



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a meeting held at the Village Hall

On Thursday 3rd September 2020 at 8pm

Present: Councillors Mr Alex Baker, Mr Chris Bryant, Mrs Lynda Bell, Miss Laura Green, Mrs Sharon Holden (Chairman), and Mrs Daphne Trussler

In attendance: Mrs Helen Cruikshank, Parish Clerk
County Councillor/District Councillor Janet Duncton
There were no members of the public in attendance.

The Chairman welcomed everyone to the meeting.

PARISH COUNCIL AGENDA

51/20 Apologies for absence

Apologies were received from Parish Councillors Gaye Jordan, Robert Moss, Stephen Wordsworth and District Councillor Gareth Evans.

52/20 Declarations of Interest

Councillor Green declared an interest in agenda item 56/20 as secretary of the Sports Club.

53/20 Minutes

The Minutes of the Parish Council Meeting held on Thursday 2nd July 2020 were approved as a correct record and signed.

54/20 Reports from the Chichester District and West Sussex County Councillors

County Councillor/District Councillor Janet Duncton said August is normally a slack month at County but it has been very busy. She reported on the following:

1. There has been one full WSCC meeting in July (with no motions) and the next full meeting is to be on 18th September (with motions).
2. There are a lot of changes happening at South Downs National Park with a new team put in place by the Secretary of State. Janet Duncton now sits on the SDNP planning committee.
3. Four new separate contracts have been signed for, for the WSCC Highways contract.
4. Children's Services is going in the right direction after the bad report following its inspection 18 months ago.
5. A lot more housing is required in Chichester (outside of SDNP). The Planning White Paper will be discussed at the District Council's full meeting on 22nd September.

The Parish Council raised concern about the recent Anti-Social Behaviour (ASB) in Northchapel with youths causing a nuisance, suspected drug use, breaking in and trespassing on private property and land and lighting fires. The Police and Chichester District Council's Community Safety Officer have been informed and have been patrolling the village and clearing up drug material. County Councillor Duncton said that was the correct procedure to follow. The Parish Council urges all residents to report any ASB to the Police via its 101 service or 999 if an emergency.

Janet Duncton said that the motorbike noise and speeds continue to be a problem across the County. It is a Police issue however a task group has been set up by some of the parishes on the A272 with support from District and County and the MP, Gillian Keegan. Clerk to get Northchapel added to this group. Councillor

Green stated that Northchapel has now set up its own CAMS group with the hope that a Speedwatch initiative will evolve in time. Any issues of a County nature then please do not hesitate to contact Janet Duncion on janet.duncion@westsussex.gov.uk or 01798 342528.

In his absence, District Councillor Gareth Evans sent through a written report as follows:

1. The Covid-19 District Councillor hotline remains open should residents report any concerns in the community to the Parish Council. August is normally time when workload is slightly lighter but in light of the last few months this has been a particularly busy few months as CDC has been working hard to get services back up and running as well as working on different strands of the recovery plans.
2. CDC has been working very closely with West Sussex County Council and other partners on a COVID-19 Local Outbreak Plan. The plan works hand-in-hand with the test and trace system, providing a strategy on how the spread of the virus can be reduced if infections start to increase locally. If there is a local spike in coronavirus cases, the plan will ensure a speedy response to contain the virus and prevent it from spreading further. This could range from making sure that infected individuals self-isolate; to locking down a specific local setting; or even introducing a wider local lockdown where we will all need to follow this agreed plan
3. The recovery plan (mentioned above) was considered by cabinet on 7th July, and then full council on 21st July. The report outlines how CDC plan to help our communities and businesses to recover and get back on their feet; and how CDC plans to deal with the financial challenges they are likely to face. CDC are predicting losses of £8 million by the end of the year. In addition to this they will need around a further £2 million to balance their budget in the medium term. However, the Government announced last Thursday further financial support to Local Government, which CDC expect will reduce the in-year deficit to about £3.5m. Once CDC have received the detailed information, I will ensure this is passed on. CDC are expecting to see an increase in those needing benefits and housing assistance. CDC also know that our local businesses need a lot of support to get back up and running. Due to this, the draft recovery plan focuses on four key themes: Community and Housing Recovery, which Louise Rudziak will lead on; Economic Recovery, which Jane Hotchkiss will lead on; Organisational Recovery, which John Ward will lead on; and Resilience, Planning, Health and Environmental Protection Recovery; which Andrew Frost will lead on. If the report is approved, it's vital to work closely together to deliver the recovery plan and support our local communities and businesses as much as we possibly can
4. **Covid Recovery Grants:** Following the allocation of £500,000 at Full Council in July 2020, the Covid Recovery Grants scheme has been launched with applications to be made from 20 August. The scheme will initially be open for four weeks, although it is anticipated that there will be significant interest in the scheme and the schemes will need to be closed early if demand significantly exceeds the funds available. Full details can be found here: www.chichester.gov.uk/covidrecoverygrants For businesses there are two schemes available:
£100,000 for small grants of up to £1,000 – In contrast to all previous grant schemes these small grants allow for retrospective claims against costs that eligible businesses have incurred during the Covid19 emergency, with a real focus on measures that kept staff and customers safe (e.g. Personal Protective Equipment) £150,000 for larger grants up to £5,000 – funding for projects where businesses are recovering from the impact of Covid. This grant can be used for projects such as adapting premises to help attract visitors, buying additional furniture, marketing and promotion, updating a website to make more services available online. To be eligible for either of the grants the business must be in the following sectors:-
retail in premises, hospitality, leisure, tourism, restaurant, hair and beauty, gym, health and wellbeing and you must employ between 1.5 – 30 full time equivalent employees. Smaller grants are to be

approved by officers and reported to the Grants and Concessions Panel, Larger grants by the Grants and Concessions Panel

5. South Downs National Park have launched a small grants scheme, awarding funding of between £500 - £2,000 to eligible businesses and organisations within the South Downs National Park
6. As a result of the Council no longer being able to demonstrate a five year supply of housing the Planning Committee approved an Interim Planning Statement (IPS) to proactively manage the delivery of housing until the Local Plan Review is completed for consultation, and also for the immediate use in the determination of planning applications
7. **Dangerous driving & Speed and Noise issues:** A District wide task force is in operation to tackle this issue with support from our local MPS. I have also organised a meeting recently in our ward to pool resources and share best practice to help tackle this issue. The parish are working well to coordinate efforts to get their traffic groups up and running.
8. Loxwood Clay pit application – An application is due to go in for this at the end of the year and as you can imagine neighbouring parishes are playing close attention to this.
9. Online Surgeries – I continue to conduct meetings with residents via Zoom, Google Hangout, Skype, Video Call or WhatsApp. Contact me at gbevans@chichester.gov.uk / 07958 918 056

55/20 Working Party Reports

- **Allotments:** There was nothing to report.
- **Village Green:** Councillor Green said there was nothing much to report, football had re-started on the green and some stool ball had been played over the summer. Grass cutting is underway again. Councillor Bell had spoken to both the residents of Vine Cottages and it has been agreed to see how the recent repairs fair over the winter months and then re-visit next spring if required.
- **Play Area:** Councillor Green said she had met with Playsafe Playgrounds to go through the recent ROSPA report and they are quoting for the repair works required. The treehouse will be removed along with the picnic bench. Repairs are needed to the see-saw, rope ladder, pull-up bars and swinging steps. Once the quote has been received, Councillors Green and Holden will go through it. A budget of £5,000 spend had previously been agreed although given there are no grants currently available this may need to be increased. Any new equipment will need to be looked at during the next financial year and will be discussed at the precept meeting in December.
- **Footpaths, Hedges and Rights of Ways:** Councillor Trussler said nothing had been reported recently. Councillor Bell raised concern about the state of the Ash trees at Pound Piece and on the Village Green. Specialist advice is required. Clerk to action.
- **Planning:** Since the last meeting, the following applications had been discussed by the Parish Council:

SDNP/20/01261/HOUS

Location: Brook Bungalow, Diddlesfold Lane, Northchapel GU28 9EN

Proposal: Conversion of loft space to form two dormers on the east elevation and to erect open front porch

SDNP/20/03094/TCA

Location: Bushy Croft, London Road, Northchapel GU28 9HP

Proposal: Notification to fell 1 no. Alder tree

SDNP/20/03191/OHL

Location: Land at London Road, Ebernoe

Proposal: The erection of a new pole for the purposing of distributing electricity

SDNP/20/03090/HOUS

Location: Frith Hill Court, Pipers Lane, Northchapel GU28 9JE

Proposal: Two storey extension, proposed new garden room. Single storey extension to single garage. Replacement pool house. Addition of porch to modern barn

Since the last meeting, Chichester District Council/South Downs National Park had made the following decisions in Northchapel:

SDNP/20/02371/HOUS and SDNP/20/02372/LIS

Location: Hillside, Valentines Hill, Northchapel GU28 9HX

Proposal: Single storey rear extension

Application withdrawn

SDNP/19/06079/FUL

Location: Dales Farm, Pipers Lane, Northchapel, GU28 9LA

Proposal: Change of use of agricultural land to camping site including 4 no shepherd's huts for holiday accommodation

Decision: Approved

SDNP/20/03191/OHL

Location: Land at London Road, Ebernoe

Proposal: The erection of a new pole for the purposing of distributing electricity

Decision: Raise no objection

- **Village Hall:** Councillor Holden reported that the Village Hall is due to re-open on Monday 14th September. A risk assessment and an addendum to the rules of hire have been carried out to ensure Co-vid regulations are adhered to and will be sent to all hirers/users.
- **Housing:** Councillor Holden reported there was one empty property in Luffs Meadow and another in Valentines Lea.
- **Winter Plan:** There was nothing to report.
- **Northchapel Youth:** Councillor Bell to chase whether the Purple Bus will be returning for the Autumn Term following its visit during the summer months. Councillor Green said there is nothing left for the village youngsters once that goes and it is notoriously hard to get villagers to commit to running anything themselves. Councillor Bell added that SCYP do offer mentorship if there are people willing and able to set up a youth group in the village.
UPDATE: The Purple Bus is returning to the Village Hall Car Park on Monday evenings 7-9pm until half-term for year 5 upwards. Please support.
- **Village Road Safety Project:** Councillor Green said there was not much to report. She had set up a WhatsApp group and volunteers are now needed to get Speedwatch going with 1 or 2 people taking the lead. The School travel plan will be updated and needs to link with the wider community with evidence that everyone in the community is working together.
- **Northchapel Co-vid 19 Community Action Plan:** This would continue given the uncertainty which lies ahead.

56/20 MUGA update

Councillor Green said there was not much of an update as the Sports Club is currently unable to fundraise. There is some hope that the WSCC crowd funding platform will help but this is matched funding only. The Sports Club would like to end the year with £10,000 for the MUGA project. It is hoped that 2021 will bring many new funding opportunities.

57/20 Asset of Community Value – Northchapel Post Office & Stores

The Parish Council's nomination of Northchapel Post Office & Stores has been successful. It will remain on Chichester District Council's register of Community Assets for 5 years.

58/20 Financial Matters

- The Council's current financial position @ £28,344 was noted.
- The Bank reconciliation as at 27th August 2020 at Appendix 2 was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted and approved –WSCC (Clerk's August Salary) @ £496, Concept Waste Solutions (Dog Litter bin emptying) @ £117 and CCP Ltd (August's Grass Cutting) @ £525

59/20 Clerks Report including Correspondence

Clerk said the next All Parishes Meeting has been re-arranged once again and will now be held on the evening of Wednesday 16th September via Zoom. *Councillor Wordsworth to attend.*

There are new accessibility regulations coming into play from 23rd September for websites. All PC's must be compliant. We need to ensure reasonable adjustments are made to websites so they are accessible for people with various disabilities including impaired vision/motor difficulties/cognitive impairments or learning difficulties and deafness/hearing difficulties. It was agreed to get Function 28 Ltd (the original website designers) to do the work to the website in order to comply with the new regulations at a cost of @ £200.

There is a plethora of SSALC online training courses for those councillors who may wish to attend. Please let the Clerk know if you are interested and she will book you places. Details of all courses may be found on the SSALC website http://www.sussexalc.org.uk/EventsTraining_19251.aspx

Given the problems with Anti-Social Behaviour in the village, Councillor Bell suggested inviting the PCSO along to the next meeting. All agreed this was a good idea. Clerk to action.

UPDATE: PCSO Jess Chambers is able to attend the next meeting, emergencies allowing.

60/20 Items to be included on the next agenda

Please inform the Clerk of any items to go on the agenda by Thursday 29th October 2020

61/20 Date of next meeting

Thursday 5th November 2020 at 8pm

The Chairman closed the meeting at 8.45pm

Signed

Date