



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a meeting held at Northchapel Village Hall on Monday 6th January 2020 at 8pm

Present: Councillors Mrs Lynda Bell (Chairman), Mr Chris Bryant, Miss Laura Green, Mrs Sharon Holden, Mrs Gaye Jordan, Mr Robert Moss and Mr Stephen Wordsworth

In attendance: Mrs Helen Cruikshank, Parish Clerk
County Councillor Janet Duncton
District Councillor Gareth Evans
Mr Sean Hellett, Lurgashall Parish Council

The Chairman thanked everyone for coming to the meeting and wished all a Happy New Year.

There were no members of the public in attendance.

Mr Sean Hellett from Lurgashall Parish Council said he and another Councillor started investigating the case for affordable housing back in 2018. They had attended a presentation made by AiRS (Action in Rural Sussex) in October last year and had a follow-up meeting with Chichester District Council (CDC) on the support they are able to offer in setting up a Community Land Trust (CLT). One of the recommendations was that they would be likely to be more successful if they operated in concert with neighbouring parishes as this gives a larger area to target and hopefully more chance of finding suitable sites as well as forming a larger core group for the trust. Land is not required to set up a CLT and it is hoped 4 or 5 people in total could form an initial group. A couple of meetings would need to be held to show commitment and then CDC would come in and offer support and help with funding.

He asked whether Northchapel PC thought there was scope for combining resources in this area. Lodsworth and Tillington Parish Councils had also been asked. If each parish has 1 or 2 residents who were interested in progressing this then that would be sufficient.

Councillor Green said that is imperative that the parish looks at ways to grow the community especially with the concern over low school numbers. Councillor Bell commented that Northchapel has a very tight settlement area.

This would be put as an agenda item at the next meeting in March and Clerk would put a notice in the parish news to inform and encourage parishioners to step up.

The Chairman thanked Sean for his interesting talk. He left the meeting at 8.30pm.

PARISH COUNCIL BUSINESS

1/20 Apologies for absence: Apologies were received from Parish Councillors Alex Baker and Daphne Trussler

2/20 Declarations of Interest: Councillor Green declared an interest in agenda item 6/20 as secretary of the Sports Club.

3/19 Minutes: The Minutes of the Parish Council meeting held on Monday 2nd December 2019 were approved as a correct record and signed.

4/20 Reports from the Chichester District and West Sussex County Councillors

County Councillor Janet Duncton reported it was the start of a new regime at County with the new Chief Executive (CE) Becky Shaw. She is now the joint CE of both WSCC and East Sussex County Council and will hopefully bring some much needed stability. Apart from that, there is very little to report as it had been a quiet period due to Christmas. Hampshire County Council is helping with improving Children's Services. More social workers are being recruited so all is going in the right direction but there is a long way to go.

The Clerk asked whether Janet had had an update on the highways concerns raised in Luffs Meadow at the last meeting by a parishioner. She said she would email through the response she had got to the Clerk. The Clerk added that she had heard back from the Lighting team at WSCC with regard to the request from the same parishioner to have a single light left on at night in Luffs Meadow following some unsociable issues. Unfortunately their policy does not allow for a single light to be left on and to date there has never been any relaxation of this. What they can offer is the police can come and request a number of lights to be changed to all night for crime investigation purposes, but this would be time limited and only extended if it formed part of a longer crime investigation. However all incidents must be reported to the police so they can build up a profile. It is not a case the resident can go to the police and demand the lighting is turned on, there must be sound evidence that the police are requesting this for investigation purposes.

If you have any issues of a County nature then please do not hesitate to contact Janet Duncton on janet.duncton@westsussex.gov.uk or 01798 342528. Mrs Janet Duncton is now also one of our District Councillors.

District Councillor Gareth Evans reported on the following:

- CDC has announced its preferred developer for the Southern Gateway project in Chichester as Henry Boot Developments.
- Zebra Crossings – A number of residents have contacted me about a zebra crossing in this parish and in Loxwood parish. I am keen to explore whether a community campaign can be launched to help enable this. I believe this is something the Loxwood Parish Council has explored in the past so will explore this in more detail and I have asked to meet them to see how far they got with this. Councillor Green said Northchapel Primary School is currently in the process of updating its travel plan with WSCC and looking at providing a safe crossing point in the village.
- Northchapel Christmas Fayre – Congratulations to Northchapel Primary School and Little Oaks Pre-School on their fayre on Friday 29th November. I was sadly caught at work but my wife attended on my behalf and said it was a wonderful occasion.
- Northchapel 5 KM – Congratulations also to Ruth Blanco on the autumn edition of the Northchapel run. There were 65 runners and it raised over £575 towards school and swimming pool funds. Sadly I was recovering from the flu so attended as a spectator but again my wife stepped in for me and completed the 5km in the mud!
- Co-op application Loxwood – As an FYI this application is happening in another Parish within the ward I represent. It has been slightly controversial and overrun by a few months. A decision should be reached by 12th December.
- As an FYI: I have been contacted by a resident in Strood Green, Wisborough Green regarding excessive bike noise and speed on the A272. This came about after the resident attended one of my Councillor surgeries in Kirdford. I suggested they also contact Parish Councils of Kirdford and Wisborough Green as I know this has been an issue which has come up before. I have also written to the police. They might contact Loxwood PC for advice.
- Crouchlands (Lagoon 3) – I have written to Dr. Sabrina Cohen-Hatton, Chief Fire Officer at West Sussex Fire and Rescue Service team and to Andrew Frost at CDC to raise my concerns over the lack of action regarding Lagoon 3 and the genuine safety risk that it poses. In the short term (and given recent excessive rainfall) I asked that the water to be pumped off from the top of the lagoon to ensure that the structure does not collapse. This is essential as the EA in their report state that the structure is not safe.

This letter was sent on the 1st November and to date I have received a short only from Sabrina's assistant. The letter stated they were aware but did not commit to any of the action requests. I was interviewed on BBC Sussex regarding this on Friday 8th November.

- I also am now in possession of the Emergency Plan which I obtained under the FOI act. This was forwarded to the Clerks of both Kirdford and Plaistow and Ifold Parish Councils. A meeting at CDC regarding an update on this issue will take place at 5pm on Monday 6th January 2020
- Upcoming Surgeries

My next DC Surgeries are on the following Saturdays from 11am to 1pm:

18th January, Half Moon Inn, Northchapel

1st February, Plaistow Stores

15th February, Kirdford Stores

7th March – Onslow Arms, Loxwood

Happy New Year to everyone. Any queries of a District nature, please do not hesitate to contact Gareth Evans on gbevans@chichester.gov.uk

5/20 Working Party Reports

- **Allotments:** There was nothing to report.
- **Village Green:** Councillor Bell reported the contractors had now cleared all the ditches and removed all the leaves from the Green. The track leading down to the pavilion needs some attention when it has dried up, in the spring. Councillor Bell had spoken to the owners of one of the cottages on the Green following parishioners' concerns about the brightness of the lights in the wall. Clerk to write a follow up letter.
- **Play Area:** Councillor Green reported that she was still waiting for the quote from Playsafe Playgrounds and was trying to find further quotes for replacement recycled play equipment.
- **Footpaths, Hedges and Rights of Ways:** There was nothing to report apart from the footpaths are all very wet!
- **Planning:** Councillor Wordsworth reported there had been a few small planning applications recently in the parish but none had local comments. The decision on Lower Diddlesfold Farm was still pending. The following applications had been discussed since November's meeting:

SDNP/19/04974/FUL and SDNP/19/04975/LIS

Gastons Farm Shillinglee Road Shillinglee Northchapel GU8 4SX

Change of use of an existing barn and land to dog training and dog day care facility, including installation of 1 no. W/C and fencing around proposed dog agility area.

SDNP/19/04942/TCA

Brookside House Diddlesfold Lane Northchapel Petworth West Sussex GU28 9EN

Notification of intention to reduce north-west sector by up to 4m (to suitable growth points) which overhang adjacent footpath and neighbouring property, The Creek on 1 no. Oak tree. Fell 2 no. Ash trees and 1 no. Ash tree.

SDNP/19/05872/HOUS

Whatelea, Luffs Meadow, Northchapel GU28 9HN

Proposed demolition of existing detached garage and erection of new single storey side addition

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

SDNP/19/04931/PRE

Tanya House A283 Valentines Lea to Valentines Hill Valentines Hill Northchapel

Creation of 1 no new 2 storey house with brickwork walls and slate tiles to match the height and footprint of the original house, creating two properties on the one site.

Advice provided

SDNP/19/04602/ADV

Land adjacent to A283 Haslemere/Northchapel border

Display a total of a non-illuminated SDNP boundary marker

Decision: Approved

SDNP/19/04591/TCA

Rectory A283 Luffs Meadow To Pipers Lane Northchapel GU28 9HP

Notification of intention to crown lift 1 no. lower limb and 3 no. secondary limbs to achieve 5.5m height (above ground level) on 1 no. Yew tree (T1). Reduce western sector by 0.5m up to 2m (above ground level) on 1 no. Holly tree (T2). Crown lift 2 no. lower secondary limbs and 3 no. small branches to achieve 5.5m height (above ground level) on 1 no. Yew tree (T3).

Decision: Raise no objection

SDNP/19/04244/FUL

4 Cylinders Cottages Fisher Street Northchapel GU28 9EL

Two bay extension to existing carport.

Decision: Approved

SDNP/19/04356/HOUS

10 Luffs Meadow Northchapel Petworth West Sussex GU28 9HN

Extension to porch (previously approved) on side elevation and construction of open porch structure on front elevation.

Decision: Approved

SDNP/19/04942/TCA

Brookside House Diddlesfold Lane Northchapel Petworth West Sussex GU28 9EN

Notification of intention to reduce north-west sector by up to 4m (to suitable growth points) which overhang adjacent footpath and neighbouring property, The Creek : 1 Oak tree. Fell 3 Ash trees.

Decision: Raise no objection

SDNP/19/04974/FUL and SDNP/19/04975/LIS

Gastons Farm Shillinglee Road Shillinglee Northchapel GU8 4SX

Change of use of an existing barn and land to dog training and dog day care facility, including installation of 1 no. W/C and fencing around proposed dog agility area.

Decision: Approved

- **Village Hall:** Councillor Holden said there was nothing much to report, they were still looking for an instructor for an evening Zumba or fitness class.
- **Housing:** Councillor Holden reported the housing working party had met with representatives from CDC and Home Group. Concerns had been shared with regards the need to keep local families in the village especially in relation to the school. There is currently an empty property in St Michaels Close and one in Valentines Lea. CDC are currently revising the criteria for housing allocation so it is particularly important that small rural villages like Northchapel have some input . At the moment there appears to be no forward thinking.
- **Winter Plan:** Councillor Moss reported so far the winter had been mild and wet. All was in hand if the weather deteriorates.
- **Northchapel Youth:** Councillor Bell reported the Purple Bus was returning this term as already funded. However, the parish needs to think about the future of this going forward as no more external funding is available. SCYP have given two options to return: annually @ £11,700 or term-time only @ £9,600. It was agreed that neither of these options are feasible at that cost. It

was decided to discuss this with the parish and find out what people wanted at the Annual Parish Meeting in April.

- **Village Road Safety Project:** This was discussed early. Clerk to report the sign at the south end of the village as not working correctly.

6/20 Multi-Use Games Area (MUGA)

Councillor Green reported that the charity registration had been completed and submitted. There was some delay with reviewing of applications. The 2020 fundraising village calendar had sold out with £537 being raised each for the MUGA project and school. Another community fundraiser would take place in early spring.

Councillor Moss spoke of a specialist firm which relocate trees in relation to the oak tree which currently stands on the manorial waste land where the proposed MUGA will be sited. Councillor Green said she would ask Apples and Pears to take a look at it too and then compare costs. Councillor Moss said Hortons Farm would kindly make a donation to help fund the removal.

7/20 Approved Budget/Precept 2020/21

Following the precept meeting in December where the precept had been set at £30,000, Clerk had circulated the revised budget figures for 2020/21. All approved these. Clerk to send precept figure to CDC.

8/20 Financial Matters

- The Council's current financial position @ £33,836 was noted.
- The Bank reconciliation as at Appendix 4 was noted.
- The schedule of accounts submitted for payment at Appendix 5 was noted and payments were approved for Northchapel Primary School @ £1,500 (Annual Donation 2019/20 @£300 plus additional request for help with funding for English curriculum and library books @ £600, Little Oaks Pre-School grant @ £600 for outdoor learning resources), Northchapel Village Hall (Annual Donation 2019/20 @ £500), Northchapel Sports Club @ £2,500 (Annual Donation 2019/20 as a contribution towards the MUGA project), Northchapel Swimming Pool @ £500 (Annual donation 2019/20 – lead line for swimming pool cover and changing room curtains) and St Michael's Church (Annual Donation 2019/20 to help with emergency works required to repair the churchyard wall). Other annual donations and grants 2019/20 for Petworth Over 60's Club (£50), Petworth Cottage Nursing Home (£100), Citizens Advice Bureau Waverley (£200) and Kent, Surrey & Sussex Air Ambulance (£250). Cheques for CCP Ltd (leaf clearance and removal from village green) @ £234, Concept Waste Solutions (December's dog litter bin emptying) @ £36, Mrs Helen Cruikshank (Clerk's Expenses Q3 19/20 @ £79 and St Michael's Church @ £170 (Parish Council pages in magazine for 2020),
- An additional request for funding had been received from SW Surrey Domestic Abuse Outreach Service. It was agreed this request was not pertinent to Northchapel as it only supported SW Surrey.

9/20 Reports back from meetings attended by Councillors

Councillors Bell and Jordan had attended the North Chichester CLC meeting in November where the Highways Management plan was discussed. There had been no consultation about the cuts to road management which meant parishes would need to do more. Councillors agreed this was unsatisfactory.

10/20 Clerks Report including correspondence

Clerk reported on one forthcoming meeting:

- All Parishes Meeting on Monday 10th February 2020 at 7pm (buffet from 6pm) at CDC offices

The Chairman suggested members may like to consider a change of day for meetings as there are a few clashes on a Monday. The first Thursday in the month was suggested and it was agreed this would be discussed formally at the next meeting in March.

A date for the Annual Parish Meeting (APM) was set for Thursday 23rd April at 7.30pm

The new PCSO for the area is Jess Chambers. Unfortunately she is unable to be here tonight and the next PC meeting is her rest day. Clerk to invite her to the APM.

Clerk had received an invite to fill in a survey from SSALC. She and the Chairman would complete.

11/20 Items to be included on the next agenda

Community Land Trust
Change to meeting day
APM format and speakers

Please inform the Clerk of any items to go on the agenda by Monday 24th February 2020

12/20 Date of next meeting

Monday 2nd March 2020 at 8pm

The Chairman closed the meeting at 9.35pm

Signed

Date