COLDWALTHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 12TH MAY 2026 7.30PM SANDHAM HALL, LONDON ROAD, COLDWALTHAM

Those Present:	**Cllr G Nelson**	**Chairman**
	Cllr J Evans	**Vice-Chairman**
	Cllr O Dudman	
	Cllr C Dennis	
	Cllr K Coughtrey	
	Cllr I Dreger	
	Cllr A Davies	
	Cllr J Stevens	
	D Cllr P Clarke	**District Councillor**
	D Cllr J Campbell	**District Councillor**
	D Cllr L Ellis Brown	**District Councillor**
	Mrs LD Sherlock-Fuidge	**Clerk**
	Tom Warder from **Action in Rural Sussex**	

DRAFT MINUTES - Not confirmed until the next council meeting

Cllr Nelson welcomed Tom Warder Chief Executive for AirS (Action in Rural Sussex) to the meeting.

Tom Warder spoke to members regarding the work AirS does helping rural communities achieve affordable housing for residents with a connection to that community; assisting communities with housing surveys to determine any housing need in their community, assisting communities to being sites to development, especially rural exception sites (edge of village) etc. These schemes have become more challenging in the current times, so AirS have been moving to Community Led Housing schemes and assisting to determine where the site is and who the homes are for, where the properties are kept in the community in perpetuity.

Tom highlighted four routes, Community Land Trust (CLT), Co-Housing, Co-operatives and Community Self Build.

CLT are community owned & controlled; have an open & democratic structure, permanently affordable homes. CLT can also be for other assets like post offices, where they are on a not-for-profit basis and have long-term stewardship. There is an ongoing momentum in HDC to increase the numbers of CLT. SDNP are a big supporter of CLT and AirS in particular.

The start point would be to carry out a new housing need survey, to determine what housing need there is within the community. Often this highlights residents who are not registered with the local authority, as they might not be a high priority for housing. These Affordable Housing Schemes would put local connection or the resident over any acute need for housing and keeping the properties available to local residents.

26 / 01.00 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted D Cllrs Campbell, Ellis Brown and Clarke.

26 / 02.00 **TO RECEIVE ANY DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS FROM MEMBERS, AND ANY CHANGES SINCE THEIR LAST DECLARATION OF INTERESTS**

Members present gave the clerk their completed Register of Members' Interest update forms.

26 / 03.00 **TO APPROVE AND SIGN MINUTES**

Minutes for the Parish Council meeting held on 10th March 2026 was accepted and signed by the Chairman.

26 / 04.00 **PARISH COUNCIL YEAR**

26 / 04.01 **New Coldwaltham Parish Council IT Policy:** The clerk advised that this is the final item to be compliant with Assertion 10, part of the 2025/26 AGAR form. Members confirmed the new policy.

RESOLVED: **Members confirmed the Coldwaltham Parish Council IT Policy.**

26 / 04.02 **Current Policies:** The Council confirmed all current policies: Standing Orders, Financial Regulations, Publication Scheme, Members' Code of Conduct.

RESOLVED: **Members confirmed the Current Policies.**

26 / 04.03 **Council Roles:** The Council reviewed the current list, members made no changes to. The clerk will distribute and post the updated list on the website.

Piscary Bailiffs: Council reviewed the Piscary bailiffs; Owen & Steve Dudman, Paul Hubbard & Colin Smithson.

RESOLVED: **Members confirmed the Councillors Roles and the Piscary Bailiffs.**

26 / 05.00 **2025-26 YEAR END ACCOUNTS**

26 / 05.01 **Year 2025-26 Internal Audit Report:** The Clerk confirmed that Jen Smith had completed the internal audit, copies of the report had been distributed to all Councillors prior to the meeting. This will be posted on the website and in the noticeboards.

Cllr Nelson congratulated the Clerk for the successful Audit reports for the PC and the Aban Head.

RESOLVED: **Members accepted the Internal Audit Report**

26 / 05.02 **Year 2025-26 Section 1 - Annual Governance Statement:** The Clerk confirmed that she had completed Section 1 of the Local Councils Annual Return. She noted that Box 10 was marked as no as council had only confirmed the new IT policy at this meeting outside of the year being audited.

Section 1 of the AGAR was signed by the Clerk and the Chairman after the meeting. This will be available on the website and in the noticeboards.

RESOLVED: **Members approved the Annual Governance Statement Section 1 part of the 2025-26 AGAR for signing**

26 / 05.03 **Year 2025-26 Section 2 - Accounts Statements:** The Clerk confirmed that Section 2 of the Local Councils Annual Return was also complete, this was signed by the Clerk and the Chairman after the meeting. This will be available on the website and in the noticeboards.

RESOLVED: **Members approved the Annual Governance Statement Section 2 as part of the 2025-26 AGAR for signing.**

26 / 06.00 **FINANCE**

26 / 06.01 **Account Summary:** The Clerk distributed the accounts for Parish Council and Alban Head Playing Fields Committee to members prior to the meeting. These are attached as Appendix A & B respectively.

The Clerk reported that all outstanding CIL funds from the Lodgehill Development have been received. In addition, an extra £800 in CIL funds from the Old Mechanics is expected in October.

26 / 06.02 **Payments:** payments were authorised for:

Consentino Outreach	Post Office Salaries (Mar)	£240.00
WSALC	Annual Subscription	£346.98
Defib Store Ltd	DeFib replacement Battery & Pads	£315.60
TM Mowers	Mower Servicing	£1,008.89
Smithe & Co	Internal Audit for PC	£218.40
Smithe & Co	AH External Examiners Inspection	£218.40
Consentino Outreach	Post Office Salaries (April)	£336.00
George Sports	Playing Field Spraying	£630.00
St James Primary School	Meeting Fee	£25.00

DRAFT MINUTES - Not confirmed until the next council meeting

26 / 07.00 **CHAIRMAN'S REPORT**

Cllr Nelson updated members:

- He advised that he would be writing to the PC requesting funds from CIL for the Alban Head to purchase rubber mulch for the Children's Play Area, the intention is to purchase a significant amount to enable the safety surface to be maintained for a few years to come.
- He and Cllr Coughtrey are due to circulate the Priority Statement following the comments received shortly.
- He had received an email from HDC advising that in principle the Brookland Way Play Area can be ours, however, the community is not ready to accept it yet.

26 / 08.00 **ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK**

26 / 08.01 Cllr Dennis updated Council regarding recent planning applications.

- Hardham Gate – Repair and stabilisation work to existing chimney stacks.
- Field east of London Road – an application for a dog exercise area. The PC comment noted that when the lease expires, the field should be returned to agricultural land.
- 7 Brookview – for a rear extension, it is the last one in the row to add an extension, as there are roof lights the PC comment will make reference to the dark skies.
- Coldwaltham Farm – changes to the plan outlines.
- Southern Water – Discharge of a planning condition.

26 / 08.02 The Clerk updated Council regarding recent applications decisions:

- SDNP/25/04985/HOUS, Ambleside, Sandy Lane, Watersfield, Permitted
- SDNP/25/04819/LIS, Cherry Tree Cottage, London Road, Watersfield, Permitted
- SDNP/26/00905/LIS, Hardham Gate, London Road, Hardham, Permitted

26 / 08.03 Cllr Dreger updated members regarding the support of Andrew Griffiths MP, for average speed cameras (ASC), highlighting those along A272 between Midhurst and Petworth, and on the A286 around Duncton.

He had completed a survey on average speed cameras, which he would share, and encouraged members to contribute too, Cllr Dreger is keen to that our community is included should any ASC be installed along the A29 so that Coldwaltham Parish benefits too, as well as Bury Parish.

The short deadline has highlighted again the issue of how we communicate with the community when there is a pressing issue which might need resident participation. Cllr Nelson advised that he had many email addresses for residents, but in the past, they had indicated that they do not wish to constantly be receiving emails for the PC.

26 / 08.04 Cllr Evans noted the new entrance at Hardham. The clerk advised that a planning application had been approved; to install a new entrance for the farm. Their current access is very tight between the cottages in Old London Road.

26 / 08.05 Cllr Evans noted that there are large numbers of containers at the café at Whiteways. He understands that a new café is being built which will be larger and more permanent than the current wooden structure. N.B. Clerk's note the approved application ref: SDNP/25/02061/FUL.

26 / 08.06 Cllr Davies requested that street name signs could be installed at each end of Old London Road, the stretch by St Botolph's church, it currently has no street name which is difficult for delivery drivers. The Clerk would contact HDC.

26 / 09.00 **DATE OF NEXT MEETING.**

Next meeting of Council is on Tuesday 14th July 2026, at 7.30pm, at St James School.

Meeting closed at 8.35 pm.

DRAFT MINUTES - Not confirmed until the next council meeting

Chairman:…… Date:……

Distributed to those present and Cllrs Lane, and D Cllrs Clarke, Campbell and Ellis Brown.