COLDWALTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 22nd SEPTEMBER 2026 7.30PM AT ST JAMES SCHOOL, CHURCH LANE, COLDWALTHAM

Those Present:	**Cllr G Nelson**	**Chairman**
	Cllr J Evans	**Vice-Chairman**
	Cllr O Dudman	
	Cllr I Dreger	
	Cllr A Davies	
	Cllr J Stevens	
	Mrs LD Sherlock-Fuidge	**Clerk**
Parishioners	**Mr & Mrs Berry**	

DRAFT MINUTES - not confirmed until the next Council meeting

Cllr Nelson welcomed members of the public to the meeting.

26 / 20.00 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

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

26 / 21.00 **TO RECEIVE ANY DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS FROM MEMBERS, AND ANY CHANGES SINCE THEIR LAST DECLARATION OF INTERESTS**

No new declarations were received. Cllr Nelson noted that he was no longer a trustee of Lodge Hill.

26 / 22.00 **TO APPROVE AND SIGN MINUTES**

Minutes for the Parish Council meeting held on 14th July 2026 were discussed. The minutes were published in two parts; those of the full public meeting and those for the section of the meeting that was held confidential.

Cllr Dreger advised that he had circulated revisions for both these minutes in July and again prior to this meeting and a further copy was distributed at the meeting to members present. He requested various changes to the minutes to make certain that his comments were more adequately reflected in the minutes.

Cllr Nelson noted that several changes been made to the minutes, following his request, which the clerk had circulated to members. Members requested no further changes to the minutes.

Cllr Nelson suggested that the public minutes as published on the website, and that of the private portion of the meeting as originally circulated should be accepted. Members agreed to make no further changes.

The Clerk would arrange for both sets of minutes to be signed after the meeting.

26 / 23.00 **TO CONFIRM ROLES WITHIN THE PARISH COUNCIL**

The Council reviewed the current list, Cllr Nelson advised that there was a position on the AH committee following Cllr Lanes' resignation, but this could be filled following the co-option of a new councillor at the next meeting.

In addition, a councillor would need to become the Sussex Wildlife Trust (SWT) liaison member. Cllr Nelson noted that there had been much correspondence between SWT and a resident, who

had been raising issues with how the Waltham Brooks is being managed, regarding the condition of the land, following grazing by cattle and the lack of repairs made to the PROW infrastructure on Waltham Brooks.

Cllr Evans noted that following HDC Community Governance Review (CGR), in which Parham PC had initially suggested an amalgamation with the parishes of Amberley, Bury and Coldwaltham. Cllr Evans noted that HDC have resolved to make no changes to these parishes. The Clerk advised that HDC had ruled out any action with Bury PC, as it is in a different district. Cllr Dreger acknowledged comments made by the chairman in the submitted documents.

26 / 24.00 **TO PROCEDURE FOR THE CO-OPTION FOR COUNCILLOR VACANCY**

The Clerk confirmed that as residents had not called for an election, the council are able to advertise for candidates to fill this vacancy. This advert will ask candidates to submit a summary as to why they would like to be considered. Candidates will be invited to attend the November meeting to meet the council, with members then agreeing the co-option of a new councillor to fill the vacancy.

Cllr Nelson confirmed that this would be at the start of the meeting.

26 / 25.00 **2025/26 YEAR END ACCOUNTS**

The Clerk confirmed that, Moore had completed the external audit of last years' accounts which had been distributed in July. The Clerk highlighted the External Auditors' concerns regarding the low reserves held by the Parish Council best practice suggests this should generally be at least three months expenditure as a minimum.

She advised that this report had been added to the reports for the 2025/26 Year End Accounts on the website and has been posted on the noticeboards for the last two months.

Cllr Dreger noted Moores' comment regarding the Box11 in Section 2, Do the figures in the accounting statements above exclude any trust transactions? which should have been marked yes rather than no, asking for clarification as to why this was incorrect. The Clerk would investigate.

The clerk confirmed that the Alban Head Accounts had also been audited separately.

26 / 26.00 **FINANCE**

26 / 26.01 **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.

Cllr Dreger asked if the figure for the Watersfield Football Club was an annual fee, the Clerk advised that this reflected half the yearly fee, explaining that the full fee is based on 20 matches across the two teams, half paid at the start of the season the second portion in January, any adjustment required following the completion of all games is made after the end of the season.

The Clerk advised that the second precept payment is due next week.

26 / 26.02 **To Confirm Bank Signatories:** The Clerk advised that at least one new bank signatory should be appointed. No volunteers put their name forward. Cllr Nelson encouraged members to consider this.

26 / 26.03 **Insurance Premium:** The Clerk advised that the insurance renewal premium for the renewal date 1st October, is £3641.23. This is the second year of the current 3-year LTA which runs to 30/09/2027 and reflects a 3.3% increase.

Cllr Dreger noted that this represents 18.5% of the precept, the clerk advised that a significant portion of the premium is the cover for the pavilion as it is constructed of wood.

26 / 26.04 **Payments:** payments were authorised for:

Alban Head Playing Fields	Transfer Southern Water Survey Fee to AH	£250.00
Mark Streeter	Church Lane to Sandham Hall Hedge	£250.00
Moore	External Audit Fee	£252.00
PCG / 1:1 FPC	Alban Head Field Services	£482.10
West Sussex ALC Limited	HALC subscription for 24/25 and 25/26	£40.00

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Cosentino Outreach	Post Office Salaries (July)	£345.00
PCG / 1:1 FPC	Alban Head Field Services	£670.37
Cosentino Outreach	Post Office Salaries (August)	£276.00
CAS Insurance Services Ltd	Insurance Renewal Premium	£3,641.23
St James Primary School	Meeting Fee - September	£25.00
Mrs LD Sherlock-Fuidge	Travel and Sundry Expenses	£110.20
Travis Perkins Trading Company	Bus Shelter Paint Supplies	£52.55
Monster Mulch	Rubber Chipping	£2,610.00

26 / 27.00 **CIL FUNDING**

The Clerk reminded council that it has already committed £8,400 of the £32,800 funds to projects, the balance available is £24,400. Cllr Nelson noted that it is exciting that there are projects in the village which can make use of these funds.

26 / 27.01 **Sandham Memorial Village Hall Committee (SMVH)–Solar Panels and Battery Installation**

Cllr Nelson has received a requested from Simon Berry, the chair of the SMVH, for support 'in principle' for approximately £16k from CIL Funds and. The proposed scheme is for 18 panels, which would require a planning application. The SMVH Committee is raising an additional £5-10K from additional grants and donations.

26 / 27.02 **Watersfield Football Club (WFC) to improve the Pavilion at the Alban Head Playing Fields**

The WFC are making an application funding for improvements to the pavilion from the Football Foundation (who supported the purchase of the new tractor). This project would focus on enlarging the changing rooms, installing new showers and general facility improvement. This scheme would also need planning permission. This whole project is expected to cost a total of approximately £60K and the WFC are asking for approximately £15K of CIL Funds.

Cllr Nelson noted that a commitment in principle from the Parish Council, would help these groups apply for further grants.

Cllr Dreger queried about the time scales for each project, Cllr Nelson advised that times scales for both are currently unknown, but likely to be at least 18 months, as both involve planning applications.

RESOLVED: **Members agreed to the requests in principle from the Sandham Memorial Village Hall Committee towards the installation of Solar Panels and Battery, and Watersfield Football Club towards Pavilion improvements.**

26 / 28.00 **CHAIRMANS' REPORT**

Cllr Nelson reported that there had been a very successful initial meeting for the Brookview Play Area. He was encouraged by the support of residents in the Brookview area. A bid for the Asset Transfer is being written ready for submission to HDC.

At the Alban Head, Cllr Nelson reported that there had been very little vandalism over the summer, which was a welcomed change. The field is recovering slowly following the dry summer, but is greener now that there has been some rain. The Watersfield FC have won their first two games.

26 / 29.00 **ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK**

26 / 29.01 Cllr Evans reported that the Horsham Association of Local Councils (HALC) is in some turmoil currently, an extraordinary meeting is being requested by a member parish council. Cllr Evans confirmed that HALC provides a link between, other parishes and Horsham District Council over local issues.

26 / 29.02 Cllr Dudman had inspected the Brookview bus shelter and noted that some repairs are required to keep it in good condition. Cllr Nelson and Dudman would review the possibilities. Cllr Nelson noted that HDC have been highlighting the number of bus shelters that they have installed, Cllr Evans wondered if HDC could be approached for funds.

26 / 29.03 Cllr Dudman noted that the road along Brook Lane was breaking up again. The Clerk advised that this should be reported on WSCC website.

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26 / 29.04 Cllr Dreger advised that the response to the recent TRO Consultation had been very disappointing, although there had been 47 comments in support, there had also been 99 comments objecting. WSCC had advised that they were considering the comments raised in the survey. He was concerned that this might mean the scheme would not go ahead. After reviewing the comments received it appeared that the main objections to the scheme, were to reducing the speed limits.

By way of comparison, he noted that this scheme had been costed at £43K, however, another scheme, which is going ahead, to repair damage to the road surface of the A29 is costing £500K, He noted that maybe if the traffic speeds were reduced, there would be less damage to the A29. At the moment, the installation of village gates would need to go on hold as it wouldn't be cost effective if we had them installed as a standalone project.

Subsequent to this meeting, WSCC Highways advised Cllr Dreger that the Traffic Regulation Order would not proceed in light of the responses received. Cllr Dreger is continuing his correspondence with WSCC Highways regarding their decision, possible next steps, including a meeting with the PC.

26 / 29.05 Cllr Dreger wished to highlight details distributed to by Friends of Coldwaltham Post Office prior to the last meeting, he advised that initially a post office committee of the council had been set up, consisting of Cllrs Nelson, Evans, Coughtrey and himself. Perhaps, the committee should ask the clerk to do a comprehensive assessment of the process.

26 / 29.06 Cllr Stevens made observations regarding the state of the footpath from Brook Lane across Waltham Brooks, several times the access is blocked by cattle. Also, there is a stile which has become very loose. The Clerk indicated that problems with Public Rights of Way (PROW) should be reported on WSCC website.

26 / 29.07 Cllr Davies asked if there was a key for the Hardham Noticeboard. The Clerk thanked him for making such a wonderful job of the repairs, and yes there is a key she would locate it.

26 / 29.08 The Clerk updated members on recent applications:

- Woodpeckers, Kings Lane. Coldwaltham: conversions of barn for residential use and amendments to height of roof and internal alterations. Since its proximity to the other Kings Lane Site, comments were made about the conditions of Kings Lane pertinent to this application in recognition of the previous Kings Lane site comments.
- 16 Silverdale, Coldwaltham – an adjustment to the previous application, this is now to include the installation of a steel flue and dormer windows to the front, - no additional comment.
- Cherry Tree Cottage, Watersfield: remove flat roof covering and replacement – no comments regarding this, as the property is listed and so would be scrutinised by the heritage officer.

26 / 29.09 The Clerk updated Council regarding recent applications decisions:

- SDNP/26/01418/LIS, Malt House, London Road, Watersfield, Roof alterations and external alterations, WITHDRAWN
- SDNP/26/02326/HOUS, 16 Silverdale Coldwaltham, Replace rear uPVC conservatory with a single-storey rear extension with two rooflights. Add a box dormer to the main roof at the rear, insert 3 rooflights to the front roof plane; replace the chimney stack with a black steel flue. PERMITTED
- SDNP/26/00384/HOUS & SDNP/26/00385/LIS, Honeysuckle Cottage, Brook Lane, Coldwaltham, Retention of external boiler, oil tank, brick fireplace and conversion of original store to dining room (retrospective), PERMITTED
- SDNP/26/02761/SCOPE, Coates Sand Pit Coates Lane Fittleworth, Screening and Scoping Opinion for a Review of Old Minerals Permission (ROMP), which is for the recommencement of extraction of sand from Coates Pit. Scoping Option Granted.

On the recent Kings Lane application, Cllr Dreger noted that with regards to the principal complaint; the unsuitability of the management of wastewater on the site and runoff water from the site, the applicant had put forward a detailed response from their consultant. However, the FOCUS group had since submitted a detail objection to this latest report.

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26 / 30.00 **DATE OF NEXT MEETING.**

Next meeting of Council is on Tuesday 10th November 2026, at 7.30pm.

Cllr Evans has asked if the meeting could be moved to the 17th November. The Clerk will confirm regarding the venue. This meeting will include the initial setting Budget for 2027/28.

After the meeting, the date of the next meeting has been confirmed as Tuesday 24th November, at 7.30pm.

Meeting closed at 8.45 pm.

Chairman:…… Date:……

Distributed to those present and Cllr Dennis, C Cllr Crofts and D Cllrs Campbell, Clarke and Ellis-Brown

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