



Shipley Parish Council

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Minutes of the Public Meeting to hear details of the Shipley & Southwater Joint Neighbourhood Plan Area consultation held at the Coolham Village Hall at 6:30pm on Tuesday 4th August 2026

1. Introduction and purpose of the meeting.

The Chairman of Shipley PC welcomed all attending and explained that the purpose of the meeting is to share information about the Plan Area Consultation and allow time for residents to ask questions or seek clarification about the process. He introduced:

- Andrew Metcalfe – MD Squires Planning;
- Cllr Alex Jeffrey – Horsham District Councillor for Southwater and Shipley;
- Cllr Derek Moore – Southwater PC;
- Cllr Malcolm Brierley – Southwater PC; and
- Paul Richards – Shipley Parish Clerk

He addressed feedback received via social media that included suggestions that Shipley was losing its identity, Southwater would force Shipley to take their housing allocation, Southwater would outvote & overrule Shipley and a lack of consultation. He explained that the issues raised were addressed by (a) an explanation of the Plan area process (b) a frequently asked questions (FAQs) paper and (c) a process flow chart explaining the steps required. He further explained that the Plan Area is simply two parishes agreeing to share a common boundary to prevent speculative development as seen previously on the Shipley Road.

He added that, should Horsham District Council approve the Plan Area proposal, further public consultation would be invited and encouraged to help design and prepare the Neighbourhood Plan (NHP).

2. Short Presentation – Andrew Metcalfe (MD Squires Planning).

Andrew Metcalfe explained his role as the selected planning consultant & that he would provide independent advice to both parishes. His slides are attached at Appendix A.

3. Invite Questions from the floor (12 members of the public were present).

- A resident agreed that the documents showed Shipley would retain its autonomy but that this should have been stressed more emphatically at the start of the consultation process. The Chairman agreed and added that, as soon as possible, a guide to NHP, FAQ and further details were posted on the parish website to assist residents and answers questions posed. The resident agreed that it made sense of work together with Southwater and that the joint plan was financially beneficial to Shipley given

additional costs would be incurred should the Plan Area not be agreed. She also encouraged both parishes to commence work immediately on the NHP as time was of the essence;

- A resident also agreed that the joint Plan Area was a good idea and supported the combined Plan Area boundaries;
- A resident was pleased that Shipley PC had addressed concerns raised on social media and it was clear to her that the Plan Area would offer greater protection to residents along the Shipley Road;
- A resident advised that householders in Centenary Road did not feel part of Shipley parish and identified as Southwater residents. The Chairman agreed and suggested that the ongoing Community Governance Review could change local boundaries;
- A resident asked that details of the consultation be shared on the parish newsletter. The Chairman agreed to send the editor the necessary links to the parish website;
- A resident asked that a paper copy of Minutes of this meeting be available at the two parish halls. The Chairman asked the Clerk to arrange this;
- A resident agreed that Shipley PC had addressed concerns raised on social media and commented that it was sad that the persons who raised concerns had not even bothered to turn up to the meeting or ask any questions at parish council meetings;
- A resident enquired about the timescales and the impact the proposed Unitary Council could have on the process. The Chairman explained that it was planned to complete the NHP by May 2028 to coincide with the new Authority and to ensure Shipley's NHP remained current. Details of the timeline are on the parish website; and
- A resident questioned if the planning consultant had experience in working with rural parishes such as Shipley. Andrew Metcalfe referred to his experience as highlighted in his presentation and referred to Bury in West Sussex that was also very rural in its makeup. He further added that, in his experience, NHPs vary greatly from parish to parish to reflect local needs.

There being no further questions that Chairman thanked all for that attended and advised that Further details can be found on the Shipley Parish website.

<https://www.shipleyparishcouncil.org.uk/community/shipley-parish-council-20030/planning--shipley-neighbourhood-plan/>

The meeting closed at 7:25pm.

Introduction to the proposed....

Shingley & Southwater Neighbourhood Plan

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We are the professional planning lead and consultant project coordinator. It is our role to:

- provide professional planning advice;
- assist with project programming and sequencing;
- advise on evidence requirements;
- review existing neighbourhood plan policies and identify areas of overlap, difference and potential further work;
- assist with policy drafting;
- assist with consultation and examination stages;
- advise on compliance with national policy, legislation and basic conditions;
- advise both councils on planning risks, options and programme implications.

Andrew Metcalfe

Managing Director | MPlan MRTPI

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Has advised on:

Bury Neighbourhood Development Plan
Byfleet Neighbourhood Plan
Chartham Neighbourhood Plan
Coldean Neighbourhood Plan
Cophorne Neighbourhood Plan
Cuckfield Neighbourhood Plan
Lavant Neighbourhood Plan
Henfield Neighbourhood Plan
Oundle Neighbourhood Plan
Rudgwick Neighbourhood Plan
Southwater Neighbourhood Plan
Stedham with Iping Neighbourhood Plan
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I am going to talk through...

- 1. What is being proposed?
- 2. What is being decided now?
- 3. How will the current consultation be considered?
- 4. What happens to the existing Shipley Neighbourhood Plan?
- 5. Would a joint plan mean more development in Shipley?
- 6. How would the joint plan be governed?
- 7. How would Shipley’s interests be protected?
- 8. What happens next, and how can residents participate?

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1. What is being proposed?

A new joint neighbourhood plan area, and ultimately joint plan, that covers Southwater and Shipley Parish.

This means	This does not mean
One neighbourhood plan would be prepared for both parishes	The same policies have to apply throughout both parishes
Evidence, expertise, and costs could be shared	Shipley and Southwater would be treated as having the same character or needs
Cross-boundary matters can be considered	Southwater could require or impose development within Shipley Parish
Both parish councils would participate in preparing the plan	Southwater could make decisions on behalf of Shipley

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2. What is being decided now?

Whether to designate a joint plan area.

Designation would:	Designation would not
Establish the area within which a joint neighbourhood plan could be prepared.	Approve a neighbourhood plan.
Allow the councils to begin evidence gathering, engagement, and policy preparation.	Allocate land for development.
	Determine housing numbers or locations.
	Grant planning permission.
	Decide what future policies will say.

The consultation is being run by Horsham District Council. Responses should be sent to them direct. Consultation ends: 5:00pm, 7 August 2026

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3. How will the current consultation be considered?

- Horsham District Council makes the decision
- The consultation is not a referendum
- Responses are not treated as a simple headcount
- The substance of representations matters
- The appropriateness of the proposed area is the key test
- A future referendum would be held across the whole plan area

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4. What happens to the existing Shipley Neighbourhood Plan?

- It remains in force until replaced
- The current plan runs to 2031
- Evidence and policies should be updated every few years
- Review keeps local policies relevant and robust
- A made plan secures 25% uncapped neighbourhood CIL
- CIL from development in Shipley remains with Shipley

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5. Would a joint plan mean more development in Shipley?

- Designation does not allocate development
- Housing requirements come from the wider planning framework
- Southwater cannot impose development on Shipley
- Shipley's rural character and constraints remain relevant
- Any allocations would require evidence and consultation

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6. How would the joint plan be governed?

- Southwater: administrative lead
- Shipley: full joint partner
- One collective position for each parish
- Decisions sought by consensus
- Formal decisions remain with both parish councils.
- Formal Terms of Reference Agreed

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7. How would Shipley's interests be protected?

- Both councils must approve key stages
- Shipley-specific policies can be included
- Separate local engagement and evidence
- Consultation responses can be reported by parish
- Disputes referred back to both councils
- Neither parish can impose its position

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8. What happens next, and how can residents participate?

- Horsham decides the area designation
- Dedicated engagement in both parishes
- Preparation of policy options
- Consultation on a draft plan
- Independent examination
- Referendum before the plan can be made

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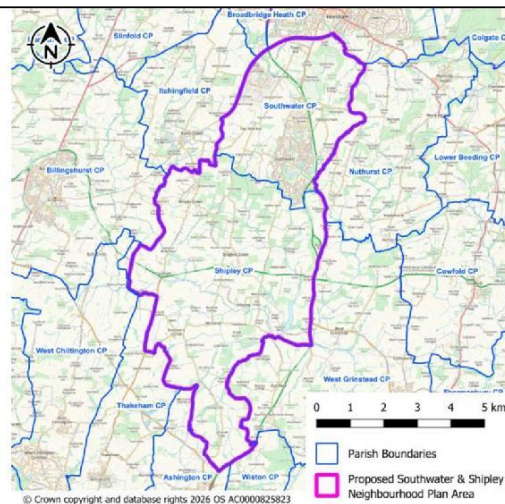
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Proposed Plan Area

Consultation Link



<https://www.horsham.gov.uk/council-democracy-and-elections/consultations/consultations/consultation-on-proposed-southwater-and-shipleigh-neighbourhood-plan-area-designation>



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