



# Shingley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
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## The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 15th January 2024 commencing 7:30pm held at the Andrew Hall, Shingley.

### 1. Attendance and Apologies for Absence.

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

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

**Apologies:** Apologies were accepted from Cllr de Zoete, Cllr Roggendorff, Cllr Woodage and HDC Cllrs Blackburn & Jeffrey.

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

### 3. Public Session – none.

### 4. Approval of the draft Minutes from the last meeting held on 19th December 2023 and the Planning meeting held on 3rd January 2024.

The minutes of the Ordinary Meeting held on 19th December 2023 and the Planning meeting held on 3rd January 2024, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

### 5. Matters Arising from Item 156 (for information only).

- Item 79 - quote for grass matting – Cllr Emrich and the Chairman to arrange a site visit;
- Item 124 – tree surgery quotes – Cllr Payne awaiting further quotes;
- Item 124 – potholes – completed;
- Item 150 - Circulate ethical details – Clerk to action;
- Item 161 – Coolham Airfield – awaiting redrawn boundary map;
- Item 163 – Brambles on playing field – contact new contractor; and
- Item 164 – Moles – chase contractor.

### 6. Report from the County Councillor.

WSCC Cllr Jupp provided an update that is attached at Appendix B. She referred to the Gatwick consultation process and advised that she had requested more information regarding timescales and how parish councils could provide their comments. She also provided an update on the state of the highways following the recent flooding.

- The Chairman asked how WSCC Highways prioritised their repair schedule. She advised that an additional £20m had been allocated for road repairs with more teams allocated to emergency pothole repairs; and
- Cllr Larcombe referred to the constant flooding in Sincox Lane. WSCC Cllr Jupp advised that the landowner had riparian responsibilities for the land and should clear the ditches and culverts. The Clerk was asked to write a letter to the relevant landowners;

7. **Report from District Councillors** – no update.
8. **Planning Applications** – none.
9. **Planning Matters** – none.
10. **Roads, Footpaths, Bridleways & General Maintenance of the Parish.**
  - **Disabled parking** - WSCC Cllr Jupp advised that she would check the viability of installing a layby adjacent to the Church that might help with the disabled parking problems. The Chairman reminded Members of the potential considerable cost to the parish if WSCC were unable to finance the works as the costs would be disproportionate to the benefit realised by a handful of residents who might need the layby. Cllr Nunn asked that the School Lane car park also be looked at. The Chairman advised that, contrary to belief, the car park was not owned by SPC; it is owned by WSCC as part of the highway. Any changes to the School Lane car park would need the permission of WSCC. WSCC Cllr Jupp agreed to review this issue, liaise with both the PCC & the Highways Managers and report back;
  - **Stoolball** – no further update;
  - Cllr Tuck reported that the recent, unannounced or publicised, road diversion on the A272 had caused increased traffic on local roads. Verges had been churned up and the roads were now in poor condition. WSCC Cllr Jupp suggested that as no official diversion had been set up, drivers had found their own routes hence the increased traffic through Shipley; and
  - The Chairman asked that all issues related to potholes and highways matters be reported to WSCC via their online reporting system. He agreed to send the link to Members.
11. **Resident Survey** – Cllr Tuck reported that the survey wording had been agreed and that she would liaise with Cllr Woodage regarding the Survey Monkey setup.
12. **Climate and Environment** - Cllr Tuck referred to her report that was circulated previously. Her update included:
  - Good progress to date with several projects highlighted e.g. Greener Shipley, water neutrality etc. Six objectives had been established that, it was hoped, would be attractive to residents. However, some might take time to embed;
  - A meeting with Greening Steyning suggested that their Repair Café was a success. Their ideas could be a model to help encourage the Shipley Repair Café to expand. The local Shipley Hub is seen as vital to deliver several planned initiatives and Cllr Tuck is liaising with them;
  - Quick wins could be achieved through, for example, the installation of swift boxes. This could utilise the skills from the Shipley Community Project (kits made by the Men in Sheds) and the schools could be invited to assist;
  - A launch event is planned with external speakers to be booked;
  - The reintroduction of a parish 'clean-up' day was also suggested. The Chairman advised that any organised event on the highway must be led by a qualified team leader and the necessary public liability insurance be in place. Cllr Wright suggested that the 'adopt a street' approach might be less formal, and he would forward details of the HDC scheme to Cllr Tuck;
  - The availability of financial grants will be reviewed to assist fund the planned activities;
  - Cllr Larcombe queried the constitution of Greener Shipley. Cllr Tuck advised that, for now, it was a voluntary group at the kick-off stage with no formal structure as yet. She is liaising with HDC and would advise on future progress with the group;
  - The Chairman reminded that children must be central to any thinking and that contact with the schools would be vital to get them onboard. Cllr Tuck advised that she would be meeting the local head teachers to promote the projects;
  - Funding future progress was reviewed, and it was **AGREED** to provide parish funds to (a) provide litter picking resources - £100 and (b) launch event costs - £500. WSCC Cllr Jupp advised that the Sarah Andrew

Hall trustees were able to provide grants for local projects and suggested that Cllr Tuck apply to them accordingly; and

- A thermal imaging camera would be loaned to the parish by HDC on the 3<sup>rd</sup> and 4<sup>th</sup> February 2024 to scan local public buildings.

The Chairman thanked Cllr Tuck and the group for their report and hard work in establishing the project.

### 13. Finances.

- **Approve the January 2024 payments** - It was **AGREED** to approve the January payments. The approved payments are attached at Appendix A.

### 14. Dates of next meetings.

The next Ordinary Parish Meeting will be held on 20<sup>th</sup> February 2024 commencing 7:30pm. The location was changed to be at the Andrew Hall, Shipley.

There being no further business the Chairman closed the meeting at 21:12

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
HAMSVVA	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 – Payments

Payments 15th January 2024				
<b>Income since last meeting</b>	<b>Amount</b>			
Bank Interest	£ 81.73			
<b>TOTAL INCOME</b>	<b>£ 81.73</b>			
<b>Funds Transferred since last meeting</b>	7000			
D/Acc. To C/Acc.	£ 1,700.00			
<b>BALANCES ON ACCOUNT</b>				
Current Account (Treasurers)	£ 1,204.85	29 December 2023		
Deposit Account (Bus Bank)	£ 64,575.54	29 December 2023		
Investment Acc. (NSI)	£ 5,387.65			
<b>TOTAL BALANCES</b>	<b>£ 71,168.04</b>			
<b>EARMARKED RESERVES</b>				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 6,000.00			
Finger Posts	£ 1,700.00			
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 5,500.00			
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			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane etc.)	£ 21,975.00			
<b>TOTAL ALLOCATIONS</b>	<b>£ 42,808.00</b>			
<b>PAID SINCE LAST MEETING TO BE APPROVED</b>		<b>Invoiced Services</b>	<b>Chq Nos</b>	<b>Folio</b>
None				£ -
				<b>£ -</b>
<b>To approve and pay after this Meeting</b>		<b>Invoiced Services</b>	<b>Chq Nos</b>	<b>Folio</b>
Grasstex		Jet wash play area	BACS	71
				£ 206.38
WSCC		Clerk's salary December 2023	BACS	72
				£ 2,040.17
Hugo Fox		Website - December 2023	DD	73
				£ 23.99
				<b>£ 2,270.54</b>
		<b>Immediate Transfer D/Acc to C/Acc.</b>		<b>£ 2,000.00</b>

## APPENDIX B – WSCC REPORT

County Councillor Report

January 2024

From February this year, the booking system will extend to all West Sussex County Council recycling centres, including Billingshurst. If you would like a fuller explanation of the decision and any further information, please email me on [amanda.jupp@westsussex.gov.uk](mailto:amanda.jupp@westsussex.gov.uk).

Gatwick Airport Limited (GAL) is proposing alterations to bring the existing Northern (standby/maintenance) Runway at Gatwick Airport into routine use alongside the main runway, enabling the dual operation of both runways. The Northern Runway Project (NRP) is a Nationally Significant Infrastructure Project (NSIP) requiring a Development Consent Order (DCO) from the relevant Secretary of State (rather than planning permission from the local planning authority). The County Council is a statutory consultee in the DCO process.

The application for consent was accepted by the Planning Inspectorate (PINS) in August 2023. An Examining Authority (ExA) has been appointed by PINS to examine the DCO application. Formal examination will commence on 27th February and run for six months; a draft timetable and proposed process for the Examination has been published. There will be four blocks of hearing sessions in February/March, April/May, June and July (which cover general and specific issues) and there will also be attended site visits. The key matters (Principal Issues) that will be examined are currently as follows: Air Quality; Case for the Proposed Development; Climate Change and Greenhouse Gas Emissions; Compulsory Purchase and Temporary Possession of Land and Rights; Draft DCO, Planning Obligations, Agreements and Management Plans; Ecology; Historic Environment; Landscape and Visual Effects; Noise and Vibration; Social, Economic and Land Use Considerations; Traffic and Transportation and Water Environment. Following the close of the examination, a report (and recommendation) will be made by the Examining Authority within three months. A decision by the Secretary of State as to whether to grant consent is due in early spring 2025.

Amanda Jupp

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