

NUTHURST PARISH COUNCIL

Minutes of the Parish Council Meeting
held on Wednesday, 6th December 2017
St Andrews CofE School, Nuthurst
commencing at 8.00 p.m.

PRESENT: Mrs V Court
Mrs J Assassi
Mrs F Boulter
Mrs J Chaytor
Mrs A Gaffney
Mrs J McClean
Mr O Hydes (OBE)
Mr T Nelson
Mr S Turner

Also in attendance were County Councillor Nigel Jupp, District Councillor Toni Bradnum and seven members of the public.

0112/17 APOLOGIES FOR ABSENCE were received from Councillor G Dixon and Councillor J Mercer.

0212/17 DECLARATIONS OF INTEREST none.

0312/17 CHAIRMANS ANNOUNCEMENT

The Clerk will record the meeting and the recording will be deleted after the minutes have been agreed.

0412/17 APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING

The minutes from the Full Parish Council Meeting, held on 1st November 2017, were approved as a true record of the meeting.

0512/17 TO RECEIVE REPORTS FROM THE SUB-COMMITTEES

To receive the report from the Finance Committee Meeting held on 8th November 2017.

0612/17 TO ADOPT COMMITTEE AGREED MINUTES

The minutes from the Planning Committee Meetings, held on 15th and 23rd November 2017 were approved as true record of the meetings.

The Chairman signed the approved minutes at the close of the meeting.

0712/17 CORRESPONDENCE – to receive and discuss correspondence received by Council.

i. Horsham District Council

- a) Email dated 23rd October 2017, from Suzanne Shaw, providing the details of the Parishes unspent & potential S106 Funds.
- b) Email dated 1st November 2017, from Jenny Smith, advising that the Harriots Close road sign will be replaced (including no entry symbol) within 10 weeks.
- c) Email dated 10th November 2017, from Greg Charman, providing details of the expansion of the Neighbourhood Warden scheme in the District.

ii. West Sussex County Council

- a) Email dated 30th October 2017, from Deanne Ambrose, providing details of the West Sussex Integrated Prevention and Earliest Help Service - The Purple Bus.
- b) Email dated 16th November 2017, from Elizabeth Packer, providing the details of the report on Horsham District Older Peoples insight into Hospital Admissions.
- c) Email dated 28th November 2017, from Andy Wharton, advising that the Sussex Coaches 17 Sunday service will be reduced to three return journeys from January 2018. The Monday to Saturday service operated by Stage Coach remains unchanged.
- d) Email dated 28th November 2017, from Helen Moules, providing the details of the consultation on School Admission Arrangements 2019/2020.

iii. General Correspondence

- a) Email dated 9th November 2017, from notifications@vehicle-operator-licensing.service.gov.uk, providing details of an application from TJD Waste Away to operate two vehicles from Stonehouse Farm, Handcross Road, Plummers Plain.
- b) Email dated 12th November 2017, from Andrew Ross, offering to plant ornamental trees on the green between Church Road and Lime Kiln Road.

iv. Sussex Police

- a) Email dated 6th November 2017, from alert@neighbourhoodalert.co.uk, providing the details of the 'Local Policing Model'.
- b) Email dated 13th November 2017, from Elinor Evans, providing the details of the consultation on 'Would you pay more for Policing in Sussex?'

The above correspondence was noted.

0812/17 DISTRICT AND COUNTY COUNCILLORS REPORTS

District Councillor Toni Bradnum advised that Leondardslee Gardens were the first business to offer sponsorship for the Horsham District Year of Culture in 2019 and the launch would be hosted at the gardens on New Year's Eve 2018.

Horsham District Council are the first Council in the UK to introduce a new form of virtual reality therapy, this will benefit people with dementia and long term medical conditions. It is based on the use of headsets, called ImmersiCare, which create a memory provoking experience with soothing background sounds.

The Medieval Christmas market was a great success and additionally, Young Enterprise, a national business competition for schools was welcomed to the event. Four companies from Collyer's College, Millais and two schools in Worthing made a great start to their trading experience.

The appointment of the new Chief Executive for HDC is progressing and an announcement should be made before Christmas.

The District Councillor is also pushing the Enforcement Team to take action against the two illegal entrances to the land behind Millers Mead, unfortunately due to a shortage of staff in the Enforcement Department there has been a delay issuing the notice.

HDC did not put up the planning notices for the proposed traveller accommodation on the land behind Millers Mead, the District Councillor has requested that this is done with a matter of urgency and the consultation period will be extended for a further 21 days. If the application is recommended for approval the District Councillor has requested that the application is heard by the Planning Committee, giving the Parish Council and a few residents the opportunity to put their views forward.

County Councillor, Nigel Jupp, advised that WSCC were putting their financial statements together for 2018/2019.

The County Councillor attended the Horsham area Highways Team liaison event 30th November, the Chairman of the Parish Council and the Clerk also attended the event. Plans have been issued for two proposed SSZ signs outside St Andrews School, these will replace the existing warning signs and a new tarmac footway, to replace approximately 22m x 1m of existing verge, at the entrance to Harriots Close is also proposed.

The County Councillor has also had a meeting with the Mannings Heath Village Hall Committee and will be supporting an application for grant, he will also support an application from Copsale Hall. Any grant applications will need to be submitted promptly to be included in the 2018/2019 budget.

Traffic data strips have been placed on Harriots Hill.

0912/17 PUBLIC FORUM none.

1012/17 PLANNING MATTERS

i.

DC/17/2535
23/11/2017
RESOLVED

Full application for a 5-pitch proposed site for settled gypsy accommodation.

Land rear of Millers Mead, Nuthurst Street, Nuthurst

The Parish Council strongly opposes this planning application for a five pitch site and associated utility buildings for the following reasons:

1. The site has no legal access/egress from the public highway

The applicant was refused retrospective planning permission (DC/16/2062) for an existing crossover (the proposed access to the site). This is now the subject of an enforcement action EN/17/0062. On 12 September 2017 Simon Chalcraft from Horsham District Council's enforcement team wrote to the Parish Council "I am just writing to confirm that as the date for appeal has passed, the enforcement notice will be going ahead with my senior colleague Helen Sissons and the council's legal team (helen.sissons@horsham.gov.uk) and it will require the land to be restored to its previous state."

2. The proposed entrance to the site is on a bend in Nuthurst Street, a very narrow rural lane, where visibility splays for egress from the site are inadequate, unsatisfactory and unsafe. There will be a significant increase in traffic on Nuthurst Street from the five pitches and the hard standing for five touring caravans.

3. No transport and road safety assessment has been provided. This is particularly important because of the increased traffic from the site at a bend on a very narrow lane.

4. The site has not been allocated for development in the Nuthurst Parish Neighbourhood Plan which was made in October 2015. Policy 1 of this Plan does not support development in the countryside.

5. The proposed development is behind the properties in Nuthurst Street and such "backland development" was considered inappropriate by the Independent Examiner of the Nuthurst Neighbourhood Plan.

6. There is no need for any more gypsy and traveller sites in the Horsham District. In HDC's "Gypsy, Traveller and Travelling Show People: Draft Site Allocations Development Plan Document November 2017", it is concluded that "*The process has identified 75 pitches for use as Gypsy and Traveller accommodation. This is more than sufficient to meet the Districts Gypsy and Traveller accommodation requirements of 68 pitches over the next 10 years*"

7. That same Document concluded that a proposed site at Hawthorns, Bar Lane, Copsale would be unsustainable and likely to have a detrimental impact on the character and appearance of the surrounding landscape and therefore the site was not suitable for gypsy pitches. These reasons apply equally to the site at the rear of Millers Mead. Both sites should be refused planning permission.

8. The Millers Mead site is in an unsustainable location in the countryside which is remote from services and facilities, including particularly buses and health services. The nearest place with limited services is Cowfold, about 5.5 km from the site. The nearest place with good services is Horsham about 6.6 km from the site. Thus there would be reliance on private vehicles. Furthermore, the Parish Council understands that there are no places available in three of the year groups at St Andrew's School.

9. The development would be completely out of character with the neighbouring properties in contravention of Policy 10 of the Neighbourhood Plan and Section 1 of the Parish Design Statement. Furthermore, it would visually affect the setting of the adjacent properties in Nuthurst Street and noise from timber buildings and separate utility buildings would be an issue for neighbours.

10. The site is agricultural land and has been used for grazing horses as evidenced by stables on the site. It should be retained as agricultural land.

11. Many residents are irritated about numerous inaccuracies in the application form and one resident has listed them in his objection.

	<p>12. There has also been no community consultation or engagement.</p> <p>13. Furthermore, the Parish Council understands that this application is additional to application DC/17/2534 which is also for 5 proposed pitches. This would mean a total of 10 pitches. This is over-intensive development of the site.</p> <p>Conclusion The proposed development is in an unsustainable location with no legal access/egress. It is remote from local services and facilities and sustainable forms of transport with unsafe egress from the site. It also adversely affects the settings of nearby properties. The proposal represents an unsustainable form of development in the countryside which is contrary to Policies 1, 2, 4, 23, 25, 26, 31, 38 and 40 of the Horsham District Planning Framework (2015) and Policies 1 and 10 of the Nuthurst Parish Neighbourhood Plan.</p>
<p>DC/17/2614 27/11/2017 RESOLVED</p>	<p>Erection of stables on agricultural land to the rear of Jamesland Farm. Jamesland Farm, Copsale Road, Copsale To raise no objection to this application, however, the Parish Council request that there is a condition for no further development and waste is not burnt on the site.</p>
<p>DISC/17/0450 15/11/2017 RESOLVED</p>	<p>Approval of details reserved by conditions 4 and 5 on DC/17/1419. Stonehouse Farm, Nuthurst Street, Nuthurst To raise no objection to the application.</p>
<p>DISC/17/0456 17/11/2017 RESOLVED</p>	<p>Approval of details reserved by condition 6 to approved application DC/17/1714 3A Twin Oaks, Ghyll House Farm, Broadwater Lane, Copsale To raise no objection to this application, however, the Parish Council request that there is a condition that no waste is burnt on site.</p>

- ii. **DECISIONS OF DEVELOPMENT CONTROL COMMITTEE (NORTH)**
PERMITTED - DC/17/1373, DC/17/1592, DC/17/1714, DC/17/1952, DC/17/1984, DC/17/2024, DC/17/2092, DC/17/2103 & DC/17/2214.
PERMITTED DEVELOPMENT - DC/17/2282
APPROVAL OF DETAILS RESERVED - DISC/17/0305

iii. **PLANNING UPDATES**

DC/17/0815 Church Road

The Chairman and Councillor Hydes attended a meeting with Tom Crowley and Chris Lyons on 24th November 2017 to discuss the formal complaint. Tom Crowley conceded that there had been errors and issued an apology. A few additional issues were discussed and endeavours will be made to improve communication.

DC/17/2524 Micklepage

HDC are in receipt of over 80 letters of objection to the planning application, including a letter from CPRE, one resident has written to the WSCT, another has written directly to Tom Crowley requesting copies of reports and correspondence. The Parish Council have been praised for commenting on a letter from OSB Architects very promptly.

If the officer intends to recommend the application for approval it was agreed that there would be a meeting before the application goes to Committee.

DISC/17/0059 has been submitted to HDC to discharge conditions 6,7, 8, 9 & 13 of previously approved application DC/15/2493. The applicant has breached both the planning permission and the conditions.

Press Statement

If the Clerk is contacted by the press, the previously circulated press statement will be issued with a link to the planning application on HDCs website.

Planning Parish Council Training Event

The Chairman and Councillor Hydes are attending a training event at HDC on 19th December.

i) Improving Green Spaces in the Parish

The Parish Council purchased 1000 bulbs and planted 800 on the green adjacent to Church Road and Lime Kiln Road, 25 were planted either side of the entrance to Masons Field and the balance has been planted next to the recently erected village gateways.

RESOLVED for the Clerk to chase up WSCC re clearing the ivy, brambles and elder to ground level and ask for permission for a working party to clear the brambles around the Hawthorn.

The Clerk to also contact Mr Ross and ask for the locations and species of the trees he proposes to plant on the green adjacent to Church Road and Lime Kiln Road, upon receipt of the information apply for a licence to plant from WSCC.

ii) Parish Walks

The next guided walk will take place on 7th January 2018, the walk will be around Sedgwick Park and will start at the junction of Sedgwick Lane and Broadwater Lane, a resident opposite has kindly agreed to walkers parking in his driveway.

RESOLVED to place an advert in the January edition of the Link for the additional cost of £10.00, the walk will also be advertised on the Parish Councils website Facebook.

Five photographs were submitted for the photograph competition in December and Diane Manton took the winning photo.

1212/17 LOCAL ASSOCIATION AND OTHER BODIES REPORTS

The Chairman has attended the Annual meeting of HDC and HALC, WSALC, JAGS, CLC and Highways meetings.

Councillor J Chaytor and Councillor A Gaffney attended the Older Persons Forum on 6th December 2017. Training sessions for mobility scooters are being introduced, volunteers are being invited to assist with the training and the Police have been asked to become involved. A deafness clinic has been set up at AGE UK Horsham. Listed facilities in Libraries have been introduced, including assistance with ancestry research, a knitting group and no fee for elderly residence who do not return books on time.

The Services for Older Peoples directory will be published in January 2018.

1312/17 FINANCE

i) To approve the following items of expenditure: -

	Net £	VAT £	Totals £
<u>Accounts paid by Direct Debit</u>			
EDF Energy Street Lighting Energy (Sept)	155.79	7.79	163.58
Profitable Websites (December)	30.00		30.00
<u>Accounts paid at this meeting</u>			
Mrs S Hall Expenses			
Internet Access	17.99		17.99
Travel	72.00		72.00
Paper/Files & Dividers	12.50		12.50
Postage (R/delivery & Stamps)	12.98		12.98
Currys (Sony Dictaphone)	18.32	3.67	21.99
Deposit - Xmas Get-together	60.00		60.00
Mrs V Court Expenses			
Internet/Stationary	12.50		12.50
Sarah Hall Office Allowance	87.50		87.50
WSCC Sarah Hall Salary October 2017	975.86		975.86
WSCC Payroll Services (8001258981 03.11.17)	36.84	7.37	44.21
Total Payments	£1,492.28	£ 18.83	£1,511.11
<u>Receipts</u>			
Nat West Interest (October 2017)	(0.39)		(0.39)

Total Receipts (£ 0.39) (£ 0.39)

RESOLVED to approve the above items for payment.

- ii) To discuss and approve the 2018/2019 Budget/Precept.
The precept will be increasing by £4,000.00. Reserves will be used to pay for items HDC and WSCC have previously paid for and for the GDPR, effective May 2018. The precept includes the provision for two grant payments of £2,500.00 (2018/2019 & 2019/2020 budget) for Copsale Hall (to be ring fenced until building works commence). There will be no grant from HDC in 2018/2019.
RESOLVED to approve the 2018/2019 Budget of £40,725.00 and for the precept to be set at £40,500.00.
- iii) To note the draft Tax Base (Band D equivalent) figures have been received from HDC and there is no grant available in 2018/2019 **noted**.
- iv) To note Moore Stephens have been appointed External Auditor for 2017/2022 **noted**.
- v) To note subscriptions for 2018/2019 SALC £474.8394 (2.74% increase 30.38p per elector) & NALC £107.2218 (1.9% increase 6.86p per elector) **noted**.
- vi) To approve and sign the bank reconciliations for October 2017 **approved**.
- vii) To approve the transfer of £2,000.00 from the Nat West Deposit into the current account.
RESOLVED to approve the transfer of £2,000.00 into the current account.

1412/17 MANNINGS HEATH VILLAGE GREEN

i) Monthly Report of the play equipment

Sovereign have twice tried to deliver the replacement section of the log train to the wrong address and delivery is again being re-arranged. The rocker is being re-varnished.

ii) Village Green matters

The Cricket Club are dealing with the moles on the village green.

A resident has requested for a licence to put a skip on the village green.

RESOLVED for the Clerk to issue a licence, there will be no fee.

iii) Cricket Club issues

The Cricket Club are laying the footings for the storage shed and are liaising with residents re the delivery of materials. A recent delivery vehicle drove over the village green and the Cricket Club will repair the damage and reseed the area. A bid has been submitted to BIFFA for funding. The proposed colour of the pavilion is slightly lighter than original planned, the sample blends well into the background.

The Cricket Club are also thinking about erecting posts and white tape around the cricket square, the Parish Council will be approached if the Cricket Club decide to take the project further.

1512/17 HIGHWAY MATTERS

The potholes in Lime Kiln Road and opposite the bus shelter on the Brighton Road (Opposite Pound Lane) have been outlined in white paint.

1612/17 SPEEDING ISSUES

i) Installation of the Village Gateways

The village gateways have been installed on the Brighton Road and Nuthurst Road, approaching Monks Gate. Provisions for the installation further gateways in the hamlets have been made, with Copsale programmed for 2018/2019.

The Chairman thanked everyone involved with the installation of the gateways.

ii) Proposed 20mph Speed limit outside St Andrews School

Plans have been issued for two proposed SSZ signs outside St Andrews School, these will replace the existing warning signs and a new tarmac footway, to replace approximately 22m x 1m of existing verge, at the entrance to Harriots Close is also proposed.

The Parish Community Roads & Transport Group have been liaising with Sussex Police and are

trying to move forward, but are being held back by circumstances at this time of year ie, drink driving.

1712/17 BROADBAND IN THE PARISH no update.

1812/17 OPPORTUNITIES FOR PARISH & TOWN COUNCILS TO SUPPORT HEALTH & WELLBEING

The Parish Council are looking into Health & Wellbeing opportunities with neighbouring parishes.

1912/17 CLUSTERING WITH NEIGHBOURING PARISHES

RESOLVED for the parish Council to pursue 'in principal' clustering with neighbouring parishes, if the service is more efficient and cost effective the Parish Council would be looking at a partnership with the following projects:

- Grass Cutting
- Health & Wellbeing (lunch clubs/hearing/transport)
- Youth Provision (transport)
- Community Facilities

2012/17 GENERAL DATA PROTECTION REGULATION

SSALC have confirmed that the Clerk cannot be the Data Protection Officer, SSALC are looking into outside bodies providing the service for an estimated cost of £150.00 per annum.

Although Councillors will require a separate email address for Parish Council business, there is no longer a requirement for this to be a.gov.uk address.

2112/17 POLICIES & PROCEDURES

- i) **RESOLVED** to adopt the Risk Assessments, Training Policy and Data Protection Policy.
- ii) **NOTED** Policies and Procedures need to be read and understood by 3rd January.

2212/17 COUNCILLOR TRAINING/SEMINARS

The Clerk will arrange a Parish Online training with Paul Richards, Shipley Clerk.

2312/17 MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA
none.

The Chairman wished the Members a Happy Christmas.

The meeting closed at 9.30pm