



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a meeting held at the Village Hall

On Thursday 5th November 2020 at 8pm

Present: Councillors Mrs Lynda Bell, Miss Laura Green, Mrs Sharon Holden (Chairman), Mrs Gaye Jordan, Mrs Daphne Trussler and Mr Stephen Wordsworth

In attendance: Mrs Helen Cruikshank, Parish Clerk
County Councillor/District Councillor Janet Duncton
District Councillor Gareth Evans
There was one member of the public in attendance.

The Chairman welcomed everyone to the meeting.

The member of the public spoke of her concerns and those of many other residents regarding the ongoing, daily industrial noise coming from the Southern Water sewage works at the bottom of Hillgrove Lane. It is understood the plant suffered an episode of contamination at some point earlier in the year which residents were informed about but the remedial action and noise has now been going on for several months from 7am until midnight on some days. Despite many complaints to Southern Water, there has been no response with an apology or explanation and it would seem that there is more of an ongoing problem. However it would be helpful to know the reason for this as residents.

County Councillor/District Councillor Janet Duncton and District Councillor Gareth Evans said they would speak to the Environmental Protection Team at CDC to help get some answers.

PARISH COUNCIL AGENDA

62/20 Apologies for absence

Apologies were received from Parish Councillors Alex Baker, Chris Bryant and Robert Moss. Belated apologies from PCSO Neil Billingham.

63/20 Declarations of Interest

Councillor Green declared an interest in agenda item 72/20 as secretary of the Sports Club.

64/20 Minutes

The Minutes of the Parish Council Meeting held on Thursday 3rd September 2020 were approved as a correct record and signed.

65/20 Police Report from PCSO Neil Billingham

PCSO Neil Billingham was unable to make the meeting but has since sent through the following report:

Following a number of requests, I thought I would give everyone an update on methods of contact for Sussex Police. Modern policing revolves around the information that we receive from the public. Our patrol plans and activity are based around the calls we get, so if no one is telling us what is going on, we cannot target where we need to be. The best methods of contact are (although not an exhaustive list):

1. The incident has happened and/or the suspects are believed to have left the area: Report at using the on line forms or email our contact centre on 101@sussex.pnn.police.uk giving as much information as possible about location, suspects, what happened etc.

2. The incident has happened, the suspect have left but may still be in the local area: Call 101.
3. The incident has only just happened, suspects are believed to be nearby or the incident is in progress with suspects at scene: Get yourself safe and call 999.

If in doubt, call 999 and if necessary the call handler will advise the best contact method.

All calls (and emails) have a log created (number and Date) are graded from 1 to 4 at source.

Grade 4 being information that cannot be actioned or duplicate calls (e.g. further calls regarding an incident that we are already dealing with).

Grade 3 being an incident that can be dealt with in due course or “Slow Time” (e.g. neighbour disputes), and are the bulk of our work on NPT.

Grade 2 being an incident that has finished but needs attending as soon as possible (e.g. coming home and finding a break in has happened but no offenders at scene).

Grade 1 requiring an immediate response with lights and sirens (e.g. offenders still at scene on a burglary, the first call to a car crash etc.) This will be the Response and Specialist Teams.

One of my first Sergeants used to say “if it is not reported, it did not happen!!!” so please, please report, report, report!

Incidents of Note.

Unfortunately, we had a burglary to a home this month. Entry was gained by smashing a rear door whilst the householder was away. Our advice is to tell a neighbour you trust that you are going away and have lamps on timers to come on and off at times you would normally expect (dusk and bedtime). Of course, alarms always help as well, as does modern CCTV through companies such as Ring Doorbells.

PCSO Activity over the next month.

Although we are in a new national lockdown, Sussex Police will still be open and available. We may deal with more incidents over the ‘phone than usual, but we will still be dealing with reports and issues as we normally would. I will be out and about as much as possible, but watch out for suspect growths. B Section Chichester (and a few colleagues on other sections) are doing “MOVEMBER” this year, growing dodgy ‘taches to raise awareness of men’s mental health and funds for St Wilfrid’s Hospice. Mine will be disappearing in December!!!!

DON’T LET THEM MAKE YOU A VICTIM OF CRIME. IF YOU SEE IT, REPORT IT!

66/20 Reports from the Chichester District and West Sussex County Councillors

County Councillor/District Councillor Janet Duncton report follows:

First of all a brief fairly up to date Covid19 report of cases in West Sussex. Between 28th October and the 3rd November 98.3 persons per 100 thousand. As you know the figures you hear about are usually how many in 100 thousand of the population in an area. Let’s hope we all see a decrease.

We have a new Executive Director of Adult Services. The interim one was excellent but we knew when he came that he could only do a limited time with us. Keith Hinkley is also a member of the East Sussex County Council and like our excellent Chief Executive will divide his time between the two Councils. This has worked extremely well with Becky Shaw the Chief Executive and I am sure it will with Keith. His time will be 80% with West Sussex and 20% with East Sussex.

As you know during this coming very tough budget round where we will undoubtedly have to be cutting back some of our services as yet not known. That said we know that Adult Services, Children Services and of course Education and the Fire Service are ones that we need to keep on improving and this will cost us but it has to be accepted.

With regards Children Services, you know how badly we fared in the inspection nearly 2 years ago and big improvements have been made but we are not there yet. One of the criticisms was regarding some of our children’s homes, 3 in Worthing were particularly picked out. These were closed and I am pleased to say that contracts have been let to refurbish these completely and we hope to have them back in use in the spring next year. Our commissioner is very happy with this decision. Woodlands Mead the big special needs school near Burgess Hill has also had the budget approved for a new school to be built on the site. Although this is some £23 million it has been a high priority for many years and all involved have been assured that the money is ring fenced for this project.

Unless you cycle in the towns of West Sussex, pop up cycle lanes may not have affected you but they are all being removed except the one in Shoreham at the moment. 90% of those who wrote in about them in Chichester wanted them gone. Again unfortunately the County Councillor for Midhurst has called the decision in. I think this will be against the wishes of the majority of Chichester residents but that's democracy for you. It has been a strange year for us all but this year when it gets to Remembrance on the 11th November cannot have the usual parades etc. Wreaths will be laid but the whole process will be different. For those of my Parish's within the Loxwood ward I do know that Gareth has given you the CDC report but just to say that all District, Borough and the County Council are working together with others as well to hopefully keep this beautiful area of ours as vibrant as it was when we come out of the dreadful lockdown situation. Any issues of a County nature then please do not hesitate to contact Janet Duncton on janet.duncton@westsussex.gov.uk or 01798 342528.

District Councillor Gareth Evans reported on the following:

As the country prepares for a second national lockdown this week, CDC are continuing to offer a wide range of support to individuals, businesses and community organisations across the district who are experiencing hardship during this extremely difficult period.

The Revenues and Benefits teams are currently administering the Government's Self Isolation Payments to people in the district who are on low incomes and have been told to self-isolate by NHS Test and Trace. This is to enable people to ensure that they follow the rules without suffering financially. They are also administering a hardship fund to give £150 to those residents who are in receipt of Council Tax Benefit, to help towards their Council Tax bills. This can also be increased as part of discretionary scheme and we are also able to help with rent payments through our Discretionary Housing Payments scheme.

CDC are supporting local community groups who have seen an increase in demand for their services as a result of coronavirus. They have increased the grants scheme by £250,000 to help local voluntary groups. Details of all these schemes, which hope will assist families who are experiencing financial pressures during this time, can be accessed through CDC's website www.chichester.gov.uk

CDC are working with West Sussex County Council to ensure that vulnerable people receive as much support as possible. They are there to deliver emergency food and other supplies to those who have no support network around them. They are a member of the county's food partnership and food hardship fund that WSCC set up using money from the Government's Emergency Assistance Grant. This means that they can refer any children or families who are experiencing problems with food supply for assistance. I would encourage anyone who needs support to contact the Community Hub. The best way to do this is online but there is also a dedicated telephone helpline available for residents who need it: 033 022 27980. We are trying to keep the resources available through the hub for those who are most vulnerable, so if people have support in place already, such as from family or friends, then they should continue to use their support.

The CEO will be delivering a Covid-19 recovery update at the next cabinet meeting (next month). CDC have paid out £37 million in Business Rate Grants to support businesses. They also gave out £237,000 in the first six months of the financial year through our Hardship Fund payments to support people with their Council Tax who have been financially affected due to the pandemic.

White paper

The Planning White Paper sets out a wide range of proposals which seek to streamline the planning process. Proposals include designating land for Growth, Renewal or Protection, the promotion of design and sustainability, a reform of developer contributions and measures to ensure more land is available for development where it is needed. The proposals have implications for plan-making, development management and the delivery of infrastructure and affordable housing, through developer contributions.

A copy of both consultation responses can be found on the Planning Policy pages of our website:
<https://www.chichester.gov.uk/governmentconsultations>

DPIP considered the proposals and the council's responses on 15 October. The council's response was submitted to MHCLG on 21 October 2020.

Housing and Employment Land Availability Assessment

Following the workshop on the Housing and Economic Land Availability Assessment (HELAA) in August, the HELAA and all appendices has been published on CDC's website. It sets out details of the potential suitability

of land for development within the Chichester Plan area and will to inform the emerging Chichester Local Plan. All Parishes in the ward have been informed

Claypit (Loxwood)

I continue to support the large number of residents who have raised concerns over the claypit.

Surgery

As always please contact me with any issue, feedback, problem or question and I will do my best to help: gbevans@chichester.gov.uk / 07958 918056. Although I have not been able to resume normal Saturday surgeries yet, I am available to meet and visit residents (whilst observing social distance measures) or for online meetings or surgeries upon request. I look forward to hearing from you!

67/20 Working Party Reports

- **Allotments:** There was nothing to report. The allotment hedge had recently been cut.
- **Village Green:** Councillor Trussler enquired after the ton bags of leaves which had been left on the Village Green. Clerk to check with the grass contractors.
- **Play Area:** Councillor Green said some of the work had been completed. It is proving difficult to find a supplier for replacement parts for the hanging steps.
- **Footpaths, Hedges and Rights of Ways:** The Clerk had reported a broken stile on the footpath by Freehold Farm to the WSCC ranger.
- **Planning:** Since the last meeting, the following applications had been discussed by the Parish Council:

SDNP/20/04487/TPO

Location: Land adjacent to Barn Close A283 Luffs Meadow to Pipers Lane Northchapel West Sussex

Proposal: Re-pollard back to previous pruning points on 1 no. Horse Chestnut tree subject to NC/72/00723/TPO.

SDNP/20/04035/TCA

Location: Old Forge A283 Luffs Meadow to Pipers Lane Northchapel Petworth West Sussex GU28 9HP

Proposal: Notification of intention to fell 1 no. Conifer tree

SDNP/20/04203/HOUS and SDNP/20/04204/LIS

Location: Hillside A283 Valentines Lea to Valentines Hill Valentines Hill Northchapel GU28 9HX

Proposal: Single storey side extension.

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

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

Decision: Approved

SDNP/20/03094/TCA

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

Proposal: Notification to fell 1 no. Alder tree

Decision: Raise no objection

SDNP/20/01100/LIS

Location; Southview A283 Luffs Meadow to Pipers Lane Northchapel GU28 9HW

Proposal: Windows being replaced with timber flush casements.

Decision: Refused

- **Village Hall:** Councillor Holden reported that the Village Hall is now closed after it had just got going. Nothing further to report.
- **Housing:** Councillor Holden reported there was nothing much to report. There had been some issues with residents but these had been dealt with. Clerk to contact HOME group regarding an empty property in St Michael's Close.
- **Winter Plan:** The gritting map, farmer contact details and copy of the Public Liability Insurance had been sent to WSCC Communities team. The Clerk thanked Councillor Moss for his support.
- **Northchapel Youth:** Councillor Bell reported the Purple Bus had returned for the autumn term but has now had to close due to Co-vid 19 and lockdown. The SCYP team has organised Zoom meetings and sent links to all those previously signed up. No-one in the village has yet come forward to offer to take on setting up a youth group. There is much support out there for parents wanting to help. Councillor Green said the Sports Club has offered up the Pavilion to be used as a potential new location and impressed the importance of keeping the provision going especially for the young ones' mental health.
- **Village Road Safety Project:** Councillor Green reported she has a meeting with the head of Northchapel Primary School on Monday to discuss the road safety project. She suggested the village might like to adopt the scarecrow idea from Hambledon and put them up throughout the parish to slow traffic down. They attract attention and show that the village is serious about addressing the speed issue. She is keen to get the children involved at the school too. All members thought this was a wonderful idea. Councillor Green added she has a list of volunteers for Speedwatch but no-one who has yet offered to take on responsibility of the project.
- **Northchapel Co-vid 19 Community Action Plan:** This is still up and running for those who need it.

68/20 Tree works outside Barns Close

The Parish Council had received two quotes for the 5 yearly tree works to the Horse Chestnut outside Barns Close. It was agreed to give the job to Apples & Pears as theirs was the most competitive price. Clerk has submitted a planning application and is awaiting approval before the works may commence.

69/20 Village Christmas tree

Councillor Baker had kindly offered to supply a Christmas tree for the village with The Half Moon kindly providing electricity. Thanks were given to both parties and it was agreed to get the biggest size which would fit safely into the tractor.

Thanks were also given to Councillor Baker for erecting the Remembrance silhouettes.

70/20 Refurbishment of bus shelter

Councillor Holden said she was concerned for the MRC pupils who have nowhere to shelter when waiting for the school bus which is sometimes 30 minutes late. She asked the Parish Council to consider refurbishing the old shelter. There are currently no grants available to help with bus shelters and they cost £6-12,000. Clerk to look for the legal documentation for the land.

71/20 Southern Water Sewage works

This was discussed in public questions.

72/20 MUGA update

Councillor Green said the village calendar would be ready by the end of the month to help raise vital funds for the school and the MUGA project.

73/20 Financial Matters

- The Council's current financial position @ £38,627 was noted.
- The Bank reconciliation as at 28th October 2020 at Appendix 2 was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted and approved –WSCC

(Clerk's October Salary plus backdated increase) @ £655, Concept Waste Solutions (Dog Litter bin emptying for October plus re-issue of lost cheques) @ £198, Miss Laura Green (reimbursement of bulbs and flowers @ £80 and CCP Ltd (October's Grass Cutting and allotment hedge cutting) @ £1857

74/20 Reports back from meetings attended by Councillors

No meetings had been attended by Councillors.

75/20 Clerks Report including Correspondence

- All North Chi CLC meetings have been cancelled until further notice.
- WSALC AGM has been postponed. The rescheduled date is Wednesday 2nd December 2020 and will commence at 10:00am via Zoom
- West Sussex County Council has started a review of the West Sussex Transport Plan (WSTP). Clerk to email details round to members. The survey is accessible to all, so individual members of the public can also submit their views if they wish to do so. The survey closing date is Thursday 17th December 2020. To complete the survey please visit: www.westsussex.gov.uk/WSTPsurvey

Councillor Green thanked Ann Charlton for being editor of the Parish News for the past 4 years. It was agreed to send her a thank you gift for all her hard work.

76/20 Items to be included on the next agenda

Please inform the Clerk of any items to go on the agenda by Thursday 26th November 2020

77/20 Date of next meeting

Thursday 3rd December 2020 at 8pm (Precept/Finance meeting only)

The Chairman closed the meeting at 9.20pm

Signed

Date