

# NUTHURST PARISH COUNCIL

Minutes of the Parish Council Meeting  
held on Wednesday, 2<sup>nd</sup> August 2017  
**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
Mrs J McClean	

Also in attendance were six members of the public.

**0108/17 APOLOGIES FOR ABSENCE** were received from Councillor J Chaytor, County Councillor N Jupp and District Councillor T Bradnum.

**0208/17 DECLARATIONS OF INTEREST** Councillor O Hydes declared a Personal Interest in DC/17/1516 (Mannings Heath Golf Club)

**0308/17 CHAIRMANS ANNOUNCEMENT** none, only the Clerk intended to record the meeting for the Parish Councils records.

**0408/17 APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING** - the minutes from the Full Parish Council Meeting, held on 5<sup>th</sup> July 2017 were approved as a true record of the meeting and signed by the Chairman.

**0508/17 TO RECEIVE REPORTS FROM THE SUB-COMMITTEES** - the report from the Roads and Footpath Committee Meeting, held on 19<sup>th</sup> July 2017, will be approved at the next meeting of the Committee.

**0608/17 TO ADOPT COMMITTEE AGREED MINUTES** - the minutes from the Roads and Footpath Committee Meeting, held on 21<sup>st</sup> June 2017, and the Planning Committee Meeting, held on 19<sup>th</sup> July 2017, were approved as a true record of the meetings.

The Chairman signed the minutes at the close of the meeting.

## **0708/17 CORRESPONDENCE**

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

- a) Email 26<sup>th</sup> July 2017, from Lisa Brace, providing details of the Horsham District Year of Culture 2019.

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

- a) Email dated 11<sup>th</sup> July 2017, from Nigel Bird, Countryside Access Ranger, advising that he has requested a professional inspection of the bridge footings, on footpath 1815, to assess its suitability for a replacement structure.
- b) Email dated 11<sup>th</sup> July 2017, from James Ironside, providing the details of a survey to gain residents views on the proposed changes to the way WSCC deliver adult social care.

### **iii. General Correspondence**

- a) Email dated 18<sup>th</sup> July 2017, from Sue Rabbett, HAMSV, providing the details of the GP Services Extended Access Survey 2017.
- b) Email dated 23<sup>rd</sup> July 2017, from Beverley Bell, HALC Secretary, providing copies of the HALC minutes 12/07/17, Chris Starks presentation, SSALC Training Programme and a Hospital Flyer.

**The Clerk has circulated the minutes from the meeting.**

- c) Email dated 25<sup>th</sup> July 2017, from [Horshamblueprint@gmail.com](mailto:Horshamblueprint@gmail.com), inviting Councillors

- to the Horsham Blueprint Neighbourhood Forum AGM on 14<sup>th</sup> August 2017.
- d) Email dated 26<sup>th</sup> July 2017, from Liz Leggo, SSALC, providing updated information on the Horsham & Mid Sussex CCG.

**iv. Sussex Police**

All correspondence included on Weekly Briefing Notes.

**The above items of correspondence were noted.**

**0808/17 DISTRICT AND COUNTY COUNCILLORS REPORTS** none.

**0908/17 PUBLIC FORUM**

Mrs J Fisher spoke in relation to planning application DC/17/1440. Residents were concerned about the application to change the Barn into a holiday chalet. There were concerns that there would be additional noise, additional traffic, a lack of privacy, security would be compromised, building work had already commenced and that an additional driveway may also be constructed.

Mr R Webber advised that the Parish Community Group were officially taking over publication of the Link magazine from the September edition onwards, the new format will include free listings and information provided by St Andrews School.

Mr R Webber thanked the Parish Council for their support of the Roads, Transport and Environment Group initiative to reduce speed limits in the Parish.

**1008/17 PLANNING MATTERS**

**i. NEW APPLICATIONS**

<b>DC/17/1383</b> 19/07/2017 <b>RESOLVED</b>	<b>Surgery 1 x Oak</b> 24 Whytings, Mannings Heath <b>To raise no objection to this application, the Parish Council have noted that the tree is on Council land and traffic management will be required.</b>
<b>DC/17/1440</b> 19/07/2017 <b>RESOLVED</b>	<b>Proposed change of use from detached residential outbuilding to holiday chalet (Sui Generis)</b> Barn, Harriots Hill Cottage, Nuthurst Street, Nuthurst <b>To object to this application for the following reasons:</b> 1) it is contrary to HDPF policy 26 which requires protection of the countryside against inappropriate development. 2) it is contrary to HDPF policy 28 which does not support the use of ancillary accommodation as a separate dwelling. 3) It is important that the existing planning condition "the outbuilding shall be used solely for purposes incidental to the occupation of the existing property as a dwelling and shall not be occupied as an independent planning unit of residential development" is retained.
<b>DC/17/1516</b> 17/07/2017 <b>RESOLVED</b>	<b>Variation to condition 1 of previously approved application DC/16/2597... Proposed alterations to approved positioning, elevations, floor and roof.</b> Mannings Heath Golf Club, Hammerpond Road, Mannings Heath <b>To raise no objection to this application.</b>
<b>DC/17/1540</b> 18/07/2017 <b>RESOLVED</b>	<b>Proposed erection of single storey rear extension and installation of pitched roof over approved first floor flat roof extension. (Amendments to previously approved application DC/16/1083)</b> Hollands, Church Road, Mannings Heath <b>To raise no objection to this application, the Parish Council have noted that works have already commenced.</b>
<b>DC/17/1541</b> 18/07/2017 <b>RESOLVED</b>	<b>Proposed erection of single storey side extension and first floor front extension over existing garage.</b> Fairings, Brighton Road, Mannings Heath <b>To raise no objection to this application.</b>
<b>DC/17/1565</b> 19/07/2017	<b>Non-compliance with condition 8 (Agricultural Occupancy Condition) to previously approved application N/32/69 (Lawful Development Certificate - Existing)</b>

<b>RESOLVED</b>	New Brook Farm, Nuthurst Road, Nuthurst <b>To raise no objection to this application.</b>
<b>DC/17/1567</b> 18/07/2017	<b>Erection of single storey side and rear extensions with part pitched part flat roof, x 3 rooflights to side elevation and 1 x skylight to rear flat roof</b> 4 Gaggles Wood, Mannings Heath
<b>RESOLVED</b>	<b>To raise no objection to this application.</b>
<b>DISC/17/0281</b> 18/07/2017	<b>Approval of details reserved by conditions 5, 7, 8, 10, 16, 17, 18, 20, 22, 25 on DC/15/1946</b> Land parcel at 520237 127508 Nuthurst Road, Monks Gate
<b>RESOLVED</b>	<b>For the Clerk to write to Denton Homes requesting a meeting with the Parish Council.</b>

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

**PERMITTED** - DC/16/0383 & DC/17/1139.

**APPLICATION WITHDRAWN** - WSCC/062/16/NH

The above decisions were noted.

iii. **PLANNING UPDATES**

a) DC/17/1158 Swallowfield Nursery

HDC have advised that there are further amendments to the plans, these cannot be located on their website and the Clerk has requested to be directed to the amendments, but, has not received a reply.

The Parish Council have also advised HDC that there were buildings previously on the site.

b) DC/17/01195 - Coombe Cottage

HDC have advised that they are in receipt of amended plans, the notification was received too late to include on the agenda of the Full Parish Council meeting and will be included on the next Planning Committee agenda.

c) DISC/17/0288 Lot 6, Ghyll House Farm

The applicant successfully appealed against HDCs decision on DC/17/2858 and an application has now submitted to discharge the two conditions. These are to remove and replace the metal gates with wooden gates and to confirm the arrangements for disposing of stable manure/bedding.

d) DC/17/0815 Church Road

Further amended plans have been submitted and Mr W Jones has completed the Arboricultural Report, there do not appear to be any adverse concerns about the felling of trees.

Mr G Everest, Head of the Applications Team, previously mentioned that there would be a further meeting, to date there has been no reply to a letter 25th July 2017. If the Clerk does not receive a reply a further letter will be sent to Tom Crowley.

**1108/17 IMPROVING GREEN SPACES IN THE PARISH**

Councillor F Boulter and Mrs O Hydes are looking into ways of stocking the verges, in the whole of the Parish, with plants and flowers and would like to approach local businesses for sponsorship. The local groups in the Parish could be approached for ideas and assistance with planting and maintenance.

**RESOLVED** Councillor F Boulter will prepare a proposal for inclusion on September 2017 agenda.

There are an increasing number of logs/stones being placed on the verges in the Parish and since WSCC stopped removing the obstacles they are becoming an issue. The Parish Design Statement states that if an obstacle is placed on the verge the person who placed it there is responsible for any damage that may be caused to highway users.

## 1208/17 LOCAL ASSOCIATION AND OTHER BODIES REPORTS

The Chairman attended a HALC meeting on 12<sup>th</sup> July 2017, there was a good turnout and the minutes have been circulated.

The Chairman also attended a meeting of WSALC, Liz Leggo provided an update on Health and Wellbeing and hopes to receive further funding to take the project forward. The meeting was also addressed by Dr Jonathan Owen, CEO NALC, who explained that a lot of work was going into getting Inspectors to uphold Neighbourhood Plans and by Mr P Richards, the Clerk to Shipley Parish Council, who provided further information on Parish on Line Training.

## 1308/17 FINANCE

- i. To approve the following items of expenditure: -

	Net £	VAT £	Totals £
<b><u>Accounts paid by Direct Debit</u></b>			
EDF Energy Street Lighting Energy (May)	156.81	7.84	164.65
Profitable Websites (August 2017)	30.00		30.00
<b><u>Accounts paid at this meeting</u></b>			
Mrs S Hall Expenses			
Internet Access	17.99		17.99
Travel	81.45		81.45
Postage	6.72		6.72
Paper/Folders & Dividers	14.55		14.55
Wickstead Swing Seat	50.50	10.10	60.60
Mrs V Court			
Internet/Stationary	12.50		12.50
Travel	21.60		21.60
WSCC Sarah Hall Salary June 2017	975.86		975.86
SSALC (Legal & Finance Day)	180.00	36.00	216.00
SSALC (Social Media Workshop)	55.00	11.00	66.00
Clarity Copies (inv 37717)	81.55	16.31	97.86
HDC Play Inspection Course (inv 6352723)	180.00		180.00
Action in Rural Sussex (inv 383)	50.00		50.00
Hirst Signs (inv 35341 Village Gateways)	497.50	99.50	597.00
Old Mutual Wealth (Clerks Ring Fenced Pension)	1,521.00		1,521.00
Old Mutual Wealth (Clerks Pension 2017/2018)	280.00		280.00
James King Landscapes (Repairing Gaggles Wood Wall)	180.00		180.00
<b>Total Payments</b>	<b>£4,393.03</b>	<b>£180.75</b>	<b>£4,573.78</b>
<b><u>Receipts</u></b>			
Nat West Interest (June 2017)	(0.28)		(0.28)
<b>Total Receipts</b>	<b>(£ 0.28)</b>		<b>(£ 0.28)</b>

- ii. To approve and sign the bank reconciliations for June 2017.  
**RESOLVED** to approve the bank reconciliation for June 2017 and for the Chairman of the Finance Committee, Councillor Tom Nelson, will sign on a quarterly basis.
- iii. To approve the transfer of £4,000.00 from the Nat West Savings account into the Current Account  
**RESOLVED** to approve the transfer of £4,000.00.
- iv. To discuss the cost for advertising in the Link Magazine.  
**RESOLVED** to include the proposal for an annual grant of £250.00 on the budget agenda.
- vi. To discuss the quotation from Bartlett's for removing the dead wood from the Chestnuts.  
**RESOLVED** to accept the quotation of £550.00 (excluding VAT).

## 1408/17 MANNINGS HEATH VILLAGE GREEN

- i. To discuss Village Green matters.  
A number of the issues highlighted in the ROSPA Report have now been addressed, the gap between the gate and post has been sorted, the Chairman has asked for a quote to repaint the Rocker and will ask the Cricket Club if they can relocate the rear section of the train, the

area under the swings is OK to leave and the play area is closed when Cricket is being played. If children were to use the play area at this time and were injured it would be the Parish Councils responsibility.

The Clerks was asked to chase Rylands for a quote to replace the lugs on the bar supporting the swings.

ii. To provide and update on Cricket Club issues.

The Clerk is in receipt of a signed (by the Parish Council and Cricket Club) copy of the Lease and has requested a signed (by the Parish Council and Cricket Club) copy of the Licence.

**1508/17 HIGHWAY MATTERS**

WSCC are continuing to repair the potholes in the Parish and Hampshire Hill, Nuthurst Road is programmed to be resurfaced at the end of August 2017.

**1608/17 VILLAGE GATEWAYS**

The gateways and signs have been delivered to Councillor S Turner's for storage. Due to the hazard of erecting the gateways on the A281, WSCC have suggested that a professional contractor is engaged.

**RESOLVED** for the Clerk to request quotations for the installation from professional contractors.

**1708/17 BROADBAND IN THE PARISH**

Two companies have been approached to put together a proposal for Broadband / phone connection via satellite. To date 100 residents have confirmed an interest, more residents need to be contacted to compile complete information, this is planned by the end of the month.

The satellite option is cheaper than British Telecom and there are no installation costs.

**1808/17 OPPORTUNITES FOR PARISH & TOWN COUNCILS TO SUPPORT HEALTH & WELLBEING**

Councillor J Chaytor has discussed many issues with AGE UK Horsham and it is felt that presently the issues are only being addressed in Horsham Town.

Consideration also needs to be given to what can be done in the future, ie. prescription collection etc. the Parish Council could then promote the initiatives.

**RESOLVED** working progress.

**1908/17 NOTICE OF VACANCY IN THE OFFICE OF PARISH COUNCILLOR**

The Clerk is in receipt of three applications for the Councillor vacancy, the applicants will be invited to attend the Full Parish Council meeting on 6<sup>th</sup> September 2017.

**2008/17 ST ANDREWS SCHOOL** no update.

**2108/17 WINTER MANAGEMENT PLAN**

The Clerk has asked WSCC Highways to confirm the suitability of the five proposed locations of the salt bins and is looking into the specification of 200ltr bins. The Winter Management Plan needs to be submitted to WSCC by 4<sup>th</sup> September 2017.

**RESOLVED** Councillor S Turner will assist with selecting the supplier of the salt bins.

**2208/17 PRESS POLICY**

**RESOLVED** to adopt the Press Policy.

**2308/17 ASSET REGISTER**

The annual check of the Parish Councils assets has been completed and the Chairman thanked Councillor S Turner for repairing the noticeboard opposite the village store, arrangements have been made to replace the missing support on the bench at Monks Gate and for the bus shelter floor to be replaced.

It was suggested that concrete pillars could be used to strengthen the Millennium signs in the Parish.

**2408/17 CLERKS UPDATED CONTRACT OF EMPLOYMENT**

The Clerks Contract of Employment has been updated, the relevant policies are now also being updated and will be included on September's agenda. Sick pay / cover needs to be included on the budget agenda.

**2508/17 COUNCILLOR EMAIL ADDRESSES**

The Data Protection Regulation comes into effect in May 2018 and Councillors will need to have separate email addresses when dealing with Parish Council business.

**RESOLVED** for the Clerk to look into the cost/procedure for securing .gov.uk email addresses.

**2608/17 COUNCILLOR TRAINING/SEMINARS** none.**2708/17 MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA**

none.

**The meeting closed at 9.30pm**