



Nuthurst Parish Council
P O Box 1098
Horsham
West Sussex
RH12 9YX

Email: clerk@nuthurst-pc.gov.uk
Website: www.nuthurst-pc.gov.uk
Contact Number: 07795 593369

Minutes of the Parish Council meeting held at Mannings Heath Village Hall on Wednesday 16th September 2026 at 7.30 pm.

Present: Cllr D Cotton (Chair), Cllr C Kenny, Cllr V Court, Cllr W Bayley, Cllr Rymarz, Cllr J Harris.

Apologies: Cllr S Catterall, Cllr S Newell.

Clerk: Lisa Wilcock.

There was 7 members of public present.

Meeting commenced: 1932hrs

062-26/27 – Attendance and Apologies for Absence

Apologies for absence were received from Councillors J Harris, S Newell, S Catterall.

Resolved: That the apologies for absence be received and approved.

063-26/27 – Declarations of Interest

Councillors were invited to declare any interests in respect of items on the agenda, in accordance with the Localism Act 2011 and the Parish Council Code of Conduct. The Chair declared an interest in relation to the proposed installation of a memorial bench at Ryecroft Meadows.

064-26/27 – Chairman's Announcements

The Chairman provided the following announcements and information to the Council:

Parish Council Update

The Council is currently progressing with a number of projects. The Clerk is now FILCA qualified, while devolution remains on hold, creating some uncertainty for Council employees. In the meantime, the Council will continue with business as usual while these uncertainties are addressed.

Governance Review and Ward Proposal

The Council has considered its position on the Governance Review and the public consultation. In response to the Parish Council proposal regarding wards, the majority view was that dividing the parish into wards would provide no benefit and serve no practical purpose. The final decision rests with the relevant committee.

Trees

Due to the effects of drought, trees may be more vulnerable. If residents notice any dangerous or potentially hazardous trees, they should report them to the Clerk.

Water Leaks

County Councillor Alex Jeffery discussed ongoing efforts to address water leaks in the parish, including several locations at Masons Field, Heath Close, Winterpit and Copsale. He is liaising with Southern Water to try to resolve these issues.

E-bikes

The Council is fully aware of the issue of e-bikes racing along the roads. This remains a concern, and all members of the public are encouraged to report incidents to the Police via 101.

065-26/27 – Public Session

The Chairman invited members of the public to raise comments and questions relating to parish matters and items included on the agenda.

Spoke of July meeting about speeding traffic believe to be put on the agenda but there is no item however this will be addressed during the Speedwatch Open Spaces section on the agenda.

The Chairman thanked those members of the public who had contributed and closed the Public Session.

066-26/27 – Minutes of the Previous Meeting

The minutes of the Nuthurst Parish Council Meeting held on **15 July 2026** were considered.

Resolved: That the minutes of the meeting held on 15 July 2026 be approved as a true and accurate record.

067-26/27 – Finance

a) Bank Reconciliations

The bank reconciliations for **July and August 2026** were presented to the Council.

Resolved: That the bank reconciliations for July and August 2026 be approved.

b) Bank Transactions

The bank transactions for July and August 2026 were presented and considered.

Resolved: That the bank transactions for July and August 2026 be approved.

c) Budget Monitoring Statement

The Council noted the Budget Monitoring Statement (Year-to-Date). Note that the EMR budget needs to be calculated.

d) Schedule of Payments – September 2026

The schedule of payments for September 2026 was considered.

Resolved: That the September 2026 schedule of payments be approved.

e) Notice of Conclusion of Audit Process and external auditor report – Noted that the Notice of Conclusion of Audit Process and the External Auditor's Report were received, circulated to all Councillors and published on the Parish Council website and noticeboard.

The Council agreed to accept the report. Any matters arising will be considered by the Finance Working Party

f) Annual Budget Process 2026/27

The RFO provided an update on the annual budget process for 2026/27.

The Council noted the information provided. A date for the Finance Working Party meeting will be arranged to review and adjust the figures.

g) Grant Application – Mannings Heath Village Hall

The Council considered a grant application from Mannings Heath Village Hall and Cricket Club for cricket nets. It was agreed that the Chair would calculate the costs relating to the Village Hall, as the application was unclear. The matter will be carried forward to the next meeting and referred to the Finance Committee for budgeting purposes.

h) CIL and S106 Reports

The latest CIL and S106 reports were noted. The reports are available to view on the Parish Council website.

068-26/27 – Reports from Other Authorities

a) County Councillor Alex Jeffery

County Councillor Alex Jeffery provided an update to the Council on matters relevant to the parish. The written report, which had been circulated in advance of the meeting, was noted.

- Southern Water: Southern Water has been contacted regarding ongoing issues.
- Broadwater Lane, Copsale: Concerns were raised regarding speeding traffic. An update will be provided once further information is available.
- Pound Lane: Southern Water is carrying out jetting works.
- Local Government Reorganisation (LGR): The proposed 2030 LGR remains uncertain.
- Horsham District Council: Work is ongoing in relation to the town centre, bus links and community facilities.
- Highways Parish Briefings: Parish highway briefings are due to resume.
- Fire Safety: The Fire and Rescue Service has been raising awareness on social media about a trend involving the setting of fires. Residents are advised to be aware of this issue.

- **Road Closures:** Concerns were raised about delays in implementing road closures and the lack of notification from utility companies when roads are closed.

b) District Councillor Dennis Livingstone

District Councillor Dennis Livingstone provided a report and update to the Council covering a number of matters relevant to the parish.

Southern Water

Councillor Livingstone reported that Southern Water is currently engaging with Horsham District Council through the Scrutiny Committee. A contact and email address will be provided to assist with issues relating to the water company. If specific details of problems requiring attention are provided, Councillor Livingstone will arrange for these to be raised with the appropriate contacts.

Planning and Housing Delivery

The Council was advised that changes to the planning system, including those arising from the National Planning Policy Framework (NPPF), are likely to have a significant impact on planning matters.

The Government has set minimum local housing need requirements and is seeking to facilitate the delivery of significant numbers of new homes nationally. It was noted that planning committees have sometimes been viewed as a barrier to housing delivery, with concerns also raised about local opposition to development.

Councillor Livingstone explained that a National Scheme of Delegation for Planning Functions is now coming into force. The guidance is statutory, meaning that HDC will need to amend its Constitution during this year to reflect the new arrangements.

Under the new arrangements, no more than 13 members will sit on the Planning Committee.

There will be two schedules governing the delegation of planning applications:

1. **Mandatory Delegation to Officers** – Certain applications will no longer be referred to the Planning Committee and will instead be determined by officers. From 31 October 2026, this will include householder applications, minor commercial applications and minor residential applications.
2. **Presumption of Delegation** – Other applications will be delegated to the nominated planning officer, with the nominated member able to agree whether an application should be referred to the Planning Committee. Where agreement cannot be reached, the officer's decision will prevail.

It is anticipated that the changes will result in fewer Planning Committee meetings and a reduction in the number of applications considered by members.

Councillor Livingstone emphasised that most councillors are not responsible for delays in housing delivery and that the new arrangements are intended to streamline the planning process.

Resident Representations

Planning Applications

Residents are encouraged to continue submitting comments on planning applications. All representations received will be considered by the relevant case officer when determining an application.

Residents are also encouraged to contact their District Councillor or Parish Council if they have concerns, so that relevant issues can be raised and considered as part of the planning process.

Community Governance Review

The Council discussed the Community Governance Review and noted that the District Council (DC) had requested that the ward boundary be put in place.

Concerns were raised regarding the proposed new North Horsham Town Council and its potential size, which could have an impact on neighbouring parishes. It was noted that the new Town Council may focus primarily on the needs of its own residents, while Nuthurst relies heavily on Horsham for services and facilities. The Council discussed the need for a mechanism to ensure that the interests and needs of neighbouring parishes are also considered.

Local Government Reorganisation

The Council discussed Local Government Reorganisation, including devolution and the proposed mayoral elections next May. There remains uncertainty regarding the arrangements and whether elections for Horsham District Council will take place again.

Local Bus Services and Public Transport

The Council discussed local bus services and the need for improved public transport provision within the parish. It was noted that travelling by local bus to Brighton for the Liberal Democrat conference highlighted the limitations of the current service, particularly as some services operate only on Thursdays.

A recent local survey also identified a clear need for improved bus services. Consideration should therefore be given to improving provision for the smaller hamlets and more rural areas of the parish, which currently have limited access to public transport.

One suggestion was to investigate the feasibility of a community minibus feeder service, operating approximately four times a day and connecting Sedgewick, Copsale, Nuthurst, Maplehurst and Monk's Gate with Mannings Heath and Horsham.

Such a service could provide residents with improved access to shops, medical appointments, employment, education and onward public transport connections.

It was noted that Storrington has a similar community transport arrangement, which could provide a useful example of how such a service might operate locally.

069-26/27 – Operation Watershed

The Council considered areas of flooding within the parish which may require consideration under the **Operation Watershed Grant** scheme.

The following locations/issues were discussed: The drainage system at Copsale Hall should be inspected to establish whether the existing works are adequate and functioning effectively, and whether any further improvements are required. Consideration should also be given to whether the works could be eligible for assistance through an Operation Watershed grant.

070-26/27 – Bus Route 17 – Monks Gate Bus Shelter

a) Provision of a New Bus Shelter

The Council considered the provision of a new bus shelter at the Monks Gate bus stop on Bus Route 17. Members discussed the need for the shelter, its proposed location, design, costs and liaison with local residents.

Resolved: Delegate it to Chair to arrange the design of the bus shelter with Monks Gate residents group and for that design to be taken back to WSCC.

b) Delegation to Councillors

The Council considered delegating authority to two Councillors to liaise with the Monks Gate Residents Association regarding the design and scope of the proposed bus shelter.

Resolved: Cllr D Cotton and the Clerk to liaise with the Monks Gate Residents Association.

071-26/27 – Memorial Benches – Mannings Heath

The Council considered a request regarding the process for installing a memorial bench on Mannings Heath Village Green in memory of a local resident who had recently passed away. The matter was placed on hold. A further request for a memorial bench at Ryecroft Meadows was also considered. It was agreed that the necessary licence for the installation of a bench at the end of Ryecroft Meadows would be investigated. The matter will be carried forward to the next meeting, with Cllr Rymarz taking this forward.

072-26/27 – Community Resilience Hub Initiative

The Council received an update following its acceptance of the invitation from West Sussex County Council and subsequent discussions with neighbouring parish councils regarding the development of a joint Community Resilience Hub. Members discussed the potential benefits of the initiative and the next steps. It was noted that West Grinstead Parish Council had expressed an interest in participating. An update on the initiative was

also provided at a recent meeting held in Roffey. The matter will be carried forward to the next agenda for further discussion.

073-26/27 – Planning Applications

The Council considered the following planning applications currently open for consultation:

a) DC/26/1364 – New House Farm, Broadwater Lane, Copsale, West Sussex, RH13 6QW

Prior Notification for the Change of Use of 2 no. buildings together with associated operational development to residential use (C3) to provide 7 no. dwellings.

Validated: 25 August 2026.

Parish Council response: The Parish Council has reiterated its previous objections/comments in respect of the proposal, stating that the same reasons remain applicable. The Council has also noted that there is no material difference in appearance between the two buildings, with the proposed changes being considered very minor. The Parish Council therefore maintains its previous position and has provided the same reasons in relation to application 26/0814.

b) DISC/26/0274 – Pemberley, Copsale Road, Maplehurst, West Sussex, RH13 6QY

Application for Approval of Details Reserved by Condition 1 to approved application DC/26/0279.

Validated: 14 August 2026.

Parish Council response: No comment.

c) DC/26/1304 – 9 Heath Close, Mannings Heath, West Sussex, RH13 6EE

Fell 1 x Oak.

Validated: 13 August 2026.

Parish Council response: The Parish Council objects to the proposed felling of the oak tree. No supporting evidence has been provided to demonstrate that the tree is dying or poses a danger, and, from a visual inspection, there is no obvious indication of significant disease, decline or structural instability. The Council therefore considers that the tree should be retained unless appropriate professional evidence is provided to justify its removal.

d) DC/26/1333 – 33 Gaggie Wood, Mannings Heath, Horsham, West Sussex, RH13 6JR

Erection of a first floor side extension to create additional accommodation within the roofspace.

Validated: 28 August 2026.

Parish Council response: The Parish Council has considered the application for the erection of a first-floor side extension to provide additional accommodation within the roofspace and has **no objection** to the proposal. The Council requests that the development is carried out in accordance with the submitted plans and that appropriate consideration is given to neighbouring residential amenity, particularly with regard to overlooking, loss of privacy, outlook and any potential impact from additional windows. *One councillor abstained from the vote.*

e) DC/26/1095 – Mannings Heath Golf Club, Hammerpond Road, Mannings Heath, West Sussex, RH13 6PG

Erection of a Golfpod Practice Facility with associated hard and soft landscaping.

Validated: 28 August 2026.

Parish Council response: The Parish Council supports the application, recognising the significant investment it represents in the local area and the benefits it would provide in promoting active lifestyles, health and wellbeing within the community.

074-26/27 – Planning Applications Received Since Publication of the Agenda

The Council considered any planning applications validated since publication of the agenda.

a) DC/26/1382 Silver Birches 18 Winterpit Close Mannings Heath West Sussex

Surgery to 1x Cedar.

Parish Council response: No objection.

075-26/27 – Parish Millennium Group – Village Green Event 2027

The Council considered a proposal from the **Parish Millennium Group** to hold an event on the Village Green during summer 2027, provisionally towards the end of July or early August. Members discussed the proposal, including the proposed timing, use of the Village Green, practical arrangements and any permissions required.

Resolved: Delegation to Clerk to issue a License for the event once the date is secured.

076-26/27 – Roads, Footpaths and Open Spaces

a) Bug Hotel Project

The Council considered proposed locations for the installation of bug hotels within the parish. A meeting is scheduled for Monday to discuss the proposed locations and confirm where the bug hotels will be placed. The bug hotels will be self-funded.

The proposed locations and relevant organisations or permissions are as follows:

Location	Relevant organisation / permission
Church Road Green	WSCC
Woodland Walk Field	HDC
Village Green	NPC
Copsale Village Hall	Village Hall Secretary
Monk's Gate Pond	Monk's Gate Residents' Association
Monk's Gate Triangle	HDC
St Andrew's School	Being dealt with directly

It was advised that the group should contact each relevant organisation directly to obtain the necessary permissions and establish the appropriate procedures for installing the bug hotels at each location.

b) Community Speedwatch

An update was provided on vehicle movement data collected as part of the Community Speedwatch initiative. The Council noted the update on Speed Indicator Device (SID) data, which is available on the Parish Council website.

The Council discussed the possibility of obtaining the necessary licences to install SID sockets at suitable locations, including:

- Goldings Lane, Mannings Heath: Proposed location.
- Pound Lane: Consideration of a location on the green verge outside the WTWs.

Further investigation will be undertaken regarding the required licences and suitability of the proposed locations

c) Mannings Heath Village Green and Replacement Chestnut Trees and condition of Fir Trees on the Village Green

The Council discussed the condition of the fir trees on Mannings Heath Village Green and the replacement of chestnut trees which have already been felled.

Resolved: Agreed up to £1000 for the replacement of the trees if not come back to Council and to improve increase by email.

A survey of the fir trees on the left-hand side of the Village Green was undertaken in 2010. It was noted that the Parish Council has a duty of care in relation to the trees. Members suggested that a further tree survey be undertaken within the next five years to assess the condition of the trees and identify any changes since the previous survey.

It was proposed that a comprehensive tree survey, including a health assessment of the trees, be commissioned. The cost of the survey with Gales will be investigated.

Resolved: The Clerk will contact Gales to agree the costs and forward the details to Cllr V. Court.

d) Salt Bin Provision

The Council noted the licence application for a salt bin in Kerves Lane. It was agreed that the Clerk would proceed with the application.

e) Defibrillators

The Council noted the ongoing maintenance arrangements for the parish defibrillators, including the replacement of the defibrillator cabinet at Copsale Hall. It was confirmed that the defibrillator unit at The Black Horse had been replaced. There was nothing further to report at this time, but an inspection will be carried out.

077-26/27 – Copsale Village Hall

a) Update on Works

The Council received an update on the works at Copsale Village Hall. It was noted that the works would be inspected in November

b) Defibrillator

The Council noted the need for the defibrillator backboard at Copsale Village Hall to be replaced. It is in hand and will come back to the parish council.

078-26/27 – HALC

a) Current Position with HALC

The Council received an update on the current position regarding the HALC. It was noted that a proposed Annual General Meeting (AGM), scheduled to take place a few weeks ago, did not proceed because subscription invoices had not been issued. As a result, membership numbers were affected. Notification requesting details of representatives has since been circulated to ensure compliance with the constitution. The Council noted that an AGM had not taken place.

079-26/27 – Playground

a) Playground Inspection Report

The latest Playground Inspection Report was presented to the Council.

Resolved: That the Playground Inspection Report be received and accepted.

b) Playground Improvements and Maintenance

The Council considered improvements and maintenance requirements for the playground, including any quotations received. It was agreed that two Councillors would be delegated to prepare a specification for the new playground equipment. It was further agreed that three quotations should be obtained for the replacement fencing, as the existing fencing was deemed unsuitable for a playground.

080-26/27 – Neighbourhood Plan Working Party

The Council received an update from the Neighbourhood Plan Working Party. Members considered the matters raised and agreed that the work should continue.

081-26/27 – Items for the Next Agenda

The following items were identified for inclusion on the next Parish Council agenda:

Playground Proposals

82-26/27 – Date of the Next Meeting

The date of the next meeting of Nuthurst Parish Council was confirmed as: 21st October 2026.

Meeting ended at 2028 hrs.

Signed: Date:.....