



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a Meeting held at Northchapel Village Hall on Monday 5th March 2018 at 8pm

Present: Councillors Mr Alex Baker, Mrs Lynda Bell (Chairman), Miss Laura Green, Mrs Sharon Holden, Mrs Gaye Jordan, Mr Robert Moss and Mrs Daphne Trussler

In attendance: Mrs Helen Cruikshank, Parish Clerk
County Councillor Janet Duncton
There were two members of the public in attendance.

The Chairman welcomed everyone to the meeting.

A member of public spoke of his objection to the retrospective planning application SDNP/18/05935/LIS (demolition of section of boundary wall at Elm Tree Cottage). He stated that in a letter accompanying the above planning application the applicants state “We only carried out this work as the access to and from the highway to our property was so dangerous and only completed the work for the safety of our family on this very fast and busy road.” Two previous owners of Elm Tree Cottage had the same access on to the highway before the applicant’s recent unpermitted intervention, an elderly couple, both car drivers, and a family with three children which necessitated daily school runs. He added that he did not think that anything has changed to now make the access unsafe and if there was an issue what has the applicant’s intervention done to make the access safer? He felt the works were purely done to facilitate providing additional parking spaces.

Furthermore, in carrying out the unpermitted work the applicants have removed mature shrubs and some small but mature trees, demolished a length of boundary wall (which may be listed), removed a section of grass verge – land to which the applicants do not have title, obstructed a footpath and taken out of use part of a public lay-by. What is left of the lay-by is now more often than not used by the applicants as additional parking. All the above points are clearly illustrated in the before and after photographs. These photographs show how the applicant’s intervention has completely destroyed the visual amenity of Elm Tree Cottage and blighted the surrounding environment, for gone is the soft rural vista that existed and in its place an urban looking car park. In Pamela Bruce’s, Northchapel, A Parish History, there is a photograph of Elm Tree Cottage circa 1905 which clearly shows the footpath which is also visible on the ‘before’ photograph. Elm Tree Cottage is described as dating from the 1300s and being the oldest recorded building in the parish. Elm Tree Cottage is located in a Conservation Area, AONB and the SDNP. The work that the applicants have carried out and the usage of the site that this work has enabled, has completely destroyed the integrity of the oldest and possibly the most important house in Northchapel Parish.

Finally, he emphasised the importance that the Parish Council should reject the proposal on the above grounds; that the works have destroyed the old and it is imperative that the heritage is protected.

16/18 Apologies for absence: Apologies were received from District Councillor Nick Thomas and Parish Councillors Stephen Wordsworth and Jan Glover

17/18 Declarations of Interest: Councillor Green declared an interest in agenda item 24/18 as secretary of the Sports Club.

18/18 Minutes: The Minutes of the Parish Council Precept Meeting held on Monday 8th January 2018 were approved as a correct record and signed.

19/18 Reports from the Chichester District and West Sussex County Councillors

County Councillor Janet Duncton updated the meeting on both District and County news. Janet now sits on the SDNP planning committee (appointed by WSCC) and with regard to the SDNP/18/05935/LIS said that any

building or wall within a listed building curtilage is considered as listed and no-one should put in a new access without WSCC highways consent. She reported on District's Enterprise Centre on Terminus road in Chichester which new businesses can use on a short term basis to start them in the right direction. Lots of help is available. With regard to County, there is not a lot to tell, tomorrow night is the North Chichester CLC meeting at Wisborough Green Village Hall and there will be a grant funding pre-event from 6pm. Budgets have all been done and advertised and County are always looking for foster carers so please get in touch if you are able.

Any issues of a County nature then please do not hesitate to contact Janet Dunton on janet.dunton@westsussex.gov.uk or 01798 342528. Any queries of a District nature, please do not hesitate to contact Nick Thomas nthomas@chichester.gov.uk or 01730 810837.

Mrs Dunton and the two members of public left the meeting at 8.10pm. The Chairman thanked them for coming.

20/18 Working Party Reports

- **Allotments:** All quiet at the allotments, Clerk is due to meet up with the allotment manager to organise sending out the 2018/19 invoices to tenants.
- **Village Green:** Councillor Jordan reported that she had received a quote from CCP for filling in the potholes on the Village Green track (£380 plus VAT). It had been agreed to wait until all the building works had been completed and then to re-assess the requirements. A resident of one of the cottages is hoping to attend the next meeting to discuss some proposals for drainage works on the track. Permission has been given to the School to put up a sign on the Village Green to advertise vacancies at the pre-school.
- **Play Area:** Councillor Trussler reported that Playsafe Playgrounds had carried out phase 1 @ £3,913 (the repairs to the play equipment as identified in the last ROSPA report). The tunnel has been taken away and the area made good. The swing surfacing would be carried out shortly. She suggested that some matting also be put down at the gateway to the play area as it is particularly prone to getting muddy. Clerk to get quote for this to be done alongside the swing surfacing.
- **Footpaths, Hedges and Rights of Ways:** Councillor Trussler reported there was a broken stile at Upper Diddlesfold. Clerk to report this and chase for an update on the WSCC annual footpath/rights of way report.
- **Planning:** Councillor Bell said there were two outstanding planning applications: one for Elmtree Cottage, Fisher Street ([SDNP/17/06340/HOUS](#) and [SDNP/18/00539/LIS](#)) – Demolish a section of boundary wall and the other [SDNP/18/00309/HOUS](#) – 2 Leaside, Northchapel, Single storey front extension. They would be discussed after the meeting tonight. Since the last meeting in January, the following applications had been discussed by the Parish Council:

SDNP/17/06443/FUL

Location: Hillgrove Spring Farm London Road Northchapel GU28 9EQ

Proposal: Extension of existing timber store to provide additional storage (B8) and office accommodation (B1a).

SDNP/17/04004/FUL

Location: School House Farm London Road Northchapel GU28 9EG

Proposal: Demolition of modern barns; change of use, conversion, repair and restoration of Victorian barns to create 7 residential dwelling houses, with associated parking, landscaping and bin stores.

SDNP/18/00444/LDP

Location: 2 Leaside Northchapel GU28 9HD

Proposal: Proposed lawful development - single storey extension to rear.

Since the last meeting, Chichester District Council/South Downs National Park has made the following decisions on/given advice on:

SDNP/17/05915/FUL

Location: Manor Cottages Diddlesfold Lane Northchapel West Sussex

Proposal: Demolition of existing dwellings and erection of 2no. replacement dwellings.

Application withdrawn

SDNP/17/06034/FUL

Grove End Farm Hillgrove Lane Northchapel GU28 9EN

Change of use of domestic building to holiday let accommodation, including alterations to roof space, pursuant to planning permission NC/11/011/58/FULNP. |

Application withdrawn

SDNP/18/00834/PRE

1 Elm Cottages A283 Luffs Meadow to Pipers Lane Northchapel Petworth West Sussex GU28

Erection of a timber clad home office in rear garden.

Advice provided

SDNP/18/00444/LDP

2 Leaside Northchapel GU28 9HD

Proposed lawful development - single storey extension to rear.

Decision: Refused

SDNP/17/05648/PRE

Gastons Farm Shillinglee Road Shillinglee Northchapel Godalming West Sussex GU8 4SX

Change of use of agricultural buildings to a dog centre with dog therapy specialism.

Advice provided

- **Village Hall:** Councillor Holden said there was nothing to report, Bookings are reasonable.
- **Housing:** Councillor Holden said it was very difficult to get hold of anyone from Hyde for tenants with issues. There had been a problem with an overhanging tree on the footpath which leads from the main road opposite the shop to Luffs Meadow. Clerk said she had been informed by Hyde Martlet to use the generic contacts with any housing issues <https://www.hyde-housing.co.uk/contact-us/contact-us-online/> or phone 0800 3 282 282
- **Winter Plan:** There had been snow! Councillor Moss reported that some grit had been used from the parish grit bins but these had now been topped back up following the recent bad weather. He suggested that the Parish Council consider investing in a gritter to pull behind a tractor to aid in making the roads safer during the snow/ice. All agreed this was a good idea. Councillor Moss to investigate prices and bring quotes along to the next meeting.
- **Northchapel Youth:** Councillor Bell reported the Purple Bus is here at the Village Hall again tonight and will continue until the end of term. It currently has five regulars who are getting a lot out of the evenings. The Purple Bus team hope to organise a fun day at Easter to encourage more to come along and raise awareness of the importance of the service.

21/18 Grounds Maintenance Contract

Clerk had invited four contractors to quote on the grounds maintenance contract 2018. Disappointingly only two had responded; CCP and All Groundwork Services. Clerk had distributed the forms from each detailing the prices quoted for the separate jobs within the parish so Councillors could compare. A discussion ensued and it was agreed to finalise the decision by email once clarification on cutting capability and references had been received.

22/18 New Website

Clerk had received two quotes for a new website from Function 28 and Vision ICT. Both companies offered similar packages for £450 and £500 respectively. It was agreed to go with the slightly cheaper quote from Function 28.

23/18 A283 Fisher Street Cross roads Traffic Speed

In Councillor Wordsworth's absence it was agreed to leave further discussion on this until the next meeting.

24/18 Multi-Sports Court

Councillor Green reported that the project was in its research phase with a survey currently being put together for distribution to all residents in April. She had had several chats with Fernhurst and its 2020 plans and would be asking SDNP for pre-planning advice at a later stage. A sub-committee will be set up. The proposed multi-sports court would be very much a community facility providing mixed use for tennis, football and netball/basketball. No floodlighting is being considered at this stage and it is felt the Village Hall car park is large enough so there would be no conflict for the users of the Village Hall. There is lots of support internally at the Sports Club and all is very positive to date.

25/18 General Data Protection Regulation

Clerk reported she was still waiting to hear on further news regarding who or cannot be the Data Protection Officer. There will be a new data protection fee of £40 which comes into force from 25th May 2018.

26/18 Annual Parish Meeting 2018

It was agreed the **Annual Parish Meeting would be held on Thursday 3rd May at 7.30pm**. Clerk to ask Chichester District Council's Dog Warden whether he would be able to attend and speak, failing that then the Chichester Neighbourhood Watch team.

27/18 Financial Matters

- The Council's current financial position @ £37,230 was noted.
- The Bank reconciliation as at 2nd January 2018 at Appendix 2 was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted and approved including WSCC (Clerk's Jan & Feb Salaries plus WSCC Payroll admin charges) @ £1,010, Business Stream (Allotment Water) @ £26 and Playsafe Playgrounds (Playgrounds repairs) @ £3,913
- Clerk said she had received thank you letters for all the annual donations and grants 2017/18
- Clerk had submitted the annual VAT return. Awaiting £2,626.

28/18 Reports back from meetings attended by Councillors

There had been no external meetings.

29/18 Clerks Report

Clerk said there were two dates for Councillors' diaries:

- Next North Chichester CLC meeting is Tuesday 6th March at 7pm at Wisborough Green Village Hall
- All Parishes Meeting at East Pallant House, Chichester on 25th May 2018

30/18 Items to be included on the next agenda

Multi-use court

Fisher Street traffic speed

Website

Please inform the Clerk of any items to go on the agenda by Monday 14th May 2018

31/18 Date of next meeting

Monday 21st May 2018 at 8pm (AGM)

The Chairman closed the meeting at 9.10pm

Signed

Date