



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 15th April 2026 at 7.30 pm.

Present: Cllrs D Cotton (Chairman), Cllr C Kenny (Vice Chairman), Cllr V Court, Cllr Rymarz, Cllr W Bayley, Cllr J Harris, Cllr S Newell, County Councillor Nigel Jupp.

Apologies: Cllr S Catterall, District Councillor Dennis Livingstone.

Clerk: Lisa Wilcock.

There was 1 member of public present.

Meeting commenced 1930hrs

001–26/27 Attendance and Apologies for Absence

Apologies for absence were received and approved from: Cllr S Catterall.

002–26/27 Declarations of Interest

No declarations of interest were made.

003–26/27 Chairman’s Announcements

The Chairman reported on the following: the internal audit will be adopted at the May 2026.

004–26/27 Public Session

Members of the public raised the following matters: no matters were raised.

005–26/27 Minutes of the Previous Meeting

Resolved: The minutes of the Parish Council Meeting held on 18 March 2026 were approved and signed as a true record.

006–26/27 Finance

- a) Resolved: The bank reconciliation for year-end March 2026 was approved.
- b) Resolved: The bank transactions for March 2026 were approved.
- c) Noted: The Budget Monitoring Statement (Year-to-Date).
- d) Resolved: The schedule of payments for April 2026 was approved.
- e) Resolved: The payment to Mulberry for the Internal Audit was approved £202.50.
- f) Noted: The license issued to the Millennium Group for use of the open space at Mannings Heath has been cancelled.
- g) The application for a £12,000 grant from Copsale Hall was deferred. The following budgeted grants were approved as part of the schedule of payments and will be ratified at the AGM:
 - Link Magazine – £450
 - The Cricket Club – £1,000
 - PCC St Andrew’s – £400

007–26/27 Reports from Other Authorities

a) **County Councillor Nigel Jupp:** Residents are encouraged to recycle unwanted refuse using WSCC recycling centres. From 1 April, opening hours have changed to 9:00am–6:00pm during the summer period. Southwater

Recycling Centre is now closed on Tuesdays and Wednesdays, and Billingshurst Recycling Centre is closed on Thursdays and Fridays. The booking system has transitioned smoothly and is proving popular.

WSCC Community Food Hubs, established in 2022, have been extended until 2027. The nearest hubs are located at Storrington Leisure Centre, Haywards Heath and Worthing. Food is collected from various organisations and distributed on the fourth Wednesday of each month. Residents may attend and collect one bag of food per visit.

In relation to local government reform, the meeting of the Sussex and Brighton Strategic Authority took place today. The mayoral authority will meet regularly and will consist of six members: two representing West Sussex, two from East Sussex and two from Brighton. Full-time staff have been appointed in preparation for the authority assuming its functions in May 2028.

Regarding proposals for unitary councils, the Government requested submissions on the size and scope of new authorities. Both WSCC and HDC submitted proposals; however, the Government has requested further technical consultation, indicating that the initial proposals were not accepted. The current preference for Sussex is for two unitary councils, with Horsham, Crawley, Mid Sussex and Chichester forming one authority. A decision is expected in May or June.

It was noted that a recent *Link Magazine* article included a photograph of the Chairman in a high visibility jacket, with positive comments regarding the resurfacing of Masons Field. It was observed that Cllr Val Court, who had strongly supported the resurfacing project some nine years ago, was not mentioned but the County Councillor congratulated Val on her hard work for the Parish.

Key dates: Mayoral election – 28 May; Unitary council elections – 27 May.

b) District Councillor Dennis Livingstone gave a report in his absence:

Food Waste

The roll out for food waste collections is almost complete and is the culmination of two years of planning and the execution of a large corporate project involving many departments across the Council.

The project team procured vehicles and caddies, managed distribution, adjusted depot infrastructure including securing satellite sites, conducted a large recruitment and training campaign, created new rounds and routes, delivered communications and IT solutions as well as many other aspects. The team has also worked closely with the West Sussex Waste Partnership to deliver a consistent approach to communications and operations. All food waste bins have been delivered and most households have had one or two collections already. We have so far collected over **112** tonnes of food waste, with more residents participating week by week. The project team will continue to monitor the service as it beds in, to make sure it is delivered optimally and to encourage participation where required.

Local Plan

The Local Plan examination is progressing as expected. The Inspector has confirmed that hearings will take place on 21 - 23 April (with 24 April held in reserve) and has now issued a final hearings agenda.

HDC Strategic Planning are working hard to prepare and to ensure that these go smoothly. If the hearings go well, Strategic Planning and consultants will continue to prepare evidence to inform decisions on new sites to be allocated. This will include site assessments that build on earlier work, consideration of infrastructure (including education and transport), sustainability appraisal, market delivery ('absorption'), viability and habitats regulations. It is then expected that a 'main modifications' public consultation will take place over the summer, and further hearings will follow in September.

Local Government Reorganisation

We were expecting a decision late March as to how the unitary authorities would be set up. However the Government has not made a decision for West Sussex and instead have confirmed they will be running a second consultation on plans covering the whole of Sussex. The new consultation will see two variations on the proposals already submitted by Sussex local authorities. The first proposed modification is moving Chichester District Council into a unitary with Crawley Borough Council, Horsham District Council and Mid Sussex District Council. Leaving a second unitary in West Sussex comprising Arun District Council, Adur District Council and Worthing Borough Council. The second modification would see boundary changes moving wards in Falmer, Peacehaven and Saltdean from Lewes District Council in East Sussex to Brighton & Hove City Council. The consultation will begin after the elections in May.

Bus Survey

Thanks to the Nuthurst Parish Council for organising the Bus survey and Link magazine for distributing the forms. It seems to be going well with many residents confirming that they have already sent off their surveys. It will be interesting to see the results and understand how we can improve public transport provisions in the parish, particularly now private car use is becoming very expensive.

008–26/27 Bus Survey

Noted: The survey has been distributed online and via *Link Magazine*. It was also noted that an Instagram page for the Parish Council has been prepared to support future surveys.

Resolved: Item carried forward until data collection is available.

009–26/27 Tree Wardens

Following the retirement of the long serving Tree Warden 2 residents have offered their services to the Parish Council.

Resolved: Requests from two members of the public to become Tree Wardens were deferred to the May 2026 meeting, Clerk will invite them to the meeting.

010–26/27 Roads, Footpaths and Open Spaces

Highways

a) **Bar Lane:** WSCC Highways have agreed that the Council may retain the flood signs for deployment as required. Storage options were considered, including Copsale Hall and alternative local arrangements. Councillor V. Court suggested storage at the Hall or with a nearby resident. Councillor S. Newell offered her barn as a storage location, which was agreed by the Council.

Resolved: To store the flood signs at Councillor S. Newell's barn until a more suitable permanent location is identified.

b) **Monks Gate – a request from a member of public (MOP) for consideration of a permanent pedestrian crossing.**

The guidance read out by the Clerk requires a minimum of 40 metres of uninterrupted carriageway, free from junctions, parking areas, lay-bys or accesses. There is also a stretch without a footway. Consequently, no section of road meets the requirement for 40 metres of uninterrupted carriageway, and the application fails to meet this key criterion. In addition, the minimum required footway width to accommodate signal equipment is 1.8 metres. The maximum width measured at this location was approximately 1.3 metres, which is insufficient and represents a further failure to meet the qualifying criteria. Although the carriageway width is approximately 7 metres and would be suitable for a single-stage crossing, this does not outweigh the other constraints identified. Furthermore, the crossing cannot be positioned on the pedestrian desire line, as the constraints outlined above prevent compliant siting where pedestrians naturally cross. In terms of visibility, northbound traffic on the A281 approaches the proposed crossing location over the brow of a hill immediately before the junction with Pound Lane. To meet required visibility standards, the crossing would need to be located approximately 95 metres beyond the brow of the hill, which is not feasible within the site constraints. Taking all factors into account, the location does not meet the necessary criteria for a pedestrian crossing and is therefore considered unsuitable. With regard to accident data, there are no recorded accidents at the exact location, and only two slight incidents further along the road at the junction with Pound Lane. This level of recorded incidents would not, in itself, warrant further review. Resolved that the Council will not progress an application with WSCC Highways on this basis.

- c) **Speedwatch** – Rubber Strip Traffic Survey (Pound Lane) to be carried until data collection is available for Council consideration.
- d) **Outstanding Items**
 - **Emergency and Resilience Audit:** Councillor C. Kenny has arranged a meeting with the group and Mr Funnell of WSCC (Chichester) to meet with the Parish.
 - **Nuthurst Bus Shelter:** One quotation has been received for a new bus shelter in Nuthurst. The Council discussed the design and requested a shelter with enclosed sides and a robust base. The matter has been deferred to the next meeting.

011–26/27 Planning Applications

a) DC/26/0479 – Shuckers Farm House

Erection of a single storey side extension, detached garage with integrated pool house and swimming pool

The Council objects to the proposal on the following grounds:

The proposed development fails to comply with Policies 32 and 33 of the Horsham District Planning Framework. Policy 32 requires development to achieve a high standard of design, reflecting local character, architectural integrity, and landscape setting. Policy 33 further requires proposals to integrate effectively with their surroundings, utilise appropriate high quality materials, and retain or appropriately mitigate the loss of existing landscape features. In this case, the introduction of a flat roof extension and linking structure, together with the proposed materials, is considered incongruous and unsympathetic to the established character of the host building. The property is a Grade II listed thatched cottage of significant heritage value, and its architectural form and materials are fundamental to its significance. The proposed design neither preserves nor enhances this character. Furthermore, the proposal conflicts with the Parish Design Statement, which forms part of the Neighbourhood Plan. Section 2 clearly sets expectations regarding roof forms and materials, favouring traditional pitched roofs and locally appropriate finishes. The proposed flat roof and material palette are inconsistent with these guidelines. The Council is particularly concerned that the development, by virtue of its design and scale, would appear visually discordant in this prominent location along Copsale Road and would detract from the setting of the listed building. While noting that the Conservation Officer has already commented on the scheme, the Parish Council maintains that the proposal represents an inappropriate form of development that fails to respect both local policy and the heritage significance of the site.

Resolved: Objection.

012–26/27 Planning Applications Received Since Publication of the Agenda

a) DC/26/0555 – Lyndhurst, Brighton Road, Mannings Heath

Erection of a first floor side extension

The Parish Council raises **no objection** to this application.

b) DC/26/0552 – Clovelly, Nuthurst Road, Monks Gate

Erection of a two-storey side extension, two-storey rear corner infill, and side garage, including roof alterations

The Parish Council raises **no objection** to this application in principle, as the property could accommodate an extension and would benefit from updating. However, concerns remain regarding the proposed appearance. The introduction of grey weatherboarding and a flat roof appears out of keeping with the surrounding properties, which are predominantly pebble dashed. In addition, insufficient detail has been provided regarding the proposed finishes. The Parish Council therefore offers no objection, but requests that materials and finishes are clarified and designed to reflect the character of the street scene.

Resolved: No objection.

013–26/27 Joint Neighbourhood Plan Area

The Chairman provided an update following the meeting with Southwater Parish Council.

It was **reported** that discussions had taken place regarding the Neighbourhood Plan. It was noted that the existing Nuthurst Neighbourhood Plan is considered to be sound but requires review and updating in light of changes to NPPF, rather than a full rewrite, which would be more costly. It was also noted that no clear costs or charging structure were provided by the consultant. The Council was not convinced that a joint Neighbourhood Plan would provide additional weight, and it was acknowledged that any future work would need to

proceed at a pace appropriate to Nuthurst and on its own terms. It was therefore agreed not to progress with a joint Neighbourhood Plan. It was further agreed that the NNP does require updating and revision in line with the revised NPPF and the adopted Local Plan which is currently going through inspection, particularly in relation to any housing allocation requirements. The Council agreed that preparatory work on reviewing the Neighbourhood Plan should commence. The Chairman **proposed** that further consideration be given after the May AGM, allowing time to involve Councillors and residents who may wish to participate. It was further suggested that a working party be established to review existing documentation and assess the areas requiring update, with a view to bringing the Plan up to date in line with current and forthcoming planning policy. It was also **agreed** that public involvement would be essential, with the intention of forming a resident steering group once the initial review work has been undertaken. This would ensure community input alongside Councillor led work.

Resolved: That a working party be added to the May agenda, together with a further agenda item to consider the formation of a residents' steering committee once the Council has identified the areas of the Neighbourhood Plan requiring review.

014–26/27 HDC Community Asset Transfer

a) **Gagglewood** - HDC provided the Clerk with the Title Deeds, which were considered by the Council. It was recommended that Councillors review the assets in more detail. The asset includes a garage and responsibility for the upkeep of the track to the sewage pump and garages, which may also provide a potential access route into neighbouring fields. It was **noted** that the track is in a state of disrepair and the area is overgrown with trees. The Council agreed to consider the asset further.

b) **Abinger Cottages Triangle** - It was agreed to consider this asset further include provision for associated costs within the budget.

c) **Woodlands Walk** – this area is of significant importance to the parish and has potential for bio diversity works that are carried out by parish groups. The area has significant grass mowing needs and substantial amount of maintenance on trees surrounding the plot. It was agreed to consider this asset further include provision for associated costs within the budget.

The Clerk **advised** the Council that there is no immediate urgency regarding non-statutory assets, as HDC has indicated that progress is likely to take place following devolution arrangements. However, it was emphasised that any associated business plan would need to be robust and must not place undue pressure on the Parish Council precept if the asset is to be considered a viable community asset.

The Clerk **further advised** that legal advice should be sought when reviewing any asset transfer documentation received from HDC in due course, and that the cost of such advice should be appropriately budgeted for.

015–26/27 Playground

a) **Resolved:** The Playground Report was received and accepted and has been published on the website.

b) **Resolved:** Proposed improvements, including replacement fencing and the installation of sensory boards, were discussed by the Chair. This item will be carried forward to the next meeting following review by the working party. It was **noted** that quotations received to date for the external fencing have been higher than anticipated. However, the Chair advised that the fencing must be RoSPA compliant. It was also **noted** that a larger gate is required to allow mower access, and that appropriate surfacing should be installed at pedestrian gates. **Carried forward to the next meeting.**

016–26/27 Items for the Next Agenda

- Bridleways
- Tree Wardens

017–26/27 Date of the Next Meeting

- Next Parish Council Meeting: **Wednesday 20 May 2026**
- The Chair confirmed that an APM will not be convened. The Chair will not be present at the AGM at Mannings Heath Village Hall in May
- **Resolved:** To cancel the hall hire for a potential APM meeting on 29 May 2026.

Meeting closed 2120hrs

Signed: Date:.....