the risk of flu spreading to relatives who may be more vulnerable, such as grandparents or family members with long-term health conditions. Vaccination can also help prevent the disruption flu causes, meaning less likelihood of needing time off work or other activities to care for a sick child, or becoming unwell oneself. The nasal spray flu vaccine for children is quick, safe and helps keep families and communities protected over winter. It's offered to children aged 2 to 3 years, school-aged children (Reception to Year 11) and children with certain long-term health conditions.

**A24 Worthing to Dorking** - along with Surrey County Council, the County Council is inviting residents to help shape future transport improvements along the A24 between Worthing, Horsham and Dorking. Please give your feedback on the link below  
<https://www.westsussex.gov.uk/news/we-want-your-feedback-on-how-to-improve-the-a24-between-worthing-horsham-and-dorking>

Amanda Jupp  
amanda.jupp@westsussex.gov.uk

## APPENDIX B – HDC REPORT

### Shipley Parish Council Update – September 2025

#### **Horsham Golf & Fitness Village Legal Challenge**

In August, the council launched a judicial review (JR) of the inspector's decision to overturn the council's refusal. The site had not been allocated in the draft Local Plan and was deemed not suitable for development due to a multitude of reasons including but not limited to lack of active travel, lack of infrastructure including secondary school places and GP provision, with both West Sussex County Council and NHS Sussex lodging objections at the time.

Our case has now been heard in the High Court. Unfortunately, the news is not that of which we had been hoping for with the judge overseeing the case not convinced that the council has a strong enough case to proceed to a full hearing.

In his comments, the judge agreed with HDC that the Inspector failed to properly interpret and understand the National Planning Policy Framework (NPPF). In particular, the Inspector misunderstood paragraph 14b of the NPPF which concerns the protection given by the Southwater Neighbourhood Plan; he also agreed that the Inspector was wrong to say that the lack of a 5 year land supply automatically meant our local planning policies were out of date, and further agreed that the Inspector was wrong in saying that the council should have carried out a 'sequential test' of alternative sites.

This confirms the council's view that the Inspector's decision was shockingly bad, and the judge's acknowledgment of the Inspector's errors are important. The Council will be submitting a formal complaint to The Planning Inspectorate which follows on from a separate complaint filed by Southwater Parish Council.

The judge also looked at how the Inspector had weighed up the overall planning balance. The Inspector gave 'very significant' weight to our lack of a 5-year housing land supply and concluded that the benefits of more housing were of such magnitude that they 'clearly' outweighed the landscape harm and policy conflicts. The judge concluded that the Inspector had not acted unlawfully in the way he went about this assessment which is why his recommendation is that the council does not have a strong enough case to proceed to a full hearing.

The Inspector's decision caps off a series of maverick decisions made by The Planning Inspectorate since Labour came into power. The Government's interference with the planning process and their attempts to hit their 1.5m home target before the next Parliament is resulting in communities being treated as collateral damage in the process.

#### **Horsham's Local Plan – Update**

Back in July, the Communities & Place Policy & Scrutiny Committee debated the recommendation to the cabinet to formally withdraw Horsham's draft local plan.

During the course of that meeting, questions were raised as to whether it was worth a further attempt at persuading the Inspector to reconsider what many felt was a premature judgment without giving ample opportunity for the council and third parties to give evidence which may have addressed the Inspector's early concerns.

It was agreed at that meeting to write one last time to the Inspector and urge him to reconsider. The letter highlighted key points that the Inspector had failed to take note of or give adequate time during the hearings to demonstrate including the Inspector's premature judgment in which the council were judged to have failed in our Duty to Cooperate with neighbouring authorities in terms of our housing allocations – with the inspector arguing that the plan did not provide a sufficient number of houses to meet that test.

This has come in the wake of both Mid Sussex and Crawley Borough Council coming forward with an offer to present supporting evidence to demonstrate that Horsham has met its obligations to cooperate with neighbouring authorities, with Crawley's plan passing without issue. The argument that Horsham could have failed in its duty to cooperate with its neighbours without those same neighbouring authorities also failing on these grounds does not stack up.

This is promising news, particularly for Southwater residents who have seen a sharp increase in speculative applications, including the controversial 800 home application at Denne Hill that was overturned by a Planning Inspector due to Horsham's lack of an up-to-date local plan.

Officers are in the process of preparing the additional information that the Inspector has requested. This will be made available on the Council's website in due course. Both the Council's letter and the Inspector's response can be viewed in the Local Plan post-submission documents on the council's website under references **HDC 43** and **ID09**

The district is facing a deluge of speculative applications and where the 'tiled balance' applies due to our current 1-year land supply, it is going to be increasingly difficult to resist further applications without incurring substantial costs if overturned at appeal coupled with the risk of the planning department being pushed into 'special measures' should it the council lose too many appeals.

### **Update on Local Government Reorganisation**

At a meeting of Full Council on Wednesday 24th September, members debated the options in front of us that will shape the future of Sussex. There were various options on the table to consider, all with an accompanying business case that had been undertaken.

All seven district and borough councils voted for the B2 unitary model which would comprise of Horsham, Crawley and Mid Sussex in one unitary with Chichester, Worthing, Adur and Arun in the neighbouring unitary authority – the decision was ratified at a Cabinet meeting held immediately after Full Council at which I spoke in favour of the council's recommendation.

In contrast, West Sussex County Council opted for the single-unitary model which would result in one council covering the entirety of West Sussex.

It is widely agreed upon between the seven district and borough councils that option B2 would allow for the greatest breath of representation from the options that were on the table. It was felt that a single unitary would be too far removed from the communities that it would be representing with long-term financial concerns also aired with a single West Sussex unitary if it comes into fruition being the second largest local authority in Europe only second to Birmingham – an authority with in excess of £2bn worth of debt.

HDC formally submitted the B2 proposal to the Secretary of State on Friday 26th September. It is now down to the Government to decide how the future of Sussex will be shaped. We are advised that we will know more shortly by March, shortly before the next set of scheduled County Council elections are due to take place after being cancelled this year.

### **Prestige Distribution – Bridge Farm, Coolham: Appeal Update**

Back in April, members may recall that I spoke out against Prestige Distribution's planning application (s) to regularise the movement of HGVs through the centre of Coolham on from as early as 5am during weekdays.

The Planning Committee agreed with my arguments on the night and despite officers recommending the application for approval voted to refuse the application.

Prestige chose to appeal this decision however and despite providing evidence for the Inspector to consider, Prestige won their appeal.

However, whilst this seems like bad news, the Inspector has added new conditions that Prestige must adhere to in order to continue operating at the site as they have been. New conditions included by the Inspector now results in Prestige being unable to drive the 44 tonne HGV's through Coolham

during nighttime hours which has now been confirmed as enforceable by HDC's Planning Compliance team.

### **Sunset Sessions Success**

The Sunset Sessions held in Southwater Country Park over the summer have concluded for the year, with the final session taking place last month. These events were held on a trial basis this summer to see how they would be received by the local community. I think it is fair to say that they have been a roaring success in helping to bring the community together whilst also making the most of the jewel in the crown that is the County Park.

To my knowledge, no incidents were reported to have taken place during the Sunset Sessions which is great to hear. Given the success of the trial this year, I hope to see the Sunset Sessions return next summer.

### **Horsham 'Friday Lates' Summer Success**

Horsham came alive this summer as Horsham District Council's Friday Lates entertainment programme lit up the Carfax with a dazzling mix of music, food, and community spirit. From June through to August, thousands flocked to the heart of town every Friday evening to soak up the amazing atmosphere. Average crowd attendances spanned from 2-3,000 which was fantastic to see. This year's programme (which ended on 29 August) smashed all expectations, drawing recordbreaking crowds to enjoy free live performances spanning every genre imaginable. From the vintage harmonies of The Spinettes on VE Day to high-energy tribute acts like Taylored Swift, The Almost Elvis Band, Abba, Is There a Soul Out There?, and Red Hot Tribute Peppers, the lineup was spectacular.

Themed nights celebrating Pride, Country and Western, Ska, Reggae, Bachata, and Salsa added even more flavour to the mix.

The Council was supported by Your Horsham and also partnered with Food Rocks Markets to deliver a mouth-watering array of street food and drinks, the culinary offerings were as diverse and vibrant as the music itself.

If members have any questions about any of the content contained in this report please do not hesitate to get in contact with me. Email: [alex.jeffery@horsham.gov.uk](mailto:alex.jeffery@horsham.gov.uk) Tel: 07751 633398

Best wishes,

Councillor Alex Jeffery  
Southwater South & Shipley Ward

## APPENDIX C – PAYMENTS

<b>Payments October 2025</b>				
<b>Income since last meeting</b>	<b>Amount</b>			
Bank Interest	£ 289.61			
Cleansing grant	£ 194.40			
Precept	£ 20,760.56			
<b>TOTAL INCOME</b>	<b>£ 21,244.57</b>			
<b>Funds Transferred since last meeting</b>	<b>Amount</b>			
Deposit Account to Current Account	£ 4,100.00	02 September 2025		
<b>BALANCES ON ACCOUNT</b>	<b>Amount</b>			
Unity Bank Current Account (T1)	£ 1,099.43	30 September 2025		
Unity Savings Account (T2)	£ 47,199.14	30 September 2025		
Lloyds Savings Account	£ 47,240.20	30 September 2025		
Investment Acc. (NSI)	£ 5,387.65	30 September 2025		
<b>TOTAL BALANCES</b>	<b>£ 100,926.42</b>			
<b>EARMARKED RESERVES</b>	<b>Amount</b>			
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 7,500.00			
Finger Posts	£ 1,700.00			
Bridleway Improvement	£ 600.00			
Parish maintenance - inc Ash Die back	£ 2,803.00			
Playing field and pavilion maintenance	£ 1,500.00			
Replacement noticeboards	£ 2,450.00			
Defibrillator replacement fund	£ 1,000.00			
Includes Election Reserves	£ 2,100.00			
Winterisation of car park field	£ -	£2,500 Paid May 2025		
Greener Shipley - eco projects	£ 4,500.00			
Community Infrastructure Levy	£ 5,414.81			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane etc.)	£ 22,509.00			
<b>TOTAL ALLOCATIONS</b>	<b>£ 53,309.81</b>			
<b>PAID SINCE LAST MEETING</b>	<b>Invoiced Services</b>	<b>Payment Type</b>	<b>Folio</b>	<b>Amount</b>
None				
				£ -
<b>To approve and pay after this Meeting</b>	<b>Invoiced Services</b>	<b>Payment Type</b>	<b>Folio</b>	<b>Amount</b>
WSSCC	Clerk's salary - September 2025	BACS	49	£ 1,542.69
Grasstex	Mowing July to Sept 2025	BACS	50	£ 652.68
HDC	Litter bin emptying - 6 months to March 26	BACS	51	£ 84.50
Unity Bank	Service Charge	BACS	52	£ 6.00
Hugo Fox	Website hosting - August 2025	DD	53	£ 23.99
				£ 2,309.86
				Transfer to current account £ 2,000.00



# Shipley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
**Email:** matthew.payne@shipley-pc.gov.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** clerk@shipley-pc.gov.uk  
**Website:** www.shipleyparishcouncil.org.uk

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**The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Monday 10<sup>th</sup> November commencing 7:30 pm held at the Coolham Village Hall.**

**141. Attendance and Apologies for Absence.**

**Those Present:** Cllr Payne (Chairman), Cllr Wright (Vice-Chairman), Cllr Barrett, Cllr de Zoete, Cllr Emrich, Cllr Hood, Cllr Huggett, Cllr Larcombe, Cllr Nunn, Cllr Smale and Cllr Wright.

**Also Present:** WSCC Cllr Jupp, HDC Cllr Blackburn and P. Richards (Clerk).

Two members of the public were present.

**Apologies:** Apologies were accepted from Cllr Tuck and HDC Cllr Jeffrey.

**142. To receive any declarations of interests from members in respect to Items on the agenda – None.**

**143. Public Session**

- A resident voiced objections to a planning application that was discussed at the last parish council meeting. The Chairman advised that SPC had objected to this application and recommended that he contact HDC Planning with any further comments; and
- Another resident raised similar objections to this previous application and noted the advice given by the Chairman.

**144. Approval of the draft Minutes from the from the last meeting held on 9<sup>th</sup> October 2025.**

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**.

**145. Matters Arising from the previous meeting (for information only).**

- Item 77 – SID – TBA;
- Item 129 – cut back overgrown vegetation surrounding 20mph sign – The Chair and WSCC Cllr Jupp will arrange to review all outstanding matters with the WSCC Highways engineer. These matters will also include;
  - Repositioning of the school signs at William Penn school;
  - Proposal to have “flashing” School lights signs at William Penn school;
  - Replace missing 40mph sign on Brooks Green Road;
  - Proposal to have “Slow” roundels;
  - Proposal to review 60mph and 40mph speed limit zones entering Coolham;
  - Install village gateways;
  - Install remaining SID on Coolham Road north of Willaim Penn school; and
  - Wider review of parish highways issues.
- Item 129 - traffic survey – WSCC Cllr Jupp will arrange for CPS data to be collected;
- Item 132 – yellow lines by the school – Clerk asked to progress; and
- Item 132 – VAS to be repositioned

#### **146. Report from the County Councillor.**

WSCC Cllr Jupp provided an update, circulated previously, that is attached at Appendix A. In addition she advised on the importance of having young children vaccinated for the winter flu virus.

#### **147. Report from District Councillors**

HDC Cllr Blackburn provided an update that included:

- **Light Pollution Complaint** – she is investigating a complaint with HDC's EHO;
- **Water Neutrality** – Natural England have now withdrawn previous advice and regulations relating to water neutrality. Southern Water had now agreed to reduce water abstraction at the Hardham facility. HDC are reviewing the implications of these announcements;
- **Local Plan** – plans to withdraw the draft Plan remain paused;
- **Planning Inspectorate complaint** – HDC submitted a complaint via Judicial Review regarding the Planning Appeal to allow a large housing development on the Horsham golf course. Despite the Judge agreeing with most of HDC's complaint, the Judicial Review did not alter the outcome of the appeal which was allowed;
- **Rural and Market Towns Alliance** – a newly formed economic Alliance had been created with Billingshurst, Pulborough, Steyning and Henfield towns; and
- **Nature Recovery Strategy** – a consultation has been launched by WSCC.

#### **148. Planning.**

##### **a) Planning Applications.**

- **DC/25/1622 and 1623** - Bentons Place, Hooklands Lane, Shipley - Demolition of modern extension to east elevation. Construction of a single storey rear extension. General repair and conservation works to house and minor internal alterations (Full Application & listed) Members **AGREED** to defer this item and submit emailed comments to the Clerk for review.

##### **b) Planning matters.**

- The Chairman referred to the two reserved matters applications relating to the Woodfords housing development. Despite not being invited to comment by HDC, Members **AGREED** to object to both applications as (a) the mix of affordable homes had reduced and (b) the number of larger, "executive" 4/5 bedroom houses had increased when compared to the initial application;
- Cllr Emrich advised that the approved BES application (battery storage) at Knepp was subject to a nationwide review by the Government. The review is expected to conclude in March 2026; and
- HDC Cllr Blackburn agreed to check on the progress of the new housing development on Sincox Lane.

##### **c) Planning decisions.**

- **PERMITTED – DC/25/1277 and 1278** - The Plat, Thakeham Road, Coolham - Erection of a lean-to structure to provide music storage and a break out space from the main practice area of the open timber-framed barn. (Full Application and listed);
- **PERMITTED – DC/25/0960 – 2 Kinsbrook, Brooks Green** - Erection of a single storey front and rear extension. Window and door alterations
- **PERMITTED – DC/25/1186 – Land Parcel At 511450, Billingshurst Road, Coolham** - Change of use of land from agriculture to a B2 Use (general industry) comprising the importation & processing of timber to produce wood chippings for re-sale.
- **APPEAL ALLOWED – DC/24/1486 – APP/Z3825/W/25/3361339** - Land Parcel at Thornhill Stables, Coolham - Construction of detached barn style dwelling (**SPC Objected**)

#### **149. Roads, Footpaths, Bridleways & General Maintenance of the Parish** – Cllr de Zoete reported that she will meet the new owners of Jendens to discuss the overgrown vegetation adjacent to the footpath.

**150. Boundary Change** – no update.

**151. WSALC/HALC** – WSALC agenda held on 4<sup>th</sup> November 2025.

**152. Climate and Environment** – meeting to be held on 11<sup>th</sup> November 2025.

**153. Finances.**

- a) **Approve the November payments** - approved. The payments schedule is attached at Appendix B.
- b) **2026/27 budget and precept** – The Chairman agreed to circulate the revised draft budget and asked that Members forward comments and any proposals ahead of the December meeting where the final draft budget and precept request need to be agreed. Cllr Emrich suggested that the asset register be circulated in order to assess any maintenance requirements. The Clerk advised that the asset register was on the SPC website. Members agreed that an informal budget review meeting could be set up to review any final drafts.

**154. Shipley Community** – no update.

**155. Dates of next meeting** – The next Ordinary Parish Council meeting will be held on Tuesday 16<sup>th</sup> December 2025 commencing 7:30pm at the Andrew Hall, Shipley.

There being no further business the Chairman closed the meeting at 21:03.

**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 – November 2025

**The Highways Teams** have spent the first six months of this financial year delivering essential works to strengthen the resilience of the county's road network ahead of the winter season. These efforts aim to keep West Sussex moving, whatever the weather brings. While there has been a continued focus on repairing safety defects such as potholes, ensuring that the highways network is prepared for winter weather has been a top priority. Between 1 April and 30 September 2025, the teams have:

- Completed 164.6 miles of surfacing and large-scale patching
- Fulfilled 8 large scale and 25 small scale capital drainage schemes
- Repaired 13,977 potholes using both 'sawn and sealed' patching and 'spray injection' patching methods
- Reduced the average time between receiving a report of a pothole and carrying out the repair to 12 days
- Cleansed 45,793 drainage gullies
- Carried out 250 drainage jetting jobs and 491 iron work replacement or reset works

With the onset of winter, there will be increasing clearance of drainage systems to ensure water can run off the roads as effectively as possible should there be heavy rain. Extra resources are being provided and we will be working with our district and borough council partners, who have responsibility for clearing the roadside gullies, to keep our drainage network clear and free flowing. However, it is not just the rain that causes disruption on the roads - both cold temperatures and falling trees can make roads difficult to navigate. We have recently carried out Operation Snowflake, which is where maintenance checks are carried out on gritting vehicles and all routes are test driven to ensure there are no issues in utilising the 9,000 tonnes of salt that is kept in the highways' depots. The operations team have also been working across the county, removing 1277 diseased or dangerous trees, cutting back vegetation and cleaning roadside signs to improve visibility and keep users of our roads, footways and public rights of way safe.

**Vaccinations** – I have been asked by our Public Health department to highlight the severity of the current flu virus which has resulted in a number of vulnerable people being hospitalised. The flu virus is spreading much earlier this year and I would urge everyone to have their vaccinations as soon as possible and in particular children as the number of infections among this group is higher than previous years already. Last month I reported on the nasal spray for children up to Year 11, this and the vaccination for adults will be available at least until the end of the year and possibly into January. It takes two weeks for the vaccine to be effective.

**Connect to Work** – people who live in West Sussex who find it difficult to successfully apply for jobs can now get personalised job-seeking support from the County Council and partners through the government funded Connect to Work programme. Participants will receive one-to-one coaching and mentoring from specialist employment advisers to help them build the confidence and skills need to successfully apply for jobs that suit them. To give them the best chance of long-term success, support will continue after work is started to help them adjust into their new role. People who are already in work but at risk of losing their job can also access tailored help through the programme. Further details can be found at [www.westsussex.gov.uk/connecttowork](http://www.westsussex.gov.uk/connecttowork).

**Children with Special Educational Needs and Disabilities** – the system that is available to children with SEND is under intense pressure and the County Council is experiencing a significant and rapidly increasing demand for services. In 2015 there were approximately 3,400 children with Education, Health and Care Plans in West Sussex, today there are more than 10,000. The complexity of need is also

increasing and the funding available is not adequate. Our Dedicated Schools Grant, the money allocated by Government to a local authority for education services, is exceeded by actual spend and currently stands at £123.2m - this is projected to increase to £206m by March 2026. Despite these challenges, our commitment to children and young people with SEND, and their families and carers, remains unwavering. We are currently developing our own new five year SEND and Inclusion Strategy, shaped by the voices of families, professionals and young people themselves. This strategy will set out a clear vision for how we improve services, strengthen inclusion and ensure that every child can thrive. We are working in partnership to strengthen how our schools and services respond to children and young people's needs with a growing focus on early identification and timely, effective intervention. We know that mainstream schools need the right support to meet a wider range of needs confidently. That is why we are investing in inclusive practice and encouraging closer collaboration between special and mainstream schools, so that expertise can be shared and support more joined up.

**Specialist Support Hub** - the County Council has launched a new specialist support hub for children and families, to deliver earlier, more effective psychological support for children, young people and families. It aims to help families to stay together, support children through complex emotional and mental health challenges and it brings previously independent specialist services under one psychology-led leadership team which is accessed via healthcare referrals. This integrated model ensures that support is timely, co-ordinated and tailored to individual needs. The hub will also feature therapy pods based at County Hall North in Horsham, providing dedicated spaces for therapeutic work in a calm and welcoming setting.

**Devolution** - The Government confirmed that it will proceed to establish a Mayoral Strategic Authority for Sussex – otherwise referred to as a Mayoral County Combined Authority - from May 2026 and will seek the consent of the County Council and the upper tier councils in Sussex to the Statutory instrument by which the Authority will be established by Parliament. This will include the functions to be discharged by the new authority and how it will take decisions.

The County Council Cabinet approved and consented to the establishment of this authority at its meeting on 22<sup>nd</sup> October.

Amanda Jupp

[amanda.jupp@westsussex.gov.uk](mailto:amanda.jupp@westsussex.gov.uk)

## APPENDIX B – PAYMENTS

Payments November 2025				
Income since last meeting		Amount		
Bank Interest	£	16.83		
<b>TOTAL INCOME</b>	£	<b>16.83</b>		
Funds Transferred since last meeting		Amount		
Deposit Account to Current Account	£	2,000.00		
BALANCES ON ACCOUNT		Amount		
Unity Bank Current Account (T1)	£	496.78	30 October 2025	
Unity Savings Account (T2)	£	45,199.19	30 October 2025	
Lloyds Savings Account	£	47,451.43	30 October 2025	
Investment Acc. (NSI)	£	5,387.65	30 October 2025	
<b>TOTAL BALANCES</b>	£	<b>98,535.05</b>		
EARMARKED RESERVES		Amount		
Coolham Airfield Memorial	£	733.00		
Replacement play equipment - reserve fund	£	7,500.00		
Finger Posts	£	1,700.00		
Bridleway Improvement	£	600.00		
Parish maintenance - inc Ash Die back	£	2,803.00		
Playing field and pavilion maintenance	£	1,500.00		
Replacement noticeboards	£	2,450.00		
Defibrillator replacement fund	£	1,000.00		
Includes Election Reserves	£	2,100.00		
Winterisation of car park field	£	-	£2,500 Paid May 2025	
Greener Shipley - eco projects	£	4,500.00		
Community Infrastructure Levy	£	5,414.81		
Includes NHP Funding Reserves	£	500.00		
Traffic management (Coolham crossroad & Pound Lane etc.)	£	22,509.00		
<b>TOTAL ALLOCATIONS</b>	£	<b>53,309.81</b>		
PAID SINCE LAST MEETING		Invoiced Services		
WEL Medical		Defibrillator battery	BACS	54 £ 292.79
				£ 292.79
To approve and pay after this Meeting		Invoiced Services		
WSCC		Clerk's salary - October 2025	BACS	55 £ 1,542.69
WSCC		Payroll cost 1/4 to 30/9	BACS	56 £ 58.82
Play Inspection Company		Playground report	BACS	57 £ 148.80
Paul Richards		Milage 1/4 to 30/10	BACS	58 £ 158.40
Paul Richards		Land registry fees	BACS	59 £ 18.00
Paul Richards		Mobile phone April to October	BACS	60 £ 70.00
Unity Bank		Service fee	DD	61 £ 6.00
Hugo Fox		Website hosting - November 2025	DD	62 £ 23.99
Coolham Village Hall		August hall hire	BACS	63 £ 30.00
Coolham Village Hall		September hall hire	BACS	64 £ 30.00
Coolham Village Hall		November hall hire	BACS	65 £ 30.00
				Transfer to current account £ 2,400.00



# Shipley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
**Email:** matthew.payne@shipley-pc.gov.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** clerk@shipley-pc.gov.uk  
**Website:** www.shipleyparishcouncil.org.uk

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**The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Tuesday 16<sup>th</sup> December commencing 7:00 pm held at the Coolham Village Hall.**

**156. Attendance and Apologies for Absence.**

The Chairman opened the meeting by recording the sad passing of former parish councillor Gordon Lindsay. His huge contribution in supporting the community as both a parish and Horsham District Councillor was endorsed by all attending.

**Those Present:** Cllr Payne (Chairman), Cllr Wright (Vice-Chairman), Cllr de Zoete, Cllr Emrich, Cllr Hood, Cllr Huggett and Cllr Smale.

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

**Apologies:** Apologies were accepted from Cllr Barrett, Cllr Larcombe, Cllr Nunn, Cllr Tuck and HDC Cllr Blackburn.

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

**158. Public Session – none.**

**159. Approval of the draft Minutes from the from the last meeting held on 8<sup>th</sup> November 2025.**

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**.

**160. Matters Arising from the previous meeting (for information only).**

- Item 77 – SID – Cllr Smale is in contact with the landowner;
- Item 129 – Highways issues - TBA;
- Item 132 – VAS to be repositioned;
- Item 145 – litter bins – Clerk to seek installation quotes via Facebook; and
- Item 148 – BES – now scheduled for 2031-2035.

**161. Report from the County Councillor.**

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

**162. Report from District Councillors – no update.**

**163. Planning.**

**a) Planning Applications.**

- **DC/25/1370 - McDonalds Restaurant, Worthing Road, West Grinstead** - Installation of various internal and external signage.  
Members voted to **SUPPORT** the application.
- **DC/25/1368 - McDonalds Restaurant, Worthing Road, West Grinstead** - Installation of free standing Totem sign.  
Members voted to **SUPPORT** the application.

- **DC/25/1868 - Bentons Place, Hooklands Lane, Shipley** - Prior Notification for Change of Use of 2no. Agricultural Buildings to 7no. dwellinghouses (C3 Use Class).  
Members voted to **OBJECT** to the application. Members considered that the design conflicted with Shipley's Neighbourhood Plan policies HD1 and HD3, as it did not meet the Design Statement and was considered overdevelopment of a rural site. Members also objected to the addition of an estimated 100 vehicle journeys per day as a result of the proposal, as the lane is very narrow and not suitable for such high-density traffic movements.
- **DC/25/1876 - Thornhill Stables Land, Billingshurst Road, Coolham** - Removal of Condition 5 of previously approved application DC/24/1486 (Construction of a two storey four bedroom barn style dwelling) Relating to Water Neutrality.  
Members voted to **SUPPORT** the application.

b) **Planning matters** – none.

c) **Planning decisions**.

- **PERMITTED** – DC/24/1342 - Thornhill Works, Billingshurst Road, Coolham - Erection of commercial building (Class E light industrial) & associated parking;
- **REFUSED** - DC/25/1458 - Bentons Place, Hooklands Lane, Shipley - Prior Notification for Change of Use from an agricultural building to 8 dwellings (Class C3 Use);
- **PERMITTED** - DC/25/01279 - The Chapel Holiday Let, Old House Manor Estate, Cowfold Road, Coolham - Conversion of a chapel to be used as a self-contained holiday let (Retrospective);
- **PERMITTED** - DC/25/1200 - Bridge Farm, Coolham Road, Coolham - Installation of lights on existing building; and
- **REFUSED** - DC/25/1520 – Dunnocks, Emms Lane, Brooks Green - Permission in Principle for 1no. self build dwelling on previously developed land at Dunnocks (**SPC supported this application**).

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

Cllr de Zoete reported that she had met with the new owners of Jendens to resolve the issue with the overgrown vegetation adjacent to the footpath. She also reported an issue with PrOW 1885 adjacent to Bentons. The Clerk was asked to report the overgrown vegetation issue to WSCC.

**165. Boundary Chage** – no update.

**166. WSALC/HALC** – no update. The Chair advised that he had commenced CiLCA studies and requested that he might be able to prepare SPC documents to aid his study portfolio. This was **AGREED**.

**167. Climate and Environment** – Cllr Emrich advised that the feedback from proposals related to the Coolham Playing Fields had been analysed. Consultation on next steps based on the public feedback will be arranged. The Greener Shipley 2026/27 budget had been prepared and will be circulated to Members.

**168. Finances.**

- Approve the December payments** - approved. The payments schedule is attached at Appendix B.
- Approve NS&I banking resolution** – approved. Cllrs Payne and Wright together with the Clerk will be signatories.
- 2026/27 budget and precept** – Members approved the 2026/27 budget and asked the Clerk to request a precept of **£42,954.00** to HDC.

Members reviewed claims from Coolham Village Hall that previous works by SPC to install a security barrier had caused flood damage. The Chair disputed that there was any evidence the SPC contractor was to blame but agreed to liaise with Hall's management committee regarding this matter to find a way forward. The Clerk advised that this matter had been dealt with previously with SPC's position that this was an insurance matter.

**169. Shipley Community** – no update however Members noted another local road traffic accident on the A272 just before the meeting. Cllr Emrich suggested that the planned VAS installation should alert drivers to the junction.

**170. Dates of next meeting** – The next Ordinary Parish Council meeting will be held on Tuesday 13<sup>th</sup> January 2026 commencing 7:30pm at the Coolham Village Hall.

There being no further business the Chairman closed the meeting at 20:23.

**Signed** ..... **Chair**

**Date**.....

**Acronym Information**

AGAR	Annual Governance and Accountability Return	NPPF	National Planning Policy Framework
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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 Council report for Parish – December 2025

**Highways** - West Sussex County Council is inviting feedback on proposals to improve two key routes in Horsham, aiming to make every day journeys safer, quicker and more sustainable. The proposals focus on Rusper Road (between the town centre and Mowbray) and Guildford Road (between the town centre and Broadbridge Heath), both vital routes for accessing schools, workplaces, etc. Heavy traffic on both roads causes regular congestion, noise and air pollution, affecting nearby communities and making walking, cycling and bus travel less appealing. The proposed improvements aim to ease traffic flow, improve safety for all road users and encourage more sustainable travel choices, especially for short, local journeys. The council is considering a range of targeted measures, including:

- Improved crossings for pedestrians and cyclists
- Bus priority features to reduce bus delays
- Road layout changes to reduce congestion and improve safety
- A 'Dutch' style roundabout with a segregated cycle track and pedestrian priority over other road users at crossing points

You can view the plans and complete the online survey at: <https://yourvoice.westsussex.gov.uk/horsham-transport>.

WSCC are now into the felling season and ash dieback tree removal works are underway. Scheduled works will be taking place at the following locations:

- A264 Five Oaks
- A22 Lewes Road, East Grinstead
- A2037 Henfield/Small Dole

Traffic management will be in place whilst essential works are undertaken to the ash trees positioned along the highways edge that have succumbed to ash dieback disease. Natural regeneration will take place over the coming year. **Private landowners** should look to have any remedial works to ash trees undertaken during the winter months, check for tree preservation orders, check for conservation areas and check whether there is a requirement for a felling licence. For more information on ash dieback visit our webpage @ [Ash dieback - West Sussex County Council](#)

**Parish Briefings with Highways and Volker Highways** – Parish Clerks and Chairmen are invited to two briefings designed to strengthen collaboration and resilience across communities on 17<sup>th</sup> December. The first, Local Flood Risk Management Strategy 2025 from 9.00 to 10.00 followed by Social Value from 10.00 to 11.00.

[Join the meeting here](#)

Meeting ID: 347 927 533 999 87

Passcode: xw2g6K2Z

**West Sussex County Council's Public Health** is inviting local organisations to apply for one-off grants of up to £5,000 to support mental health and help reduce the risk of suicide in adults. Applications open on 9 December 2025 and close at 23:59 on 12 January 2026.

We are looking for community-based projects that help people connect and find support. For example, wellbeing activities run through sports clubs, peer groups such as walking groups, community sessions like football or gardening, and training for community leaders to recognise distress and signpost

to help. These grants are designed to strengthen community-led projects that meet people where they are.

West Sussex County Council, East Sussex County Council and Brighton & Hove City Council have launched the [Get Sussex Working Plan](#) – a bold strategy to boost employment, tackle inequalities and build a thriving local economy.

The plan, which responds to the government's Get Britain Working white paper, has been welcomed by The Right Honourable Pat McFadden MP, Secretary of State for Work and Pensions. The initiative has been co-designed by a partnership comprising the Department for Work and Pensions (DWP) and the Sussex Chamber of Commerce.

West Sussex County Council and its Fire & Rescue Service have both become White Ribbon UK accredited employers to show their commitment to ending violence against women and girls. Councillors and county council officers are being encouraged to take the White Ribbon promise to 'never use, excuse or remain silent about men's violence against women', and work is underway to create a three year action plan.

We want every resident in West Sussex to have the skills, confidence and access they need to get online and stay connected. The [Digital Inclusion, Access and Safety Partnership](#) brings together organisations across the county to tackle digital exclusion. Through this partnership, residents can access:

help with skills, data, devices, and free Wi-Fi.

[Digital support](#) - use our interactive map to find

[Devices and data](#) -

information on where to get low-cost digital devices, data plans, and affordable broadband.

[Digital skills and safety](#) - practical tools and guidance to help you build digital confidence and stay safe online.

### **Mental health questionnaire 2025 for young people**

We are asking young people to complete our Mental Health questionnaire which is focussing on:

**Transitions** – from Child and Adolescent Mental Health Services (CAMHS) to adult services (or those who age out while waiting)

**Prevention** – what helps young people stay mentally well before reaching crisis

Please encourage young people to complete the short, open-ended, youth-friendly survey online which will help the County Council hear young people's views on our mental health services. Contact

[toby.wilson@westsussex.gov.uk](mailto:toby.wilson@westsussex.gov.uk) for further information.

Many apologies for not being able to attend the last meeting of the year, regrettably I have a commitment which has been in the diary for some time. I would just like to thank everyone for their time and effort on behalf of residents and for working closely with the County Council and I look forward to seeing you in the New Year.

With very best wishes for Christmas

Amanda

[amanda.jupp@westsussex.gov.uk](mailto:amanda.jupp@westsussex.gov.uk)

## APPENDIX B – PAYMENTS

Payments December 2025				
Income since last meeting		Amount		
None		£	-	
<b>TOTAL INCOME</b>		£	-	
Funds Transferred since last meeting		Amount		
Deposit Account to Current Account		£	2,000.00	
BALANCES ON ACCOUNT		Amount		
Unity Bank Current Account (T1)		£	780.08	30 November 2025
Unity Savings Account (T2)		£	42,799.19	30 November 2025
Lloyds Savings Account		£	47,451.43	30 November 2025
Investment Acc. (NSI)		£	5,387.65	30 November 2025
<b>TOTAL BALANCES</b>		£	<b>96,418.35</b>	
EARMARKED RESERVES		Amount		
Coolham Airfield Memorial		£	733.00	
Replacement play equipment - reserve fund		£	7,500.00	
Finger Posts		£	1,700.00	
Bridleway Improvement		£	600.00	
Parish maintenance - inc Ash Die back		£	2,803.00	
Playing field and pavilion maintenance		£	1,500.00	
Replacement noticeboards		£	2,450.00	
Defibrillator replacement fund		£	1,000.00	
Includes Election Reserves		£	2,100.00	
Winterisation of car park field		£	-	£2,500 Paid May 2025
Greener Shipley - eco projects		£	4,500.00	
Community Infrastructure Levy		£	5,414.81	
Includes NHP Funding Reserves		£	500.00	
Traffic management (Coolham crossroad & Pound Lane etc.)		£	22,509.00	
<b>TOTAL ALLOCATIONS</b>		£	<b>53,309.81</b>	
PAID SINCE LAST MEETING		Invoiced Services		
None				
				£ -
To approve and pay after this Meeting		Invoiced Services		
WSSCC		Clerk's salary - November 2025	BACS	£ 1,542.69
Grasstex		October grounds maintenance	BACS	£ 421.19
Unity Bank		Service fee	DD	£ 6.00
Hugo Fox		Website hosting - November 2025	DD	£ 23.99
				£ 1,993.87
			Transfer to current account	£ 2,000.00