



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a Meeting held at Northchapel Village Hall

On Thursday 1st July 2021

Present: Councillors Mr Alex Baker, Miss Laura Green, Mrs Sharon Holden (Chairman) and Mr Robert Moss.

In attendance: Mrs Helen Cruikshank, Parish Clerk
County Councillor Janet Duncton

There were two members of the public present.

PARISH COUNCIL BUSINESS

40/21 Apologies for absence: Apologies were received from Parish Councillors Chris Bryant, Amanda Harman and Daphne Trussler. Apologies also from District Councillor Gareth Evans and PCSO Neil Billingham.

41/21 Declarations of Interest: Councillor Green declared an interest in agenda item 46/21: MUGA as secretary of the Sports Club.

42/21 Co-option of Councillors: Mr John Sochovsky and Mr Ed Warren were co-opted as Councillors. Clerk to send them all the necessary documentation. The Chairman impressed the importance that Councillors should attend all meetings and be active committed members of Northchapel Parish Council.

43/21 Minutes: The Minutes of the Annual Parish Council meeting held on Thursday 24th May 2021 were approved as a correct record and signed.

44/21 Written report from PCSO Neil Billingham in his absence

Introduction.

Unfortunately, although I am not able to go into much detail, I must start this month's update with news that Jess has left Sussex Police. I will continue as the local Officer for the time being and will provide updates on any changes in the future.

Hopefully, if things continue as they are, we will see the end of "Lockdown" from 19th July, with further announcements in August. I am happy to say, the vast majority of the population in this area have stuck to the rules/guidelines through out, so my thanks to all of you.

Incidents of Note.

We continue to have reports of fraud related phone calls, so please keep vigilant. No legitimate organisation will cold call and ask for any personal or bank details. If you are not expecting a call, even regarding fraudulent activity on an account, hang up and speak to your local branch in person as soon as you are able. Never give account details or allow remote access to anyone.

We have received reports of a motorbike with no number plates and the rider with no helmet being ridden on the roads in the area on a regular basis. If anyone has any information about this, please let me know so we can get this off the road or registered correctly.

PCSO Activity over the next month.

Hopefully, we will see an improvement in the weather as the school holidays approach. With that in mind, please be aware that, although we do often see a rise in reports of noisy groups during the summer months, children playing is not in itself a Police matter. We do, of course need to know about any threat, harm or risk

involving children, but any noise complaints need to be directed to the Environmental Health Officers at Chichester District Council in the first instance.

DON'T LET THEM MAKE YOU A VICTIM OF CRIME. IF YOU SEE IT, REPORT IT - 101!

45/21 Reports from the Chichester District and West Sussex County Councillors

In his absence, District Councillor Gareth Evans sent through the following written report:

Lagoon 3 – Plaistow and Ifold and Kirdford Parish Meeting with CDC Officers

The last review meeting took place on Tuesday 25th May following the expiration of the enforcement. The key points from the meeting were as follows:

- Shona Archer (CDC enforcement) has visited the site and confirmed that no works have started or were imminent. She noticed some bubbling on the surface of the Lagoon (as per other visits)
- The reported potential sale of Lagoon 3 has fallen through as they were not prepared to take the risk without testing the contents. They had hoped it could be spread on the land but legacy of lagoon 2 being tankered raised concerns.
- It is believed that the current owner now plans to test what is in the lagoon and then sell the lagoon. There will be a further review meeting next month.

Wisborough Green Market

On Saturday 12th June we welcomed back the Wisborough Green Market by the pond and whilst volunteering as the resident photographer I was able to catch up with many people who I had not seen face to face for some time! Well done to all the Wisborough Green Market Committee for a very well organised event which was fully Covid compliant and had the most wonderful array of stalls to tempt all.

CDC Related Updates

Southern Water

The CEO of CDC attended a water summit which was led by Southern Water to help drive water quality improvement and identify key information that would be helpful for local residents. The water summit was a positive step towards working together to help protect the harbour for future years to come. The Chairman of the Summit, Profession Helm, set out four steps to turn the opportunities into outcomes which are as follows:

1. Agree to conduct a natural capital baseline, and to re-run it at regular intervals to show empirically how the assets are being enhanced.
2. Agree to identify from all parties the enhancement opportunities and options.
3. Agree to define the prizes for 2030 and 2050.
4. Analyse the various revenue streams and create a revenue model to sit alongside the baseline and enhancements.

To maintain urgency and to help move this agenda forward, Southern Water has offered to fund the delivery of the natural capital baseline. This is a fundamental piece of work. They have begun the procurement process and will work with partners to ensure the scope of works will provide the data needed to provide an accurate baseline to measure actions against. Southern Water is also arranging a follow up meeting to allow the consideration of the chair's note and agree the pathway forward.

The Local Plan

If you would like to be kept up to date with matters relating to the Local Plan there is a regular newsletter being produced newsletter. Please visit the link below in order to sign up www.chichester.gov.uk/localplannewsletter

Social Housing Tenants (what you can expect from your new home)

For tenants moving into a social housing property the Council has produced a guide detailing the Council's expectations for properties at the beginning of the tenancy. Properties falling short of this standard should be reported to the landlord through one of the two routes set out above.

https://www.chichester.gov.uk/media/32456/Letablestandards/pdf/Letable_standard_leaflet_web_accessible_version.pdf

Next month's guidance will look at complaints about anti-social behaviour and to explain the various tools and powers registered housing providers have to resolve these.

More funding for warmer and more energy efficient homes

The council has been successful in a second consortium bid for the Government's Green Homes Grant Local Authority Delivery scheme. Homes with low energy efficiency and a household income below £30,000 could be entitled to a free Government grant of up to £10,000 to be used to upgrade their property with solid wall insulation; loft insulation; first-time energy efficient double glazing; first-time gas central heating and air-

source heat pumps; smart heating controls; and solar panels. The financial support available is to help residents save money on their energy bills and make the district's homes more environmentally friendly. The grants are available up until the end of September 2021. Residents who wish to make an application should contact the council's delivery partner, Warmer Homes at www.warmerhomes.org.uk/ or call 0800 038 5737.

Tree Chichester District

As part of CDC's DEFRA funded Subsidised Tree Scheme to increase tree planting across the district, they are launching the free tree phase of the project in July. In July, applications will open for residents, community groups, landowners, schools, parish councils and businesses to apply for free trees. People can apply for trees to be planted on their own land, or land owned by someone else provided they have landowner permission. Trees will be offered in bundles of 10 or 20, will be suitable for the soil they will be planted in and will be provided with biodegradable guards and stakes. For further information, please see

<https://www.chichester.gov.uk/treescheme>

Surgeries

I hope with restrictions lifting to return to offering my regular surgeries. More details on this will follow. In the meantime, if you would like to contact me about anything please call me on 07958918056 or email gbevans@chichester.gov.uk I am happy to come to you (socially distanced of course) or organise an online meeting/telephone call.

County Councillor Janet Duncton firstly wanted to assure all her parishes that as fast as she finds or receives road issues many of which are of course pothole related but not all, she passes them on through a dedicated Member's site. Frustratingly potholes that get marked with a white line are only done in a 28-day period not immediately. Gullies have also been blocked with this awful weather. To get Potholes out of the way. I have not been too pleased with the way some of the repairs have been done at some sites and I have reported this back. It really isn't acceptable to actually come out and do the job requested but to do it so poorly that it doesn't last. I know there are strict rules on how and when but what a waste of everyone's time and money when a job is not done up to standard. You can be assured that at County I do have some long conversations with the Highways department. Things have got to improve. On the upside if all goes to plan, I have had some successes with regards to the state of the roads and sometimes the local Highways Ranger has passed the work forward to the department in charge of bigger road works that are required. One notable one on the sharp Tillington corner which I am hopeful will be properly re-surfaced. It is a mess at the moment. In Wisborough Green on another sharp corner, I have asked that they look to see if this corner needs its anti-slip surface renewed. The property there can no longer get insurance for fence replacements as it happens so often that cars mis-judge and fly into the fence. Nothing happens at speed I am afraid but I am trying.

All our schools have done very well in exceptional circumstances with keeping pupils in education. It's a lot of work and effort on behalf of every school staff member and indeed the pupils but during this difficult, nearly 2 years, they have done whatever has been asked of them. I am sure we all owe the schools a big thank you for all they have done and that is of course along with everything everyone has done. What a time we have lived through and not all over yet.

This continuing wet weather and the warm earth has made everything grown extensively. Now many want the verges left for insects, bees etc and I agree with that but I think we must keep access verges clear so that visibility is maintained especially when entering a main road from a side road. You need clear visibility.

Our Commissioner and the Department of Education have agreed that our progress in Children's Services including the refurbishment of our Children's homes is all going in the right direction and for this reason they are not looking to put West Sussex Children's Services in a Trust. To make sure we still improve they will be looking at our progress after one year. I have no doubt that we will continue to improve.

The Fire & Rescue service that was behind with its community service which is basically going out to people's homes and talking to them and advising where necessary on safety issues in the home. This is now caught up and instead of the 2000 visits that were outstanding they now have none just dealing with requests as they arrive. Internal issues have also been resolved.

I think I may have said before but the new Horsham Fire Station is being built at Broadbridge Heath and will include training facilities which will be hired by other Fire & Rescue Services and bring in a decent income.

I won't name the sites but on occasion we have had to close Household Waste & Re-cycling sites for short times because of Covid. It's usually only for a few days but has to be done. If you are visiting a site, it's wise to check first and make sure they are not closed.

As you all know it was County elections in May and I thank you for returning me as the Petworth division member. Training and workshops are being held on a regular basis and I have attended my first face to face meeting, Planning & Rights of Way in the last 18 months. It was a pleasure. Workshops for the 22/23 budget are about to start. Keep safe everyone. Contact me if you need some help with issues on either, janet.dunton@westsussex.gov.uk, jdunton@chichester.gov.uk or mobile 07979152898

Janet Dunton left the meeting at 8.20pm

46/21 Working Party Reports

- **Allotments:** There was nothing to report. Following the recent flooding, a parishioner is looking to prepare a map of all the drains in the village detailing who is responsible for each drain. Councillor Sochovsky to put him in contact with the allotment manager who has great knowledge on the matter.
- **Village Green including Village Green track:** All agreed the Village Green looked the best it had in a long time and that the new contractors, Sussex Land Services were doing a really good job. Unfortunately, dog mess is still an issue on the Green and at various parts around the village. Clerk to contact environmental health for the best way forward to deal with this now since there is no longer a dog warden. **How can you help?** If you spot a dog owner failing to clean up after their pet, you can report them to CDC's Enforcement Officers. If you can provide details of the time/day, location, a description of the owners and the dog, and if relevant, a car registration number, the Enforcement Officers will be able to investigate. Just email environmentalprotect@chichester.gov.uk or call 01243 785166.
Councillor Green said the post box is back! Having been knocked down, it has now been replaced. She reported that Allfreys had quoted a more realistic budget for the required repairs to the track @ £6,800. It was agreed that the cost would be split 50:25:25 (Parish Council and the two Vine Cottages at the end of the track) as per the deed of grant. All parties had been kept informed of the progress and decision. The track will still very much remain as a country track. Clerk to write to residents of Vine Cottages. Before any works commence all drains and ditches will be investigated and cleared following the mass flooding of late. The Parish Council is still awaiting a response from WSCC Highways about a meeting to discuss the drains.
- **Play Area:** Councillor Green reported the annual ROSPA inspection had been carried out in June and the report received. The concrete bench needs removing as it is no longer safe, Councillor Baker kindly offered to do this. The picnic bench also will need to be moved to make space for the roundabout. Clerk to check whether there is a warranty on this as it is not that old and the ROSPA report highlighted it needs repairing. The treehouse will need to be replaced next year. Councillor Green will look into putting up a sign with contact details. The new roundabout will be installed during the first week of the school holidays.
- **Footpaths, Hedges and Rights of Ways:** WSCC Footpaths and Rights of Way will be carrying out the summer clearance over the next month or so.
- **Planning:** Councillor Baker reported there were two outstanding planning applications to be considered:

SDNP/21/03086/HOUS

Location: Forge Cottage A283 Pipers Lane to Valentines Lea Valentines Hill Northchapel GU28 9HX

Proposal: Renovations to existing workshop building, changes to elevational materials, new fenestration, addition of a new timber clad porch and retention of existing chimney with internal modifications

SDNP/21/03228/HOUS

Location: Fisher Hill Cottage Fisher Street Northchapel GU28 9EJ

Proposal: Demolition and replacement of front porch and rear extension. UPVC windows to be replaced in painted timber frame. Demolition of garden buildings. Construction of new vehicular gates in former position. Enlarge parking area with replacement timber gate and fence.

The following planning application had been discussed since May's meeting:

SDNP/21/00752/HOUS

Location: Brook Cottage Fisher Street Northchapel GU28 9EJ

Proposal: Removal of garage door and replacement with brick, black timber panelling and white render.

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

SDNP/21/01512/TCA

Location: Half Moon Inn A283 Pipers Lane to Valentines Lea Valentines Hill Northchapel Petworth West Sussex

Proposal: Notification of intention to reduce overhanging branches on the southern sector back to boundary by approx. 3-4m in length, leaving crown width approx. 6-7m on 8 no. Sycamore trees (T1-T8). Reduce height by approx. 3-4 m on 1 no. Sycamore tree (T10) and reduce height by approx. 4-5m on 1 no. Willow tree (T9).

Decision: Raise no objection

SDNP/21/02653/DCOND

Location: Lower Diddlesford Farm Diddlesfold Lane Northchapel West Sussex GU28 9EN

Proposal: Discharge of conditions 3 and 4 to planning permission SDNP/18/00474/FUL.

Decision: Approved

SDNP/21/02470/DCOND

Location: Diddlesford Manor Diddlesfold Lane Northchapel West Sussex GU28 9EN

Proposal: Discharge of condition 5 (Construction and Environmental Management Plan) from Planning Permission SDNP/18/00474/FUL.

Decision: Approved

SDNP/20/05811/FUL

Location: Westview London Road Northchapel GU28 9HL

Proposal: Proposed 2 storey extension to enable existing 1 no. dwelling house to be split into 2 no. dwellings

Decision: Approved

SDNP/20/05827/HOUS

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

Proposal: Proposed two storey front extension, single storey rear extension and internal alterations.

Decision: Approved

SDNP/21/00402/HOUS

Location: Whatelea Luffs Meadow Northchapel GU28 9HN

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

Alterations to roof line previously approved on application number SDNP/19/05872/HOUS. Alterations to omit rear flat roof section and fenestration

Decision: Approved

- **Village Hall:** Councillor Holden reported all was going well at the Village Hall. Lunch Club was returning on 21st July at half capacity of the hall with a maximum of 50 persons.
- **Housing:** Councillor Holden reported there were no empty properties at present.
- **Winter Plan:** Councillor Moss reported he would email the updated salt/grit audit to the Clerk to send to WSCC by 16th August.

- **Northchapel Youth:** Councillor Holden reported she is meeting John Lewry, the Youth Services Development Officer for Sussex Clubs for Young People (SCYP) next Friday to discuss youth provision in the village going forward. Councillor Warren offered to attend too. Councillor Holden said the village really needs parents to step forward to help set up a youth club. The support is there from SCYP. Volunteers are also required to help with testing the swimming pool at the school in order for it to carry on as a facility for the local children.
- **Village Road Safety Project:** Councillor Green reported there had been no progress with this project. Still looking for volunteers to help set up Speedwatch. The Lollipop position is still vacant too.
- **Covid Community Action Plan:** The Clerk had nothing to report. Help is still available if anyone needs.
- **Multi-use Games Arena (MUGA) project:** Councillor Green reported the Sports Club had received another £8,000 Covid grant. She is hoping further grants will transpire during the year as life returns to normal.

47/21 Members of Committees

Councillor Warren and Councillor Sochovsky offered to join the planning committee along with Councillor Trussler. Councillor Warren offered to help Councillor Holden with Northchapel Youth. Clerk to ask Councillor Bryant if he would take the lead on the Speedwatch project.

48/21 Plant a Tree for Jubilee

In her absence, Councillor Trussler had suggested that a tree should be planted in the parish to celebrate the Queen's Jubilee. Clerk to look into Chichester District Council's Free Tree Scheme which District Councillor Evans had reported on in his report.

49/21 Financial Matters

- The Council's current financial position @ £31,370 was noted.
- The Bank reconciliation as at Appendix 2 was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted. Payments authorised for WSCC (Clerk's May & June Salary) @ £1,038, Sussex Land Services (May's Grass Cutting) @ £594, Concept Waste Solutions (Dog Litter bin emptying) @ £72, Playsafety Ltd (Play area inspection 2021) @ £103, Function 28 Ltd (Website quarterly hosting fee) @ £36 and Mrs Helen Cruikshank (Clerk's Q1 2021/22 Exps) @ £91

50/21 Reports back from meetings attended by Councillors

Councillors had not attended any external meeting since the last PC meeting.

51/21 Clerks Report including correspondence

Clerk had been contacted by Mr Stevens at Hobden Asset Management regarding the provision of affordable housing in the parish. Back in 2017, the company had undertaken a pre-app submission in respect of a small triangle of land adjacent to Valentines Lea which they felt would be appropriate for up to eight affordable homes. The Parish Council carried out a housing needs survey alongside Chichester District Council which was presented to the parish at its Annual Meeting in 2017. It was suggested that a Community Land Trust be set up but no one came forward to take this on. Clerk to organise a meeting with Hobden Asset Management with Councillors Holden, Baker and Green.

The Chairman spoke of the recent flooding issue in the parish due to the unprecedented rain two nights ago. Clerk had reported the situation with the drains immediately to WSCC Highways. Councillor Holden had met with local residents who had been most affected by the entrance to the field which floods down the footpath to Central House. The biggest problem here is over time the channel where the water used to run has filled up with soil. Darrin Hone will clear this, lay another timber sleeper with a channel underneath which will hopefully feed all water under the sleeper bridge down into the brook as it used to. He will also build a small wall with concrete to the left-hand edge of where the sleepers are to try to stop the water breaching that area in

the future. The fields really need a ditch down the side, the field adjacent belongs to Hobden Group so we can tackle them about this and the overhanging trees which are becoming a nuisance to the residents when we meet up.

She continued that the water that flowed from down the hill behind the flats 24A-D ending up in one of the resident's garden as the garden is lower, there is a drain on the road which did work but the amount of water was too much. This wasn't helped by all the garden rubbish that had been thrown over the back of the fences of the flats. Hyde are aware of the issue now so hopefully this will be resolved along with the issue at the area at the back of 29 Valentines Lea. She also checked the drains on the main road from Valentines Lea to the top of Pipers Lane and none of them are blocked.

52/21 Items to be included on the next agenda

Update on flooding

Please inform the Clerk of any items to go on the agenda by Thursday 26th August 2021

53/21 Date of next meeting

Thursday 2nd September 2021 at 8pm

The Chairman closed the meeting at 9.35pm

Signed

Date