



Nuthurst Parish Council
P O Box 1098
Horsham
West Sussex
RH12 9YX

Email: clerk@nuthurst-pc.gov.uk

Website: www.nuthurstparishcouncil.gov.uk

Contact Number: 07795 593369

You are hereby summoned to attend the Parish Council Meeting of the Nuthurst Parish Council that will take place on Wednesday 15 October 2025 commencing at 7:30pm at Mannings Heath Village Hall. [click here](#).

Cllrs: Mr D Cotton (Chair), Mr C Kenny (Vice Chair), Mrs S Newell, Mrs V Court, Mr S Catterall, Mr W Bayley.
Lisa Wilcock, Clerk to the Parish Council, 9th October 2025.

AGENDA

1. Attendance and Apologies for Absence

To **receive** and approve apologies for absence from councillors.

2. 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.

3. Chairman's Announcements

To **receive** any announcements or items for information which the Chairman wishes to bring to the attention of the Council.

(Note: No decisions can be made under this item – for information only)

4. Public Session

To **receive** comments from members of the public on items on the agenda.

(Individual comments must not exceed 2 minutes. After this session, the public may remain but cannot participate further.)

5. Minutes of the Previous Meeting

To **approve** the minutes of the Parish Council meeting held on 17th September 2025.

6. Reports from Other Authorities

County Councillor Nigel Jupp – update regarding vegetation along Broadwater Lane.

District Councillor Dennis Livingstone – general district matters relevant to the parish.

7. Speed Watch

To **consider** how to address the issue of speeding traffic through Copsale, Sedgwick and Maplehurst areas.

8. Open Spaces Committee – Recommendations for Resolution

a) Emergency and Resilience Audit (OS0031-25/26)

To **note** the audit template has been ordered, carry to next meeting for first edit.

b) Bus Service Concerns (OS045-25/26)

To **note** the meeting date with AiRS to discuss the Bus Survey preparation.

9. Planning Applications

The Parish Council is invited to consider the following planning applications currently open for comment:

a) Application Ref: DC/25/1512

Site Address: The Coach House, Broadwater Lane, Copsale, West Sussex RH13 6QW

Proposal: Application to confirm the continuous use of building in non-compliance with the holiday let occupancy condition (Condition No. 7) on planning permission ref: DC/12/0689 (Lawful Development Certificate – Existing). **Status:** Registered (Validated 22 September 2025)

b) Application Ref: DISC/25/0287

Site Address: The Haven House, Sedgwick Lane, Horsham, West Sussex RH13 6QE

Proposal: Application for approval of details reserved by Condition 1 to approved application DC/25/0818. **Status:** Registered (Validated 19 September 2025)

c) Application Ref: HRA/25/0024

Site Address: Amiesmill Farm, Kerves Lane, Horsham, West Sussex

Proposal: Application under Regulation 77 of the Conservation of Habitats and Species Regulations 2017 relating to Prior Approval consent DC/24/0084. **Status:** Registered (Validated 16 September 2025)

d) Application Ref: DISC/25/0282

Site Address: Great Ventors Development Site, Coolhurst Close, Monks Gate, West Sussex

Proposal: Approval of details reserved by Condition 6 to approved application DC/21/1798. **Status:** Registered (Validated 15 September 2025)

10. Parish Logo

To **consider** the revised Parish Council logo and **resolve** whether to adopt the new design.

11. Playground Report

a) To **accept** the playground report.

b) To **consider** the quotes for improvements to the playground fencing. (to follow)

12. Finance

a) To **approve** bank reconciliation for September 2025.

b) To **approve** bank transactions for September 2025.

c) To **note** the Budget monthly statement YTD.

d) To **approve** the schedule of payments for October (to follow).

e) To **consider** the grant applications received.

a. Monks Gate Residents (£750)

b. The Nuthurst Society (£200)

c. St Andrews School (£250)

d. Nuthurst Community Allotment (£631.70)

f) To **approve** the Budget FY26/27 and set the Precept FY26/27 to the value of £59,120 (2.89% increase).

g) To **appoint** Mulberry LAS to carry out the internal audit for the financial year 2025/26.

13. Assertion 10

a) To note: Members are asked to note the Clerk's report following the **Assertion 10 Training** undertaken with **Mulberry LAS**.

b) To adopt updated policies: Following the review, Council is asked to **adopt the following updated and/or new policies**, which have been prepared in line with **NALC and ICO model documents** to ensure compliance with current legislation and good governance principles:

- I. **IT Policy (NALC model)** – Outlines responsible use, security, and management of council IT systems and electronic communication.
- II. **Data Protection Policy (NALC model)** – Sets out how the council collects, processes, and protects personal data in line with UK GDPR and the Data Protection Act 2018.
- III. **Accessibility Statement (NALC model)** – Confirms the council's commitment to making its website and digital content accessible, and outlines current and planned accessibility measures.
- IV. **ICO Publication Scheme (ICO model)** – Details the classes of information published by the council, how it is made available, and any applicable charges, promoting transparency.
- V. **Data Protection and Information Security Training Policy (NALC model)** – Formalises regular training for councillors and staff on data protection, information handling, and cybersecurity.

14. Items for the Next Agenda

To receive suggestions from Members for inclusion on the next Council agenda.

Members are invited to propose items for consideration at the next meeting of the Council. This provides an opportunity to raise new matters, emerging issues, or ongoing projects that require formal discussion or decision-making.

15. Date of the Next Meeting - Wednesday 19th November 2025 note the council do not hold a meeting in December.

Circulation: All Parish Councillors

Members of the public should be aware that attendance at this meeting will be deemed as consent to being recorded (photographed, filmed, or audio recorded) by any person present.