

Appendix C: Application Documents for the Neighbourhood Plan Area

Application for Southwater and Shipley Parish



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HORSHAM DISTRICT COUNCIL

Albery House,
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17 April 2026

Dear Sir/Madam,

APPLICATION FOR DESIGNATION OF NEIGHBOURHOOD AREA

I write on behalf of Southwater Parish Council, with the consent of Shipley Parish Council, in support of an application for the designation of a neighbourhood area comprising the whole of Southwater Parish and the whole of Shipley Parish.

This application is made in accordance with Regulation 5 of the Neighbourhood Planning (General) Regulations 2012 (as amended). Regulation 5 requires that an area application submitted to the local planning authority must include:

- a) a map which identifies the area to which the area application relates – see **Enclosure 1**
- b) a statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and – see **Enclosure 2**
- c) a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act.

Southwater Parish Council is the relevant body making this application. As a parish council, it falls within the definition of a relevant body in section 61G(2)(a) of the Town and Country Planning Act 1990. Section 61F(1) and (2) of the Town and Country Planning Act 1990 confirms that a parish council is authorised to act in relation to a neighbourhood area which consists of or includes the whole or part of its area and, where that neighbourhood area also includes the whole or part of another parish council's area, only if that other parish council has given its consent. Shipley Parish Council has formally given that positive consent. Minutes of the resolution, passed under item 54a at the Ordinary Council Meeting of Shipley Parish Council held on 14 April 2026, are enclosed at **Enclosure 3**.

Given that Southwater Parish and Shipley Parish are already the subject of separate neighbourhood area designations, it is respectfully suggested that Horsham District Council may wish to exercise its powers under section 61G(6A)(c) of the Town and Country Planning Act 1990 to replace those existing neighbourhood areas with a single neighbourhood area comprising both parishes.

Both Parish Councils look forward to working collaboratively with Horsham District Council in progressing a meaningful neighbourhood plan for the area.

Yours sincerely,



Andrew Metcalfe

Managing Director | MPlan (Hons) MRTPI
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Enclosure 2 - Neighbourhood Area Designation Statement

The proposed **Southwater & Shipley Neighbourhood Plan Area**, comprising the whole of Southwater Parish and the whole of Shipley Parish, is considered to be appropriate for designation because it provides a logical, effective and locally supported basis for neighbourhood plan preparation.

In determining an area application, Horsham District Council must have regard to the desirability of designating the whole of the area of a parish council as a neighbourhood area, and to the desirability of maintaining the existing boundaries of areas already designated as neighbourhood areas. In this case, however, there are sound planning reasons why the designation of a single neighbourhood area covering both parishes is the most appropriate approach.

These reasons are summarised as follows:

- 1) The proposed designation includes the entirety of Southwater Parish and the entirety of Shipley Parish. It therefore respects parish boundaries and does not divide either parish for neighbourhood planning purposes.
- 2) Southwater and Shipley are closely connected in spatial and planning terms. In particular, the ongoing growth and outward expansion of Southwater southwards is increasingly influencing the adjoining area within Shipley Parish. This strengthens the planning relationship between the two parishes and means that key issues are increasingly shared across the parish boundary.
- 3) Those shared issues include, in particular, the distribution and location of development, the relationship between built form and countryside, landscape character, movement and connectivity, infrastructure requirements, and the protection of local character and settlement identity. These matters are not most effectively addressed through separate plans for separate areas.
- 4) A single neighbourhood area will enable these cross-boundary issues to be considered in a coordinated and comprehensive way through one plan-making process and one consistent policy framework. This will assist in avoiding duplication, inefficiency and inconsistency which may arise if the two parishes continue to be planned for separately.
- 5) Maintaining separate neighbourhood areas would create an increasingly artificial distinction between places that are becoming more closely related in functional and planning terms. In particular, the gradual southward expansion of Southwater has the potential to constrain effective plan-making if the two areas continue to be considered in isolation from one another.
- 6) The democratically elected members of both Parish Councils have considered the merits of a joint approach and have independently resolved to progress a joint neighbourhood plan, having concluded that doing so is in the interests of their respective communities.

For these reasons, the designation of a single neighbourhood area comprising Southwater Parish and Shipley Parish is considered to be the most appropriate basis for neighbourhood plan-making. It reflects the practical planning relationship between the two parishes, enables shared issues to be addressed through a coherent and consistent planning framework, and provides a more effective basis for plan-making than would be achieved through the retention of separate neighbourhood areas.

Enclosure 3 – Positive Consent from Shipley Parish Council



Shipley Parish Council

Chair: Cllr Matthew Payne
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Clerk: Mr Paul Richards
Email: clerk@shipley-pc.gov.uk
Website: www.shipleyparishcouncil.org.uk

The Draft Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Tuesday 14th April 2026 commencing 7:30 pm held at the Coolham Village Hall.

47. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chairman), Cllr Barrett, Cllr Emrich, Cllr Hood, Cllr Larcombe, Cllr Nunn, Cllr Tuck and Cllr Smale.

Also Present: WSCC Cllr Jupp, HDC Cllr Blackburn and P. Richards (Clerk).

No members of the public were present.

Apologies: Apologies were accepted from Cllr Huggett and Cllr Wright. HDC Cllr Jeffrey also sent his apologies.

48. To receive any declarations of interests from members in respect to Items on the agenda – none.

49. Public Session - none

50. Approval of the draft Minutes from the from the last meeting held on 10th March 2026.

The draft Minutes, having been circulated previously and with an amendment to the meeting location, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

51. Matters Arising from the previous meeting (for information only).

- Item 77/75 – SID – Chairman to contact landowner;
- Item 132/75 – VAS – Cllr Payne and Emrich to arrange installation;
- Item 145 – Litter bin – Chairman to progress;
- 36 – PRow – Rascals Farm – Cllr Jupp updated Members on the PRow officer's report that clarified the diversion routes and duration;
- 38 – Ambulance sign – Highways Steward to inspect;
- 40 – PRow diversion – Clerk to progress;
- 42 – Carbon reduction training – Cllr Blackburn provided an update.

52. Report from the County Councillor.

WSCC Cllr Jupp provided an update, circulated previously, that is attached at Appendix A.

53. Report from District Councillors – Cllr Blackburn provided an update that included:

- As of March 2026, Horsham Park in West Sussex has been officially designated as a "Field in Trust," legally protecting it in perpetuity from development;
- The council plan to build an additional 9 affordable homes;
- She attended the recent Planning Committee that refused the development of 4 house at the former Tidey and Webb site in Shipley. She agreed with SPC's support of the application and

also stated her support at the committee. However, the committee members decided to refuse the application;

- The Reserved Matters planning application at Woodfords had been deferred;
- The Planning Inspector will comment the Local Plan hearing on 21st April 2026. It is expected the Inspector will concentrate on housing numbers. Further hearings may be scheduled in September 2026;
- She attended a virtual meeting related to the Shipley Windmill. A further meeting is planned with HDC's Conservation Officer and the owner's family.

54. Planning.

a) NHP.

The Chairman invited Councillors from Southwater PC to explain the reasons behind a proposed joint Neighbourhood Plan area with Southwater PC. It was agreed that SPC Councillors would be invited to join the Southwater PC Neighbourhood Plan working group and would be part of any decisions moving forward. The Chairman asked SPC members to contact him should they wish to join him on the working group. Costs are estimated at this stage, however Southwater PC will share full cost details once known. SPC is not committed financially at this time.

Members **RESOLVED** that the parish supports inclusion within the proposed joint Neighbourhood Plan area, and that Southwater Parish Council and Squires Planning are authorised to submit the plan area designation documentation to Horsham District Council on its behalf. Inclusion in the joint plan area does not commit the parish to any particular planning outcome. It simply allows the councils to work together through the statutory neighbourhood planning process.

b) Planning Applications.

- **DC/26/0288 - Well Cottage, Emms Lane, Brooks Green** - Change of Use of existing paddock into residential curtilage.

Members voted to SUPPORT the application.

- **DC/26/0326 - Nightingale Farm, Sincox Lane, Shipley** - Variation of condition 1 of previously approved application reference SP/53/99 (Conversion of agricultural building to stables) to allow alternative (non-equestrian) uses.

Members voted to submit a NEUTRAL comment on the application.

- **DC/26/0395 - Lower Perryland Farm, Basing Hill Access Road, Dial Post** - Erection of single and two storey extensions. Demolition of existing garage and workshop and erection of an attached carport.

Members voted to SUPPORT the application.

- **DC/26/0439 - Jendens Farm, Smithers Hill Lane, Shipley** - Replacement of existing metal windows with timber casements with glazing bars, and replacement of doors (Listed Building Consent).

Members voted to submit a NEUTRAL comment on the application.

Members agreed with the recommendations made by HDC's Conservation Officer.

- **DC/26/0451 - Helford Barn, Sincox Lane, Shipley** - Outline Application for the erection of two dwellings following demolition of existing storage building with all matters reserved except access.

Members voted to submit a NEUTRAL comment on the application.

- **DC/26/0473 - Blonks, Hooklands Lane, Shipley** - Erection of fence along east boundary.

Members voted to OBJECT to the application.

Members stated that the fence (at 2.7m height) was too tall and not in keeping with the surrounding area.