

# NUTHURST PARISH COUNCIL

Minutes of the Parish Council Meeting  
held on Wednesday, 6<sup>th</sup> June 2018  
**St Andrews CofE School, Nuthurst**  
commencing at 8.00 p.m.

**PRESENT:**

Mrs V Court (Chairman)	Mr O Hydes (OBE)
Mrs F Boulter	Mr J Mercer
Mrs G Dixon	Mr T Nelson
Mrs A Gaffney	Mr S Turner

Also, in attendance were County Councillor Nigel Jupp (8.10pm - 8.23pm), District Councillor Toni Bradnum and ten members of the public.

**0106/18 APOLOGIES FOR ABSENCE** were received from Cllr J Assassi, Cllr J Chaytor and Cllr J McClean.

**0206/18 DECLARATIONS OF INTEREST** Cllr O Hydes is a member of Mannings Heath Golf Club and declared a Personal Interest in DC/18/0958.

**0306/18 CHAIRMANS ANNOUNCEMENT** none.

## **0406/18 APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING**

The minutes of the Full Parish Council meeting held on 2<sup>nd</sup> May 2018 were approved as a true and correct record, the Chairman signed the minutes at the close of the meeting.

## **0506/18 TO RECEIVE REPORTS FROM THE SUB-COMMITTEES**

The report from the Roads and Footpath Committee Meeting, held on 16<sup>th</sup> June 2018, will be approved at the next meeting of the committee.

## **0606/18 TO ADOPT COMMITTEE AGREED MINUTES (PREVIOUSLY CIRCULATED)**

The minutes of the Planning Committee meeting held on 16<sup>th</sup> May 2018 and the Roads & Footpath Committee meeting held on 20<sup>th</sup> September 2017 were approved as a true and correct record of the meetings, the Chairman signed the minutes at the close of the meeting

## **0706/18 CORRESPONDENCE**

### **i. Horsham District Council**

- a) Email dated 23<sup>rd</sup> May 2018, from Greg Charman, providing details of the new arrangements for Horsham District Joint Action Group (JAG).  
**The Chairman is a member of the JAG committee.**
- b) Email dated 23<sup>rd</sup> May 2018, from [invite@eventbrite.com](mailto:invite@eventbrite.com), inviting Members to attend the Horsham District Year of Culture 2019 Networking Event.  
**The Chairman will be attending the event.**
- c) Email dated 29<sup>th</sup> May 2018, from Catherine Howe, providing a link to HDC's response to the National Planning Framework (NPPF) consultation.  
**The Parish Council have submitted their response on the NPPF consultation.**

### **ii. West Sussex County Council**

- a) Email dated 2<sup>nd</sup> May, from [talkwithus@westsussex.gov.uk](mailto:talkwithus@westsussex.gov.uk), providing details of the next County Local Committee meeting on 25<sup>th</sup> June 2018, at County Hall North.
- b) Email dated 9<sup>th</sup> May 2018, from Scott Judge, providing details of the Safer West Sussex Partnership Survey, closes 10<sup>th</sup> June 2018.
- c) Email dated 17<sup>th</sup> May 2018, from WSCC Highways, advising the budget to replace trees had been allocated and the Parish Council were invited to donate £150.00 if they wished to replace the dead tree on the land adjacent to Church Road.  
**The replacement tree will be addressed under 'Parish Plan'.**

- d) Email dated 29<sup>th</sup> May 2018, from Rachel Conway, providing details of the School Effectiveness Strategy Consultation, closes 25<sup>th</sup> June 2018
- iii. **General Correspondence**
  - a) Email dated 2<sup>nd</sup> May, from Lynne Harris, Kent, Surrey and Sussex Air Ambulance, asking for consideration to be given to a grant.
  - b) Email dated 29<sup>th</sup> April 2018, from Beverley Bell, HALC, providing a copy of the minutes from 18<sup>th</sup> April 2018.
  - c) Emails dated 8<sup>th</sup> & 30<sup>th</sup> May 2018, from [route@velosouth.com](mailto:route@velosouth.com), providing further details of the Velo South event on 23<sup>rd</sup> September 2018 & Roadshows in June.
  - d) Email dated 11<sup>th</sup> May 2018, from Jamie Clark, PSMA, providing details of the free invitation to join Aerial Photography Great Britain.
  - e) Email dated 14<sup>th</sup> May 2018, from Marcia Burchett, St Andrews School, thanking the Parish Council for their annual grant.
  - f) Email dated 14<sup>th</sup> May 2018, from Dennis Livingstone, Chair Copsale Hall, thanking the Parish Council for their annual grant.
  - g) Email dated 24<sup>th</sup> May 2018, from Joel Hufford, Southern Water, providing details of the 'Have your Say' survey, closes 8<sup>th</sup> June 2018.
  - h) Email dated 29<sup>th</sup> May 2018, from Jo Willis, providing the locations of the direction signs for Horsham Artists Open Studios Art Trail 2018.
  - i) Email dated 30<sup>th</sup> May 2018, from Lesley Wilson, providing details of a public meeting regarding the Horsham Incinerator, 9<sup>th</sup> June 2018 St Marks Church, Holbrook.
- iv. **Sussex Police**
  - a) Email dated 30<sup>th</sup> May 2018, from PCSO Erica Baxter, advising that she will be attending the HALC meeting on 29<sup>th</sup> July 2018, at Coolham Village Hall.  
**PCSO Erica Baxter has been invited to attend a Parish Council meeting later in the year.**

#### **0806/18 DISTRICT AND COUNTY COUNCILLORS REPORTS**

District Councillor Toni Bradnum advised that Peter Burgess had been elected Chairman and Kate Rowbottom Vice Chairman of Horsham District Council for the ensuing year.

Ten new, rented, affordable homes will be built on land south of Broadbridge Heath, Horsham District Job and Skills Fair will return to the Drill Hall on 19<sup>th</sup> September 2018, Piries Place car park will be demolished on 20<sup>th</sup> June 2018 and a hotel, cinema, brasserie and Starbucks will be constructed. Leonardslee will be re-opening in July 2018.

County Councillor Nigel Jupp advised that the Safety Zone, outside St Andrews School, is proposed for the 2019/2020 budget, the zone will include the installation of flashing lights and a new tarmacked footpath at the entrance to Harriots Close.

WSCC are to receive £1.6 million from the Government for the repair of potholes and have allocated a further £540,000.00 to repair an additional 2000 potholes. WSCC are also working on improving the internet connection in rural areas.

The Chairman commented that Lime Kiln Road and Masons Field both needed to be resurfaced and Nigel Jupp advised that he would look into whether the School Safety Zone would include a 20mph speed limit.

#### **0906/18 PUBLIC FORUM**

The applicant for DC/18/1054 (13 The Birches) explained that the previous application for a three bay garage had been withdrawn and a new application had been submitted for a two bay garage. The garage would be located in the same position as the old garage and a number of other dwellings in the Birches had garages in front of the building line.

A resident living opposite the proposed site entrance for DC/18/0958 (Mannings Heath Golf Club) explained his concerns about the additional traffic on the road.

A resident in Park Lane recently wrote to Jeremy Quin MP and quoted part of the response from Jake Berry MP Minister for the Northern Powerhouse and Local Growth 'Neighbourhood Plans are a

powerful tool in engaging local communities with sustainable development in their areas, and I hope Nuthurst will become a prime example of this'.

The Parish Councils thoughts on HDC's decision on DC/17/2216? (Hawthorns, Bar Lane) this will be addressed under planning.

Mr R Burnham, Greenplan Designer Homes Ltd, explained that DC/18/1046 removed the accommodation above the garage, the area no longer met Building Regulations and could not be classified as a 'habitable room'. Mr R Burnham had also asked HDC to remove 'Permitted Development' rights from the properties.

## 1006/18 PLANNING MATTERS

### i. NEW APPLICATIONS

DC/18/0825 23/05/2018  <b>RESOLVED</b>	<b>Erection of a two-bay garage incorporating ancillary ground floor living space (amended description).</b> 2 New Cottages, Copsale Road, Maplehurst <b>To raise no objection to the application.</b>
DC/18/0958 11/05/2018  <b>RESOLVED</b>	<b>Demolition of existing barn and erection of a replacement barn for ancillary storage.</b> Mannings Heath Golf Club, Hammerpond Road, Mannings Heath <b>The Parish Council have no objection in principal to this application, however, they do have concerns regarding the vehicular access to the barn and the increased traffic from Bucks Head Road.</b>
DC/18/0974 08/05/2018  <b>RESOLVED</b>	<b>Prior approval for a proposed change of use of agricultural building to a dwelling house (Class C3).</b> Bulls Farm, Sedgwick Lane, Horsham. <b>(The Parish Council are not required to submit comments on this application)</b>
DC/18/1046 22/05/2018  <b>RESOLVED</b>	<b>Variation of Condition 1 of previously approved application DC/15/2493 (Erection of three two storey houses). Minor material amendments to facilitate alterations to approved site layout and approved designs.</b> Micklepage, Nuthurst Street, Nuthurst <b>To object to this application, full details appendix 1006/18i DC/18/1046</b>
DC/18/1054 21/05/2018  <b>RESOLVED</b>	<b>Erection of a detached two bay garage with log store to front existing dwellings.</b> 13 The Birches, Mannings Heath <b>The Parish Council objects to this application for the following reasons:</b> 1. It contravenes policy 10 of the Nuthurst Neighbourhood Plan because it does not reflect the architectural and historic character of surrounding buildings because: <ul style="list-style-type: none"> <li>• Over intensification development of the site</li> <li>• Out of character with neighbouring properties</li> <li>• In-front of the building line of neighbouring properties</li> </ul> 2. It does not comply with the Nuthurst Parish Design Statement because: <ul style="list-style-type: none"> <li>• Section 2.6 paragraph 2(s) states "Garages should preferably not be in front of houses or in their back gardens. They should be sited alongside the house, or set slightly back in order to minimise their impact."</li> <li>• The <b>two</b> bay garage, log store and extensive front drive occupy almost the whole of the front garden so that there is virtually no usable garden in contravention of Section 1.1 which states "Houses should have gardens front and back" and Section 3.2(ii) which states "Generally the area of driveway should be as small as practical and not cover the whole frontage of the dwelling"</li> </ul> <b>Note: The Parish Council raised no objection to DC/16/0109 for conversion of the garage into residential accommodation and a single storey extension provided there was no further development on the site.</b>
DC/18/1071 22/05/2018	<b>Surgery 1 x Oak</b> Cedar Lea, Pound Lane, Mannings Heath <b>(The Parish Council were advised of this application in error, the tree is</b>

	<i>not covered by a TPO)</i>
<b>DC/18/1072</b> 22/05/2018  <b>RESOLVED</b>	<b>Removal of Condition 8 for previously permitted application N/32/69 (Erection of a dwelling for new farmhouse) removal of agricultural occupancy.</b> New Brook Farm, Nuthurst Road, Maplehurst <b>To raise no objection to this application.</b>
<b>DISC/18/0157</b> 18/05/2018  <b>RESOLVED</b>	<b>Approval of details reserved by conditions 3 (Construction Method Statement), 4 (finished floor levels), 6 (underground services), 7 (Ecological Mitigation and Enhancement), 8 (means of foul and surface water disposal), 9 (surface water drainage), 12 (noise intrusion), 13 (contamination) and 15 (ground floor slab level) on DC/16/1753 Proposed residential development for 8 dwellings with associated parking and amenity space</b> Land Opposite The Dun Horse Brighton Road Mannings Heath <b>(The Parish Council are not required to submit comments on this application)</b>

ii. **DECISIONS OF DEVELOPMENT CONTROL COMMITTEE (NORTH)**

**PERMITTED** - DC/17/2041, DC/17/2042, DC/17/2293, DC/18/0186, DC/18/0541, DC/18/0594 & DC/18/0927 **noted**.

**REFUSED** - none **noted**.

**APPLICATIONS WITHDRAWN** - DC/18/0167 & DC/18/0494 **noted**.

**APPEALS (PLANNING INSPECTORATE)** - DC/16/2858 **noted**.

iii. **PLANNING UPDATES - PLANNING COMMITTEE (NORTH) 5<sup>th</sup> June 2018**

**DC/17/1195** - Proposed demolition of existing timber garage and shed. Erection of two storey, 3 bedroomed dwelling, 2 single garages and new shared access.

Coombe Cottage, Church Road, Mannings Heath

**REFUSED** - The Parish Council and two residents spoke opposing the application on the grounds of over-development of the site and the application was refused by a large majority of the District Councillors.

**DC/17/2216** - Proposed site for settled gypsy accommodation with 4 pitches.

Hawthorns, Bar Lane, Southwater

**PERMITTED** - The Parish Council and three residents spoke opposing this application, the District Councillors voted evenly and the Chair's casting vote meant that the planning application was approved. Subsequently, the Parish Council has decided to investigate the way in which the case was prepared by HDC's planning officers and presented to District Councillors.

District Councillor Toni Bradnum was thanked for her support objecting to both of the applications at the Planning Committee meeting.

**1106/18 PARISH PLAN**

i) **Improving Green Spaces in the Parish**

- WSCC Highways have advised that the tree budget for 2018/2019 has already been allocated and a donation of £150.00 will be required to assist with the cost of replacing the dead Fir tree on the green adjacent to Church Road.

**RESOLVED** - The Clerk to contact WSCC and request for the dead Fir tree and roots to be removed, once removed the replacement tree will be reassessed.

- There has been a suggestion to create flower beds on the green, the continued maintenance and 'suburban' appearance were both concerns.

**RESOLVED** - Not to take the proposal forward.

- The purchase of further bulbs has been included in the 2018/2019 budget, Cllr O Hydes has identified sites in the hamlets and also suggested wild flower seeds are purchased.

**RESOLVED** - Cllr O Hydes to prepare a proposal for inclusion on the July/August 2018 agenda.

ii) **Parish Walks**

The last walk was not very well attended, it was held on a Bank Holiday weekend and walks had already arranged in the Parish.

The next walk is proposed for **1<sup>st</sup> July 2018**, there will not be a walk in August and the date in September will be confirmed nearer the time.

**1206/18 LOCAL ASSOCIATION AND OTHER BODIES REPORTS**

The Chairman attended a Standards meeting at HDC on 6<sup>th</sup> June 2018, most of the meeting was taken up discussing 'training'. The next HALC meeting will be held on 26<sup>th</sup> July 2018 at Coolham Village Hall.

**1306/18 FINANCE**

i) To approve the following items of expenditure: -

	<b>Net £</b>	<b>VAT £</b>	<b>Totals £</b>
<b><u>Accounts paid by Direct Debit</u></b>			
EDF Energy Street Lighting Energy (March)	156.81	7.84	164.65
Profitable Websites (May)	30.00		30.00
<b><u>Accounts paid at this meeting</u></b>			
Mrs S Hall Expenses			
Internet Access	17.99		17.99
Travel	46.80		46.80
Postage (Stamps)	13.92		13.92
Stationary (Paper & Pencils)	4.50		4.50
Archive Boxes	10.83	2.16	12.99
Cllr V Court Expenses			
Internet/Stationary	12.50		12.50
Incidental Expenditure	20.74		20.74
Clerks Office Allowance (1 <sup>st</sup> June 2018)	87.50		87.50
WSCC Sarah Hall Salary April 2018 (Additional hours backdated 01/01/2018)	2,082.84		2,082.84
Bartlett Tree Surgeons (inv 37578663-0)	750.00	150.00	900.00
AirR - Village Hall Subs (inv 2702)	240.00	48.00	288.00
Clarity Copies - Delivery Fee (inv 40439)	6.00	1.20	7.20
Peter J Consultants (inv 900)	143.96		143.96
Zurich Insurance - Add premium (inv 312299265)	69.89		69.89
<b>Total Payments</b>	<b>£3,694.28</b>	<b>£209.20</b>	<b>£3,903.48</b>
<b><u>Receipts</u></b>			
Nat West Interest (April)	(1.17)		(1.17)
<b>Total Receipts</b>	<b>(£ 1.17)</b>		<b>(£ 1.17)</b>

**RESOLVED** - to approve the above accounts for payment.

ii) Internal Auditors Report 2017/2018 - **Approved and recommendations noted.**

iii) Annual Governance Statement - **Completed and signed by the Chairman & RFO.**

iv) Annual Governance and Accountability Return 2017/2018 Part 3

**RESOLVED** - to approve Annual Governance and Accountability Return 2017/2018 and for the Chairman & RFO to sign the return.

v) Bank reconciliation for April 2018 - **Approved.**

vi) Transfer of £4,000.00 from the Nat West Deposit into the current Account

**RESOLVED** - to approve the transfer of £4,000.00

vii) Details of regular payments made by the Parish Council - **Approved and noted.**

viii) Two signatures are required for each time a payment is made by Direct Debit or Standing Order) - **Approved and noted for future payments.**

ix) To appoint a Member, who is not an authorised signatory, to check and sign the bank reconciliations on an annual basis.

**RESOLVED** - Cllr Jay Mercer to check and sign the bank reconciliations annually.

- x) Potential insurance claim for the lighting column, opposite Nuthurst Road, Monks Gate. The column was knocked down by a motorist in December 2017 - **Noted**, the Police attended but did not open a case.

#### **1406/18 MANNINGS HEATH VILLAGE GREEN**

i) **Monthly report of the play equipment**

**Swings** - Clerk has chased Rylands re replacing the lugs and welding the climbing frame.

**Rocker** - One of the footrests swivels around (low risk - review on receipt of ROSPA report)

**Gate Latch** - Bolt removed, replacement arranged.

**Grass Cutting** - Grass has been cut but not picked up.

ii) **Village Green matters**

- Cllr O Hydes volunteered to replace the 'plastic sleeves' around the young Horse Chestnut trees on the green.

- Theatre on the Green Wednesday 6<sup>th</sup> June 2018

iii) **Trees adjacent to the Village Green**

Land Registry has confirmed that the trees adjacent to the Village Green have been registered to the Parish Council. In error, they were given an incorrect map by a solicitor. The residence in Greens Lane have advised that they are holding the Parish Council responsible for the maintenance/insurance of the tree's. The Parish Council could take on the trees under a 'duty to care'.

**RESOLVED** - For the Clerk to request a quote to include the trees on the Parish Councils insurance policy.

iii) **Cricket Club issues**

The Cricket Club are continuing to raise funds for the new Cricket Pavilion.

#### **1506/18 HIGHWAY MATTERS**

- Potholes continue to be reported to WSCC Highways.
- The Strips on the A281, opposite Elite Garage, have been privately installed, they do not require permission.
- The Clerk was requested to report the overgrown hedgerow, next to the bus stop, in Church Road to the landowner.

#### **1606/18 BROADBAND IN THE PARISH**

Discussions are ongoing with a private contractor re the possibility of running lines privately into Maplehurst.

#### **1706/18 OPPORTUNITIES FOR PARISH & TOWN COUNCILS TO SUPPORT HEALTH & WELLBEING** - No update.

#### **1806/18 CLUSTERING WITH NEIGHBOURING PARISHES** - No update.

#### **1906/18 VILLAGE GATEWAYS**

- The Clerk to request a quotation to clear the vegetation obscuring the gateway on the A281 in Monks Gate.
- Cllr T Nelson to prepare a report on the possible locations for additional gateways in the hamlets. Chris Stark to be invited to comment on the report and provide WSCC Highways recommendations.
- Removal of the duplicate signage on the A281 is ongoing.

#### **2006/18 GENERAL DATA PROTECTION REGULATION**

- **GDPR Info Ltd**  
Meeting and GDPR Audit arranged 19<sup>th</sup> July 2018.
- **Personal Emails addresses**  
The Clerk will discontinue sending correspondence to Councillors personal email addresses with immediate effect.

#### **2106/18 UPDATED POLICIES & REGISTERS**

- i) Document & Records Retention Policy - **Adopted 6<sup>th</sup> June 2018**

- ii) Standing Orders - **All reference to gender to be removed.**
- iii) Financial & Physical Asset Risk Analysis - **Adopted 6<sup>th</sup> June 2018**
- iv) Asset Register - **Adopted 6<sup>th</sup> June 2018**

**2206/18 COUNCILLOR TRAINING/SEMINARS**

A new date has been added for Councillor training. Councillor J Assassi attending Councillor Training session on 12<sup>th</sup> June 2018.

**2306/18 MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA**

Timing of meetings to be included on July's agenda.

**The meeting closed at 9.40pm**