

NUTHURST PARISH COUNCIL

Minutes of the `Virtual' Full Parish Council Meeting held on
Wednesday, 7th October 2020 commencing at 7.30p.m.

PRESENT: Cllr O Hydes (OBE), Cllr J Assassi, Cllr J Bromley, Cllr N Bryant, Cllr R Cato, Cllr J Chaytor, Cllr D Harber, Cllr D Livingstone, Cllr J Mercer and Cllr T Nelson

ALSO, IN VIRTUAL ATTENDANCE: Sarah Hall (Parish Clerk), County Councillor Nigel Jupp, District Councillor Toni Bradnum and five members of the public.

124-20/21 CHAIRMANS WELCOME

The Chairman, Cllr O Hydes, welcomed the Councillors and members of the public to the sixth remote meeting.

The birds mouth fencing, in the triangle opposite the Dun Horse, has been erected. The Chairman thanked Cllr N Bryant for his assistance with the project, saving the Parish Council £1,000.00.

We are now six months into the difficult period caused by COVID 19, possibly continuing for a further six months. This is not all bad news; we've learned to adapt and the meetings have gone well with all Councillors contributing.

Parish Council work has progressed faster than expected, with the project to update the children's play area gathering momentum. The Chairman thanked Cllr N Bryant, Cllr J Chaytor, Cllr D Harber, Cllr D Livingstone, Cllr J Mercer and the Clerk. The bread and butter work on planning has carried on as usual, assessing 50 planning applications and dealing with 5 appeals and 5 Enforcements. The Parish Councils Facebook page has been revamped with more people looking at the page and making comments. Two signs have been erected on the A281 and over 60 thank you certificates have been distributed to individuals, organisations and firms for their great community spirit by helping others during the pandemic.

This does not include everything that has been carried out, but is enough to give the notion that Parish Council business has carried on. The Chairman thanked the Councillors and the Clerk for their work on behalf of the residence of the parish.

125-20/21 APOLOGIES FOR ABSENCE

It was **RESOLVED** to **APPROVE** Cllr C Kenny apologies for absence.

126-20/21 DECLARATIONS OF INTEREST

No declarations of interest, as defined under the Localism Act 2011 and the Parish Councils Code of Conduct, were made.

127-20/21 APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING

It was **RESOLVED** the [Minutes](#) of the Full Council meeting held on 2nd September be confirmed as a correct record and be signed by the Chairman. (Vote – the minutes were unanimously approved).

128-20/21

CHAIRMANS ANNOUNCEMENTS

The Chairman suggested the Parish Council arrange an activity for children and families in the parish. A Swedish custom involves families decorating a window and lighting it up in December for all to enjoy. The display could be secular or religious and there could be a competition for the best display either in each of the hamlets or for the whole parish.

The Chairman's suggestion was too late to be included on the agenda. The Chairman proposed for further details to be circulated via email and for an email consultation to take place. The Parish Council will discourage parishioners from using burning candles in their displays.

129-20/21

COMMITTEE MINUTES / REPORTS

It was **RESOLVED** that the minutes approved by the following Committees be **ADOPTED**.

[Planning Committee Minutes](#) – 15th July 2020

[Roads & Footpath Committee Report](#) – 17th June 2020

[Open Spaces & General Maintenance Committee](#) – 15th July 2020

130-20/21

DISTRICT AND COUNTY COUNCILLORS REPORTS

District Councillor Toni Bradnum provided the following update on District Council business;

- Local Plan (Government guidelines) land to be split into three areas, Growth, renewal and protected (Green Belt, Conservation areas, Local Wildlife areas etc)
- Retention of Neighbourhood Plans, but little clarity on how they will operate
- Introduction of a Chief Officer for Design and Placemaking
- No longer a duty to co-operate with adjoining authorities (planning)
- Introduction of a single infrastructure levy
- Increased digitalisation of planning applications
- Site notices for some development to be discontinued (extensions etc)
- District Councillors will be given the opportunity to vote on the proposals for the revised Local Plan in November (going to Cabinet and then Full Council)
- Building of 400 new homes in North Horsham and the Bohunt school will commence early next year
- Road works are commencing on the A264 (bottom of Ruser Road) for 15 months
- New assessment on the number of gypsy pitches HDC are required to provide, shortfall of 93, huge jump from 50 a few years ago. Trying to include gypsy sites with any development exceeding 100 dwellings and increase capacity of existing sites. Maximum of 50 pitches on any new development.
- HDC spend £45,000.00 per annum on repairs to wheelie bins. Introduction of charges in the new year, £11.00 new lid and £8.00 new wheels.
- Small business grant scheme running from September 2020 to May 2021. Businesses can apply for a grant of £2,000.00 if they set up their business within the last year, are registered with Companies House, employ less than 20 staff and can match the grant funding.

County Councillor Nigel Jupp provided the following update on County Council business;

- Unable to attend September meeting due to HDC meeting
- Return to school very successful in West Sussex, as of Monday 93.5% attendance, above national average (NA) of 89%
- Attendance of children with special needs (87% NA 85%) and children with Social Workers also above the national average.
- New government proposal to assist residents, who are over 18 and do not have A level qualifications, gain access to colleges at the start of 2021

- Thank you to Cllr J Mercer for putting his name forward as a Governor at St Andrews Primary School
- Household waste recycling sites are changing to winter opening hours 09.00-16.00
- WSCC have passed a motion urging the Government to rethink the planning reforms and the impact on the ability of local councils to provide the infrastructure. WSCC have called on local authorities to also join together and lobby government
- Applications for infant, junior, primary and secondary schools have opened for September 2021. Allocations will be announced in March 2021
- 'Have your say consultation hub' useful if you want to join in any debate on WSCC issues
- Introduction of 'pop up' cycle lane in Albion Way, public encouraged to write to WSCC if they have views on the cycle lane. The number of cyclists using the lane are being monitored and a review will be carried out at the end of the month
- Budget season is starting and there will be some tough decisions

131-20/21

PUBLIC SESSION

A member of the public spoke against planning applications DC/20/1648 and DC/20/1840 (Swallowfield Nursery) on behalf of the 'Save Our Countryside Team'.

- Courtyard design (usually found in a town or village centre)
- Destroy the wildlife habitat (when the centre of the site is cleared and around 100 trees are felled).
- Impact on the setting of the heritage asset of Swallowfield (only a few metres away from one side of the courtyard of 3 of these tall homes)
- Gross overdevelopment (as the density of the few homes that can be seen in the area will be less than half that of the new development)
- Protected species in pond and on the site, pond provides watering hole for deer
- Prefer a scheme with 4 low profile homes, informally placed around the trees and wildlife corridors, will comply in full with the NP and should, like HDC said in 2017 be considered
- A scheme placing 7 tall houses, around a formal courtyard, in the middle of a small rural wooded 1.4-acre site that abounds with wildlife, will not comply and should be rejected

132-20/21

PLANNING MATTERS

i. NEW APPLICATIONS

Comments to Horsham District Council (HDC) on current planning applications were unanimously agreed.

Number	Applicant & Reason
DC/20/1698 16.09.2020	Erection of 9No. double storey dwellings, car-ports and garages with landscaping and associated works including access improvements previously approved under DC/17/1158. Land at former Swallowfield Nursery, Church Road, Mannings Heath
RESOLVED	Conclusion - This application does not comply fully with requirements of the Neighbourhood Plan because the proposed 9 houses exceeds the maximum number of 7 dwellings specified in policy 2, item 4.14. Furthermore, no bungalows are proposed which is contrary to the aspiration in Policy 2, item 4.15. Recommendation The Parish Council opposes the application for the above reasons.

	To view the Parish Councils full objection click here .
DC/20/1840 24.09.2020 RESOLVED	<p>Erection of 7No. double storey dwellings, car-ports and garages with landscaping and associated works including access improvements previously consented under DC/17/1158, to widen the access junction and create a passing area with Church Road.</p> <p>Former Swallowfield Nursery, Church Road, Mannings Heath</p> <p>Conclusion - The proposed development complies with the main requirement in policy 2 of the Neighbourhood Plan because it provides 4 to 7 dwellings which are primarily 2/3 bedroom semi-detached. However, there are some issues regarding whether or not some proposals in the application comply fully with some of the other requirements of the NP.</p> <p>Recommendation</p> <p>The Parish Council therefore supports this application in principle, but needs clarification from WSSC and HDC's officers on whether or not some of the proposals comply fully with some of the other requirements in the NP.</p> <p>To view the Parish Councils full observations click here.</p>
DC/20/1601 14.09.2020 RESOLVED	<p>Retrospective application for the erection of a garage.</p> <p>Abinger House, Nuthurst Road, Maplehurst</p> <p>The Parish Council has no objection in principle to the erection of a garage at this site and would have supported the application had the garage had a lower roof line and been less bulky. However, the Parish Council objects to this retrospective application on the following grounds:</p> <ol style="list-style-type: none"> 1) Over-development of the site because of the height and bulk of the garage; 2) Highly visible and prominent when one turns into Copsale Road from Nuthurst Road, thus having an adverse effect on the street scene. 3) Overbearing on the adjacent local open public green space at the junction of Nuthurst Road and Copsale Road; and 4) Concern over the possible future use of the large roof space (if HDC is minded to approve the application, the Parish Council requests a condition that the garage must not be used as residential accommodation).
DISC/20/0257 24.09.2020 RESOLVED	<p>Application for the approval of details reserved by conditions 4, 5, 6 and 7 on DC/20/0767.</p> <p>Barnfields House, Broadwater Lane, Copsale</p> <p>1) no objection to the discharge of condition 7 as the materials proposed comply with Nuthurst's Parish Design Statement;</p> <p>and</p> <p>2) the Parish Council does not have the expertise and is therefore not qualified to comment on condition 4 (foul and surface water drainage), condition 5 (heat source pump, but note no details were provided by the applicant), condition 6 (water efficiency) and condition 8 (solar control glass, but note condition 8 was not included in the application title.</p>
DC/20/1832 24.09.2020 RESOLVED	<p>Conversion of existing barn to a single storey dwelling.</p> <p>Lockyers Farm Polecat Lane Copsale</p> <p>The Parish Council notes that Horsham District Council (HDC) refused</p>

permission for a previous application, DC/20/0432, for prior approval for change of use of agricultural building to a single dwelling.

The Parish Council objects to this application because it considers that the applicant has not overcome HDC's reasons for refusal of the previous application. In particular it notes that:

- the building is currently in use and required to support equestrian activities at Lockyers Farm;
- if approval is given for a dwelling house then another building may be required to be built as a replacement barn;
- the works required probably go beyond what is considered reasonably necessary to convert it to a dwelling house; and
- overdevelopment of an equestrian site – it already has 3 nearby dwellings.
- It was NOT in use as an agricultural building in March 2013 and therefore cannot be considered for prior approval under The Town and Country Planning (General Permitted Development) (England) Order 2015, as amended.

The Parish Council considers that its objections to the previous application still apply as follows:

1) The proposed development is located outside a built-up area boundary in a rural location outside of the limits of any existing settlement. The site is not allocated for development in the Horsham District Planning Framework (HDPF) or the Nuthurst Neighbourhood Plan (NNP). The NNP provides the houses needed in the Parish and HDC has a five-year supply of housing, so this dwelling is not needed.

The proposed development would therefore be inconsistent with the overarching strategy for development within the HDPF. The proposed development is therefore contrary to policies 1, 2, 3, 4, 26 and 40 of the HDPF, policy 1 of the NNP and the National Planning Policy Framework (NPPF).

2) There is no demonstrated need for a dwelling in this countryside location and it does not constitute a use considered essential to a countryside location. **The proposal would therefore conflict with paragraph 79 of the NPPF and policies 1, 2, 3, 4 and 26 of the HDPF.**

3) The proposed development is in an unsustainable location, remote from any services such as public transport, shops etc.

4) No structural report has been submitted to demonstrate that the agricultural building is capable of conversion. Furthermore, the works required probably go beyond what is reasonably necessary to convert the agricultural building to a dwelling house, thereby falling foul of one of the requirements for prior approval under Class Q.

5) The building is not redundant. It is currently in use for housing tractors and other equipment that are required for the agricultural and equestrian activities at the Lockyers Farm. If approval were to be given for conversion to a dwelling, then another building may need to be constructed in its place as there is limited other storage space on the farm.

6) The building would form a particularly unattractive dwelling out of character with surrounding dwellings and contrary to Policy 10, Housing

	Design, in the NNP and the overarching aim on the design of dwellings in the Nuthurst Parish Design Statement. 7) Furthermore, it would represent overdevelopment of an agricultural/equestrian site which already has three nearby dwellings. The Parish Council urges HDC to refuse approval on the above grounds.
DC/20/1826 30.09.2020 RESOLVED	Fell 1 x Conifer 22 The Whytings, Mannings Heath To raise no objection to the application, but the Parish Council asks that the replacement ash tree is obtained from an accredited supplier so that it is not prone to "ash die-back.

- ii. **DELEGATED DECISIONS** – to note the delegated decisions made by the Parish Council during September 2020.
- iii. **DECISIONS** - to note the details of HDC Planning Decisions, Enforcement Numbers, Appeals Lodged to the Planning Inspectorate during September 2020.
- iv. **PLANNING UPDATES**
DC/20/1205 Pemberley
A resident who objected to the planning application for the construction of a stables and sand school has received threatening letters. The matter has been reported to the Police and the Parish Council have written to HDC.
Track by Winthrift, Nuthurst Street
The Enforcement Notice stated that the tarmac road must be removed and the footpath re-instated. After further communication with HDC and WSCC the landowner negotiated that the vehicular access could be retained by laying Core Grass system, on the condition that the Core Grass was installed to the exact manufacturer’s specification.

The Core Grass has now been laid, however, the tarmac road has not been removed and the contractor has not followed the manufacturers specification.

RESOLVED – to write to HDC and ask for the manufacturer to assess whether the Core Grass system has been installed in accordance with their instructions. The Parish Council to also request a copy of the manufacturers report.

133-20/21

PARISH PLAN

All the projects included in the [Parish Plan](#) will require consultation with parishioners, to assist with the consultation a parish survey was discussed.
It was **RESOLVED** as an initial step, the Clerk to circulate details of the projects which will be included in a survey and AirS will be contacted for guidance. The Chairman will be assisted by Cllr T Nelson.

134-20/21

i)

FINANCE

It was **RESOLVED** that the schedule of invoices totalling **£2,772.47** be **APPROVED** for payment.

Cheque/Ref	Payee Name	Details	Net £	VAT £	Total £
Direct Debit 16 Sept 2020	SSE Energy (August)	Unmetered Electricity Supply	118.67	5.92	124.59
S/Order 1 Sept 2020	Profitable Website	Website/Email Support (Sept 2020)	30.00	0	30.00

002084	S Hall (Clerk)	Expenses	151.70	11.52	163.22
002085	WSCC	Clerks Salary August (Inv 8001479265)	1,472.86	0	1,472.86
002086	SSALC	Introduction Planning Webinar (inv 14424)	30.00	6.00	36.00
002086	SSALC	Don't Feed the Trolls Webinar (inv 14309)	30.00	6.00	36.00
002086	SSALC	Developing Comms Strategy (inv 14301)	30.00	6.00	36.00
002087	Profitable Websites	Website Accessibility Review (inv 5139)	150.00	0	150.00
002088	Rialtas Accounts	Annual Software & Maintenance (SM22351)	124.00	24.80	148.80
Paid at Meeting					
002089	Gale Tree Consultancy	Tree Report	395.83	79.17	475.00
Paid between Meetings					
002083	Age UK Horsham	Bags of Support Donation	100.00	0	100.00
Total			2,633.06	139.41	2,772.47

It was **RESOLVED** to **NOTE** the following receipts in September 2020

Payment Method	Payer Name	Details	Net £	VAT £	Total £
FPI	Nat West	Interest August 2020	0.49	0	0.49
Grand Total			0.49		0.49

- ii) It was **RESOLVED** to **APPROVE** the [Nat West Current](#) account and [Nat West Savings](#) account bank reconciliations for August 2020;
- iii) It was **RESOLVED** to **APPROVE** the [Detailed Receipts & Payments by Budget Heading](#) for August 2020.
- iv) It was **RESOLVED** to **APPROVE** the transfer of £5,000.00 from the Parish Councils Nat West Savings account into the Nat West Current account.
- v) It was **RESOLVED** to **APPROVE** the request from the Community Speed Watch group for the purchase of two high viz winter jackets for Monks Gate volunteers (£39.00 each plus VAT).
- vi) It was **RESOLVED** to **NOTE** that the appointment of a member of the Parish Council, other than the Chairman or a cheque signatory, to verify bank reconciliations for all accounts produced by the RFO on a quarterly basis (Financial Regulation 2.2) will be included on November's agenda.
- vii) It was **RESOLVED** to **NOTE** the 2nd instalment of the precept, £24,921.00, will be credited into the Nat West account on 24th September 2020.
- viii) It was **RESOLVED** to **NOTE** the NJC Salary Scales have been published for 2020/21 and the increases are to backdated to 1st April 2020. Clerks salary increases by £36.83 per month, with a backdated payment of £220.98.
- ix) It was **RESOLVED** to **APPROVE** the following resolution;

- the Cardholders (who are also Authorised Signatories to the bank account) are authorised to request and be issued with Debit card(s) and/or Debit card details (including replacement cards, card details and security details) for use in relation to the operation and the giving instructions in relation to the bank account
- the Signing Rules contained in the mandate provided to operate the bank account be supplemented (but not replaced) by the additional Card Transaction Authorisation Rules which will apply to the operation of the bank account using a Debit card or Debit card details. The current mandate to operate the bank account shall accordingly continue as supplemented and amended
- the Customer agrees to the Business account terms which can be at www.natwest.com/terms by entering the terms code YBRUT
- the Customer agrees that all transactions authorised by a duly authorised Debit card should be debited to the bank account and that the Customer accepts liability for any unarranged overdraft resulting from any such transactions that Cardholders may use their Debit card to order cheque books and statements and to obtain details of the balance on an account
- the Bank may continue to rely upon this Resolution until it is revoked in writing by a suitably authorised notice to the Bank.

135-20/21

GRANT PROCEDURE

It was **RESOLVED** for Cllr J Mercer and Cllr T Nelson to continue working on the [Grant Procedure and Policy](#) and to include it on a future agenda.

136-20/21

LOCAL ASSOCIATION, OTHER BODIES AND TRAINING REPORTS

It was **RESOLVED** to **NOTE** Councillors attended the following training events;

- Cllr D Livingstone – Don't Feed the Trolls
- Cllr N Bryant – An introduction to Planning
- Cllr J Chaytor will be attending the HDOPF on 6th November (MP Question Time)

137-20/21

WEBSITE ACCESSIBILITY STATEMENT

It was **RESOLVED** to **ADOPT** the [Website Accessibility Statement](#).

138-20/21

CERTIFICATES OF APPRECIATION

It was **RESOLVED** to **NOTE** that over 60 certificates have been issued to residents, organisations and businesses. Recipients have thanked the Parish Council for the gesture. The Chairman thanked MoGRA, the Nuthurst Society and the Parish Community Group for helping to distribute the certificates.

139-20/21

RECOMMENDATIONS FROM THE ROADS AND FOOTPATH COMMITTEE

It was **RESOLVED** to **APPROVE** and action the recommendations from the [Roads and Footpath Committee](#) meeting 16th September 2020;

- RFC021-20/21 Cyclists and Cycle Routes in the Parish**
Included in the Parish Plan (133-20/21).
- RFC022-20/21 Charging Point Strategy**
Send a letter to HDC stating that there is a need for street charging points in the parish.

140-20/21

RECOMMENDATIONS FROM THE OPEN SPACES AND GENERAL MAINTENANCE COMMITTEE MEETING

It was **RESOLVED** to **APPROVE** and action the recommendations from the [Open Spaces and General Maintenance Committee](#) meeting 23rd September 2020;

- i) **OS019-20/21iii licences for Benches on Mannings Heath Village Green**
Change of policy, after installation the benches will be included on the Parish Council Asset Register.
- ii) **OS020-20/21iv Recruitment of Volunteers**
Ask MoGRA, The Millennium Group and Nuthurst Society if members would be willing to assist with maintenance issues I the parish. Include details in the Link and on the PC's Facebook page.

**141-20/21 OPEN SPACES IN THE PARISH
Mannings Heath Village Green**

- i) It was **RESOLVED** to **NOTE** the contents of the [monthly report](#) on the children's play area.
- ii) It was **RESOLVED** to **NOTE** the update on the current position of providing new equipment for the children's play area;
 - Three companies have completed site visits
 - Approached by a fourth company
 - Received two quotations
 - Need to plan how the project is taken forward
 - Grant applications will need to be completed
 - Need to drive project forward
- iii) It was **RESOLVED** to **NOTE** Gale Tree Consultancy carried out a tree survey of Parish Council maintained trees on 17th September 2020 and the report will be included on the next Open Spaces & General Maintenance Committee agenda.

142-20/21 VIRTUAL MEETINGS

It was **RESOLVED** to **CONTINUE** holding meetings remotely and re assess in the new year.

143-20/21 ITEMS TABLED FOR INFORMATION

- It was **RESOLVED** to **NOTE** the following items tabled for information
[Thank you letter from Age UK](#) - 'Bags of Support' -
- [SSALC Strategy Review August 2020](#)
- [WSALC value for money project](#)
- [HDC Community Facilities Study 2020](#) and [Asset Study Project Brief 2020](#)

144-20/21 MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA

CLlr J Mercer requested for 'Environment and Green Issues' to be included on a future agenda.

145-20/21 It **RESOLVED** to **NOTE** the next meeting will be held on 4 November 2020.

The meeting closed at 21.25pm

Chairman
CLlr O Hydes (OBE)

Date