



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 18th June at 7.30 pm.

Present: Cllrs D Cotton (Chairman), Cllr C Kenny (Vice Chairman), Cllr V Court, Cllr Wayne Bayley.

Also Present: County Councillor Nigel Jupp, District Councillor Dennis Livingstone.

Apologies: Cllr S Catterall, Cllr S Newell.

Clerk: Lisa Wilcock.

There were 5 members of public and George Fort WSCC Highways.

Meeting commenced 1948hrs

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| 0020 - 25/26 | ATTENDANCE AND APOLOGIES FOR ABSENCE – it was resolved to accept the apologies from Cllr S Catterall and Cllr S Newell. |
| 0021 - 25/26 | DECLARATIONS OF INTEREST - to receive any declarations of interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct and consider any requests for dispensations as a result. No declarations were made. |
| 0022 - 25/26 | CHAIRMAN'S ANNOUNCEMENTS - to receive any announcements or items for information which the Chairman wishes to bring to the attention of the Council. (NOTE: decisions cannot be made under this item it is for information only) Noted that Council will look into changing their logo so will consider some design options over the coming weeks. Noted that the playground report has been circulated to council and will be raised at Open Spaces committee in July. |
| 0023 - 25/26 | PUBLIC SESSION - to receive any comments from members of the Public on items on the agenda. Please note that individual comments must not exceed 2 minutes. Once the public session is completed, members of the public are welcome to remain for the rest of the meeting but there is no opportunity for further comment. MOP – supported a more regular bus service through Maplehurst to Monks Gate. It was reported that the elderly, workers and teenagers need a more regular bus service. A regular bus service would allow some people from being stuck at home all day, will encourage teenagers to feel less isolated, improve traffic congestion. Noted Dennis Livingstone District Councillor – will talk about the bus service in the reports from Councillors. |
| 0024 - 25/26 | MINUTES OF PREVIOUS MEETING - It was RESOLVED to approve the minutes from the meeting on 21 st May 2025, Chair signed the minutes. |
| 0025 - 25/26 | WSCC HIGHWAYS - George Fort WSCC Area Highways Manager Hammerpond Road - public bridleway BW2822 – noted that the bridle is now fenced off as planned which remedied the issue of vehicle movements and bridleway access. WSCC Highways Manager contacted PROWS about the situation after the Clerk had raised the issue, but as far as Highways and PROWS were concerned the only unlawful point was members of the public parking up there causing the traffic issues which the landowner was contacted about and was asked to either put signage up to say no parking or to fence it off. The fence is now in place, so the matter is considered closed. |

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| | <p>Pot holes – <i>a parish councillor raised the issue of Goldings Hill, Nuthurst Road being closed for pot holes repair which is frustrating for residents. The Clerk does receive advanced notices unless the repair is an emergency which are put on the council website.</i></p> <p>Highways have a new maintenance contractor, Volkar, who is accountable for fixing potholes. There also a new auditing system which is check the quality of the works done on the highway. There is also more money budgeted for works on the bigger patching of the highway.</p> <p>Masons Field in Mannings Heath – <i>the Chair raised the issue of the road surface but did thank Highways for their very prompt response following the road cleaner sweeping away the pot-hole repairs that were done previously.</i></p> <p>Masons Field - pot holes were fixed but the road needs to be resurfaced. This is a special project works request, and it was agreed that the Clerk would send an email to George after the meeting. Generally the resurfacing works are going well but there are 3000 jobs are on the waiting lists.</p> <p>Gaggle Wood – the Clerk has met with the County Councillor Nigel Jupp, members of public, had numerous phone calls with Southern Water, had a meeting with WSCC Highways Legal. The issues are that the access point for Southern Water pump station is narrow, and vehicles must reverse down the lane to access the pump. Due to baby wipes being flushed and blocking the pump earlier this year, this caused multiple works lorries to stack and reverse into the access lane. Damages were caused to the wall around the oak tree, verges which were churned up, manholes were broken and kerb stones were moved. All of this was reported at the time. Noted that the road is also in need of a resurface. Actions were agreed as follows:-</p> <p>Tree and surrounding wall – this is owned by WSCC so a General Enquiry is to be raised by the Clerk for the Highways Manager to pick up and report back.</p> <p>Verges – the verges are part owned by WSCC, noted that where the mud has been removed from the vehicle movements the manhole covers are now raised and the concreted edges are broken away. This area is unsightly, had made the footpath inaccessible at times. The Clerk to raise a special projects request to the Highways Manager.</p> <p>Road surface – the general condition of the road would be prioritised under a special projects request. The Clerk to raise a special works request with the Highways Manager.</p> <p>clo</p> <p><i>The Clerk will continue to work with the relevant departments to monitor progress on works.</i></p> |
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REPORTS FROM OTHER AUTHORITIES – to **receive** verbal reports from County and District Councillor.

County Councillor Nigel Jupp – If you are an unpaid carer for someone, whether it is a family member, friend or neighbour, it is important to know that support is available to help you manage your responsibilities and look after your own health and wellbeing.

Carers Support West Sussex provides carers with guidance, practical help, and emotional support with a range of services, from benefit advice to accessing carer funds, support groups, carer hubs and a carer helpline.

Carers Health Team: This service, provided by Sussex Community NHS Foundation Trust, is designed to promote the health and wellbeing of carers over the age of 18, registered with a West Sussex GP. The team of health professionals offers free support to carers whose own health is suffering because of their caring role.

Young Carers Family Service – West Sussex County Council supports young carers under 18 through assessments that can provide advice, direct support, respite, and family assistance. They also offer mental health support for young carers affected by their caring duties. Caring for others can be challenging, but you do not have to do it alone. These services are here to help you access the support you need.

The plans for Devolution and Local Government Reform as outlined in the Government's White Paper, which was published in December 2024, continue and you may be interested in the following timelines:

- Summer 2025 – outcome of Government consultation on Sussex Devolution
- To end August 2025 – development of final West Sussex LGR proposals including public consultation
- September 2025 – West Sussex councils formally adopt their preferred proposal for LGR and submit these to Government
- December 2025 to March 2026 – Government decides on which LGR proposal to implement
- May 2026 – Mayoral Elections (and current date for County Council elections)

West Sussex Children and Young People's Plan

The County Council would like to hear residents' thoughts and ideas to help develop a plan that will help give children and young people in West Sussex the best start in life. The Children and Young People's Plan explains how the Council will work with its partners to give each child and young person the support they need to achieve their potential. The current plan went live in early 2022 and runs until the end of this year and will be updated for 2026 to 2029. The Council want to consult with children and young people, families and professionals to ensure that their voices are heard and represented in the refreshed plan. Please email CYP@westsussex.gov.uk for further details.

Please take part in these surveys

- How much do you know about recycling? To help cut the confusion of recycling [we're running another survey](#) to ask you what information would help you to recycle more. Closing date: 30 June. www.westsussex.gov.uk

We want your [views on the draft Pharmaceutical Needs Assessment \(PNA\)](#), compiled following a survey which ran earlier this year. A PNA is a comprehensive assessment of the current and future pharmaceutical needs of the local population and takes place every three years. Closing date: 25 July www.westsussex.gov.uk

Draft budget in 2026/7 will commence soon. Councils will be expected to be allowed to charge an increase of 5% per annum as there is no funding for social services.

District Councillor Dennis Livingstone – HDC does a lot to support local business and jobs. There is a Skills Fair Date and time: Saturday 27 September, 10am to 2pm The Drill Hall, Denne Rd, Horsham, RH12 1JF.

[Business Training programs](#), video editing, first aid etc. are also available from HDC.

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| | <p>Green LEAP grants are a small injection of funding aimed at start-ups and small businesses based in Horsham District for grants of up to £5000.</p> <p>The Rural Fund recognises the specific challenges facing our rural areas £25,000 to £75,000. New application are now closed but will reopen.</p> <p>Rural Bus Services – interested residents south of the A281 were all provided with the information that was provided by the national bus company. There used to be a regular bus service through the village. Types of users that have got to be considered: - workers, youth, ageing population, public houses, St Andrew's School. Need to look at the potential users. The District Councillor asked for a Parish survey to establish the potential to find out if it can be warranted. There are ways to pay for the service along with a new bus services bill which will overhaul how bus services are operated.</p> <p>Solar Battery Farms in the district – the District Councillor raised concerns with the MP in connection with the battery energy storage system and noted the Fire service was a not a statutory consultee in the planning process.</p> <p>Noted that the Lower Beeding summer fete is on 21st June 2025 2pm to 5pm.</p> |
| 0027 - 25/26 | <p>BUS SERVICE 74B</p> <p>The council considered the proposal raised by District Councillor Dennis Livingstone. Noted Roads, Footpaths and Open Spaces Committee 4th June 2025, recommended to council to not support the proposal.</p> <p>Members of public expressed concern that the parish council recommended not to support a new bus service. The Clerk referred to the document received at council for consideration. The document received for council consideration listed 3 buses on the 3 days leaving at 10am at a cost to the parish council of circa £8000 per annum (with other options referenced).</p> <p>The Clerk reminded council in advance of the meeting that they have no powers to provide a national bus service to charge back via the council tax Precept. The national bus services fall under WSCC unless it was a Community Minibus service which would be parish council run, under current legislation.</p> <p>The MOP requested a bus service to allow young school children, college young adults, teenagers, elderly and workers to catch a bus. Referring to the documentation provided to council the Clerk noted that the costs of a regular bus service were in excess of the outline data provided at the meeting which the council had considered.</p> <p>It was agreed that the Clerk will work with the MOP, District Councillor, to produce a survey then go back to the bus company to estimate costs and seek WSCC guidance. This item was deferred until a further report back to council is made.</p> |
| 0028 - 25/26 | <p>POLICE – PCSO Briefing Manning Heath (near to the Village Hall)</p> <p>Following Police attendance at the meeting in May - the Police are running briefing session on the following dates:-</p> <ul style="list-style-type: none"> Monday 16th June - 09:00-10:30 Tuesday 15th July - 15:00-16:30 Wednesday 20th August - 09:00-10:30 Thursday 18th September- 15:00-16:30 |
| 0029 - 25/26 | <p>EMERGENCY AND RESILIANCE AUDIT</p> <p>The emergency plan is out of the date and the parish needs an audit. Council considered the services of WSALC approved supplier Dee Thornton to conduct an audit of the parish and produce an updated plan. The plan was recommended by Roads, Footpaths and Open Spaces Committee on 4th June 2025 at a cost of £400. Delegation of providing any information the</p> |

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| | <p>contractor may need was agreed to be delegated to Cllr Colin Kenny and the Chair. Clerk to instruct the contractor, as necessary.</p> <p>It was RESOLVED to instruct Dee Thornton (WSALC recommended supplier) to audit and produce an Emergency and Resilience Audit for the Parish of Nuthurst at a cost of £400.</p> |
| 0030 - 25/26 | <p>LED STREETLIGHT UPGRADE – whole parish</p> <p>The council considered the costs for the LED streetlight upgrade to change all streetlights to LED bulbs along with necessary works to upgrade timing boxes and supply. The quotation included received from the incumbent maintenance firm who council are under contract with. It was recommended by the Finance Committee informal working party who set the agreed EMR, costs were recommended by Roads Footpaths and Open Spaces minute reference OS114-24/25.</p> <p>It was RESOLVED to accept the LED upgrade to be paid under EMR – LED streetlights upgrade to a value of £15,000. Under the Procurement Act 2023 (25) the council ordered a direct award to Streetlights Ltd, a trusted approved contractor, with specialist knowledge of the complexities of the differing streetlight conditions within the parish and incumbent maintenance contractor under contract until November 2025. Clerk to register the CIL payment with HDC, note the Procurement Act reference on the accounts system and issue council with the final quotation of works prior to contract instruction by the Clerk.</p> |
| 0031 - 25/26 | <p>MONKS GATE – Replacement parish gateway gate and signage</p> <p>It was RESOLVED to accept the insurance settlement figure of £1712 and it was RESOLVED to accept the following:</p> <ol style="list-style-type: none"> removal of damaged gates Monks Gate – Clerk to organise. approval acceptance of new licenced location for gates as agreed with WSCC Highways namely verge location A281 (WTW reference of verge ///whisker.broke.petted). Note the new location falls under same licence as previous location of gates. to order gates from Watt Plastics as a cost of £504. to instruct Wilbar Associates to install new parish gates at new location at a cost of £1542.00 to accept the excess cost of £250. <p>Action Clerk to accept settlement figure of £1712 from Gallaghers insurance broker, Clerk to order new gates and instruct Wilbar.</p> |
| 0032 - 25/26 | <p>FINANCIAL</p> <ol style="list-style-type: none"> It was RESOLVED to approve all banks reconciliation for May 2025. Chair signed the reconciliation. It was RESOLVED to approve all banks transactions for May. Chair signed all the bank statements. It was RESOLVED to approve the schedule of payments for June 2025 including all grants as ratified at the APM on 28th May 2025. The Budget report May 2025 was accepted. The EMR report May 2025 was noted. It was RESOLVED to approve payments for June 2025. |
| 0033 - 25/26 | <p>DATE OF THE NEXT MEETING</p> <p>Next ordinary meeting of the council 16th July 2025 will be held Mannings Heath Village Hall.</p> |

Meeting closed 2153hrs

Signed..... Dated.....