



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a meeting held virtually on Thursday 7th January 2021 at 8pm

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

In attendance: Mrs Helen Cruikshank, Parish Clerk
District Councillor Gareth Evans
PCSO Neil Billingham

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

There was one member of the public in attendance who gave a quick update regarding the Southern Water issue at the site in Northchapel following on from the last PC meeting. A full update will be published in the Parish News. The end result following discussions with the site management is that there will have to be a permanent low level of activity at the site constantly but:

- Activity should only be high when there is high rainfall
- The pumping process is much quieter
- Fencing will be erected to, hopefully, quieten the constant noise of the machinery

She added that they now have a really good dialogue with the site so if there are any ongoing issues, she will raise them direct with the site. She thanked everyone who has been supportive with the issue.

PARISH COUNCIL BUSINESS

1/21 Apologies for absence: Apologies were received from Parish Councillors Chris Bryant and Robert Moss. Also from County Councillor Janet Duncton.

2/21 Declarations of Interest: Councillor Green declared an interest in agenda item 8/21 as secretary of the Sports Club.

3/21 Co-option of Councillor: The Chairman announced there was a candidate for the one vacancy on the Parish Council. It was agreed that Amanda Harman be co-opted as Parish Councillor. Clerk to send her all the necessary documentation. The Chairman welcomed Amanda on board.

4/21 Minutes: The Minutes of the Parish Council meeting held on Thursday 3rd December 2020 were approved as a correct record and signed.

5/21 Report from PCSO Neil Billingham

PCSO Neil Billingham reported on the following:

Firstly, I would like to wish everyone a Happy New Year. I hope you all had a Merry and safe Christmas. I was going to discuss various Policing matters this month, but with the announcement last night (Monday 04/01/2021) and the move to Tier 5 Lockdown, I feel the need to reiterate to everyone the message to **Stay Home!** The current Sussex Police policy is to follow the four E's. Engage, Explain, Encourage, Enforce. This means when dealing with any potential breach of Covid guidelines or regulations, we will talk to people (Engage), make it very clear why they should be complying (Explain) and sending them home (Encourage). Only with repeated or very extreme situations will we be looking to issue fines, but if they are needed, they will be issued (Enforce).

Incidents of Note.

As with many other areas, we have had numerous Covid breach calls, generally dealt with as above. If there is a problem then please let us know. We also had an incident of animals in the road. Fortunately, they were recovered back to their field with no issues very swiftly.

PCSO Activity over the next month.

We are still waiting for a Management decision on the long term plan for the Officer for the area. For the time being, I will be staying in Chichester and continuing to cover the beat with Jess. I will update as soon as we have any further information.

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

It was noted that there was a lot more traffic during this lockdown compared to the previous lockdown in March. PCSO Billingham said there was a lot more was shut down previously and there was definitely more movement now with a "rush hour" locally. Councillor Green stated that the scarecrows put up in the parish to coincide with road safety week at the school had been successful with a noticeable reduction in speed of the traffic. Some were battered due to the weather and some sadly had been destroyed. PCSO Billingham stated that any damage should be reported as if the Police don't get the information, they can't do patrols and they will happily follow up on anything. Thanks were given to the PCSO team for their support and attendance tonight.

PCSO Billingham left the meeting at 8.25pm

6/21 Reports from the Chichester District and West Sussex County Councillors

District Councillor Gareth Evans reported on the following:

Covid-19: We are now in a national lockdown and CDC continues to support the residents and local business during this time. It should also be noted off the back of the announcement that a Covid-19 vaccination had been developed some Doctors surgeries (including Loxwood) has received high volumes of calls regarding this. Loxwood Medical practice have informed residents that those patients who are within the governments criteria will be sent an invite. This will come from the NHS and they will advise as to the location of the vaccination. CDC are in communication with WSCC in order to get updates regarding this.

Update on COVID Grants: The Covid Recovery Grants scheme was launched on the 20 August 2020. CDC have so far received a total of 77 applications for the large business grant. A total of 51 applications have been successful which totals a grant amount of £172,028.09. Fourteen applications have successfully passed through the first two stages of checking and will be going to panel. If all these are successful then the total grant amount will be £46,575.51. CDC have received 132 applications for the small business grant. A total of 81 businesses have already received their small grant which totals £68,404.92. CDC have 28 applications ready to be signed off, totalling a grant amount of £20,712.47. It has been really encouraging to see the Council's Covid Recovery Grant being awarded across a broad range of businesses, right across the District From small grants towards the additional expense of implementing and operating Covid-safe shopping premises, to larger grants being awarded towards the costs for investing in additional facilities to attract new or extend services to existing customers - the grant really has made a difference. Feedback from the businesses who have been awarded the grants has been very positive and without exception they really appreciate the extra support being made available to them from the Council. Please note that the recently launched Local Restrictions Grants are the government-funded grants and entirely separate to the Chichester District Council-funded Covid Recovery Grants. The Additional Grants Scheme is a discretionary scheme using government funding. Further information on both these schemes can be found at <https://www.chichester.gov.uk/businessratesnovember2020>

Test and Trace New package to support self-isolation update: Since 12 October 2020 the Council has been administering the Test and Trace Support Scheme to eligible residents. average 27% of all applications made across West Sussex have been successful meaning that a resident has received a £500 support payment covering their period of self-isolation. This scheme is currently running up to 31 January 2021 pending a further review by central government.

Southern Water: My group put forward a motion to hold Southern Water to account and demand action. This was supported by all political parties on Chichester District Council. Following up on our proposal, the Leader of the Council and the Chief Executive of CDC will write to OFWAT (Southern Water Regulator) asking them to intervene in 3 ways

*Get Southern Water to admit that they can't connect proposed new developments to the foul sewer network when that's the case

*Get Southern Water to co-operate in a meaningful way with the Local Plan Review by bringing forward proper plans to expand the wastewater treatment and sewer networks to be able to cope with the demands being placed on CDC by HM Government.

*5 of the district's 10 WWTWs are right at sea level. They will soon be at risk of inundation from Climate Change. We are asking OFWAT to get Southern Water to face this issue and propose long term plans to re-locate these WWTW, or to come up with another solution.

I also took this opportunity to speak for this motion in support of the many residents in the Loxwood Ward that have raised their concerns surrounding Southern Water with me, stating "it is absolutely astonishing that a lack of waste water capacity is not a reason to reject a planning application."

Census: The census is due to take place on 21st March 2021. CDC is currently working with the ONS and more information will follow. District Councillors will be provided with a Census pack (likely in the New Year)

Green Homes Grant: CDC have successfully bid for government Covid green recovery programme money to reduce fuel poverty and reduce greenhouse gas emissions from homes in the district. Green Homes Grant Local Authority Delivery Phase 1A will fund improvements to homes that are Energy Performance Certificate rated E, F or G and where household income is below £30K pa. See www.warmerhomes.org.uk for details of the local implementation. If a household is not eligible, they can contact the CDC's Wellbeing Home Energy Advisor Jo Williamson who may be able to find another scheme for which they are eligible.

Billingshurst Waste and recycling Centre: A quote from a Horsham District councillor was published in the County Times last week regarding the potential closure of this centre. As a number of residents have contacted me concerned about this, I have investigated the validity of this claim and I have liaised with our County Councillor who will keep us updated. I will continue to monitor this closely.

Loxwood Claypit: The campaign group I am supporting remain very active and are working hard to build a good case to fight this application. It is attracting widespread interest and is being supported by a wide range of people include Mike Rutherford who kindly recorded a short film in support of this campaign. The final Webinar was hosted by protreat on the 15th December.

Hyde Housing: At the last full council meeting in November I raised the issue residents in the ward who are tenants of Hyde Housing had had in reporting and getting issues resolved with Hyde Housing. CDC have now updated the complaints procedure following changes in the staffing structure.

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! The next full Council meeting is Tuesday 19th January at 2pm. Finally I would like to wish the Parish Council a very successful New Year.

District Councillor Gareth Evans left the meeting at 8.35pm

In her absence, County Councillor Janet Duncton sent through the following report:

- There is no intention to close any of the Household Waste and Re Cycling sites. Final decision at full Council on the 12th February. Open Cabinet on 22nd January.

- Children's Services which as you all know have been told, nearly 2 years ago now, that they needed improvement and if it didn't improve the Government department would be looking to put it into a Trust. We have an excellent Commissioner John Caughlin who is also Chief Executive of Hampshire County Council. He pulls no punches and says it as it is. He has advised the department that West Sussex Children's Services has made such good progress that they should not look at putting it into a Trust but of course will look at how we are doing in another 12 months. We will get there.
- Likewise we have a pretty good Fire and Rescue Service but when Her Majesty's Inspectors came they found that some improvements were needed. This was more in the line of our Community safety work which was getting behind. Government set up a special committee to make sure improvements were made, this was chaired by an MP and included the Chairman of the Fire and Safety committee on the LGA. They are now completely satisfied that all issues have been dealt with and this committee has disbanded.
- I think I said that we were have a members Workshop on the budget on the 14th. We held this workshop on line of course and every Cabinet member gave an explanation on their Portfolios and where savings could be made and what was no longer being considered (HWRS among the 5 no longer considered). If anyone wants to watch the Cabinet on the web it's at 10am on the 22nd January.
- The Hubs dealing with Covid issues and other things are still operating for those in the community who need help.
- If anyone wants to contact me it's janet.duncton@westsussex.gov.uk or my mobile is 07979152898

7/21 Working Party Reports

- **Allotments:** There was nothing to report. The allotment manager had taken the last water meter of the season.
- **Village Green:** The track on the Village Green had taken quite a battering with the weather of late with potholes reappearing. Dog fouling throughout the village is a problem.
- **Play Area:** All agreed the works to the playground look good. New Co-vid signs would be put up at the week-end to remind people of the rules. Councillor Green said the playhouse will need replacing in time but she would look into funding and grants available once they start up again.
- **Footpaths, Hedges and Rights of Ways:** Footpaths are all very wet! Clerk had reported the broken fencing on FP 568 by Mitchell Park Farm. She had received an email regarding potential loss of rights of way in the parish. If anyone knows of any existing paths which are not officially a PROW they need to contact the Ramblers central office. They have published a map of the paths at <https://dontloseyourway.ramblers.org.uk/>.
- **Planning:** Councillor Wordsworth reported there were three recent planning applications discussed recently in the parish. The following applications had been discussed since November's meeting:

SDNP/20/04940/TCA

Location: Walnut Cottage A283 Pipers Lane to Valentines Lea Valentines Hill Northchapel GU28 Proposal: Notification of intention to crown reduce by 20% on 5 no. Beech trees (1, 11- 15), reduce height by 2m and trim sides by 0.4m on 9 no. Leyland Cypress trees (2-10), fell 1 no. Beech tree (13) and reduce height by 0.8m and trim sides by 0.25m on 2 no. Leyland Cypress trees (16 and 17).

SDNP/20/04888/HOUS

Location: Mole End Hillgrove Lane Northchapel GU28 9EN
Proposal: Single storey boot room to the side of the property.

SDNP/20/05529/TCA

Location: The Rowans Northchapel Petworth West Sussex GU28 9HW
Proposal: Notification of intention to fell 1 no. Damson tree.

SDNP/20/04959/HOUS

Location: Fisher Hill Flat Fisher Street Northchapel GU28 9EJ

Proposal: Part demolition (West elevation) and replace with two storey extension, proposed rendering on part of existing building and replacement of UPVC windows with timber casements.

SDNP/20/05527/TCA

Location: Brookside House Diddlesfold Lane Northchapel GU28 9EN

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

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

SDNP/20/04035/TCA

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

Notification of intention to fell 1 no. Conifer tree.

Decision: Raise no objection

SDNP/20/05268/APNB

Hortons Farm Pipers Lane Northchapel Petworth West Sussex GU28 9JB

Proposed extension on existing agricultural building.

Decision: Raise no objection

SDNP/20/04324/PRE

Lower Diddlesfold Farm Diddlesfold Lane Northchapel West Sussex GU28 9EN

Larger replacement dwelling (in the place of the consented smaller dwelling).

Pre-Application Advice provided

SDNP/20/04203/HOUS

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

Single storey side extension.

Decision: Approved

SDNP/20/03090/HOUS and SDNP/20/03091/LIS

Frith Hill Court Pipers Lane Northchapel GU28 9JE

Two storey extension to the South-East and removal of the chimney. Proposed Garden room to North elevation of main house. Glazing to ancillary building walk through. Single storey extension to single garage.

Replacement pool house. Addition of porch to South West elevation of modern barn

Application withdrawn

SDNP/20/04760/PRE

School House Farm London Road Northchapel Petworth West Sussex GU28 9EG

Erection of a freestanding timber garden shed

Application withdrawn

SDNP/20/04487/TPO

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

Re-pollard back to previous pruning points on 1no. Horse Chestnut tree (T2) subject to NC/72/00723/TPO.

Decision: Approved

SDNP/19/05377/DCOND

School House Farm London Road Northchapel GU28 9EG

DISCHARGE OF CONDITIONS - Condition 19 of Planning Consent SDNP/17/04004/FUL

Decision: Approved

Councillor Wordsworth reported there was a vacancy on the planning committee if any member wished to join. The planning application for the tree works at Barns Close was approved this week so Apples & Pears have been instructed to go ahead.

- **Village Hall:** Councillor Holden reported the Village Hall is currently closed.
- **Housing:** Councillor Holden reported there is an empty 3 bedroom property in St Michael's Close which should go to bidding imminently.
- **Winter Plan:** The Clerk reported that Councillor Moss has been keeping an eye on the salt levels for the winter and the grit bins are looking good and if required there is stock at the farm to top them up if needed.
- **Northchapel Youth:** Councillor Bell reported the Purple Bus was due to be returning this term in the Sports Pavilion but because of lockdown everything has changed. SCYP are carrying on with its online activities, details at <https://www.northchapel-pc.org.uk/northchapel-youth/>
- **Village Road Safety Project:** Councillor Green is hoping to do a write up for the Petworth Pages on the recent scarecrow initiative. Once lockdown is lifted she is hoping to re-visit funding opportunities for the project. The group is still looking for a Speedwatch co-ordinator.

Issues with inconsiderate parking in St Michaels Close and Luffs Meadow have been raised to the Parish Council by residents. Clerk to contact PCSO Billingham for advice. There had been problems with the green area in Luffs Meadow with the refuse vehicles destroying the edges due to resident's parking. Thanks were given to Councillor Baker for his substantial temporary fix to the damage. Clerk has reported the damaged 30mph speed limit sign on Pipers Lane and the flashing speed warning sign not working as you enter the village from Petworth.

8/21 Multi-Use Games Area (MUGA)

Councillor Green said there was very little to report. She had sent an expression of interest to the CIL funding team at SDNP.

9/21 Refurbishment of the Bus Shelter

The Clerk had found the land registry document for the bus shelter which clearly shows Northchapel Parish Council as being the owners. The registration was carried out in 2017 after the then owners of Central House wanted to demolish the area for more parking. The land was gifted to the Parish Council in 1946 by Mr M J Taylor for a bus shelter in memorial of Mrs Laura Pemberton. At its meeting on Monday 10th January 2017, the Parish Council discussed Mr & Mrs Rickett's request to demolish the old bus shelter base next to your garage to enable more parking for your property. The Parish Council agreed unanimously that the old bus shelter should not be demolished nor the land sold since it was gifted back in 1947 specifically for that purpose of a shelter in memory of Laura Pemberton. It is part of village history. To replace the bus shelter would be very expensive and with no grants currently available, not financially viable. However the Parish Council agreed this would be a project for the spring in making the area more attractive with plants and flowers, perhaps as part of a wider initiative to include planters around the parish making it bloom.

10/21 Approved Budget/Precept 2021/22

Following the precept meeting in December where the precept had been set at £30,000, Clerk had circulated the approved figures for 2021/22 as at Appendix 3. Clerk to send figure to CDC confirming precept 2021/22.

11/21 Financial Matters

- The Council's current financial position @ £26,483 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 @ £2,400 (Annual Donation 2020/21 @£300 plus additional request for help with costs to help keep school clean and safe during Co-vid @ £1,500 and Little Oaks Pre-School grant for role play equipment and sensory resources @ £600), Northchapel Village Hall @ £500 (Annual Donation 2020/21) and Northchapel Sports Club @ £500 (Annual Donation 2020/21 as a

contribution towards the MUGA project). Other annual donations and grants 2020/21 for Petworth Over 60's Club (£50), Petworth Cottage Nursing Home (£100), Citizens Advice Bureau Waverley (£200), Royal British Legion Poppy Appeal (£50), Kent, Surrey & Sussex Air Ambulance (£250) and SCYP (£250). Cheques for CCP Ltd (leaf clearance and removal from village green) @ £606, Concept Waste Solutions (Dog litter bin emptying) @ £72, Business Stream (Allotment water bill) @ £8 and Mrs Helen Cruikshank (Clerk's Expenses Q3 20/21 @ £56

- The request for substantial funding for the Parish News was discussed. It was agreed Councillors Holden and Green should have an informal discussion with the editor and treasurer to feedback comments and get more clarification before a decision is made with any financial assistance.

12/21 Reports back from meetings attended by Councillors

Councillor Green attended the Safer Road Task Force meeting in November. Councillor Bell was due to attend the SDNP workshop but was never sent the link!

13/21 Clerks Report including correspondence

Clerk reported on one forthcoming meeting:

- All Parishes Meeting on Monday 8th February 2021. Agenda to follow.

14/21 Items to be included on the next agenda

Please inform the Clerk of any items to go on the agenda by Thursday 25th February 2021

15/21 Date of next meeting

Thursday 4th March 2021 at 8pm

The Chairman closed the meeting at 9.35pm

Signed

Date