



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a Meeting held at Northchapel Village Hall

On Thursday 4th November 2021

Present: Councillors Mr Alex Baker, Mrs Sharon Holden (Chairman), Mr Robert Moss, Mr John Sochovsky and Mr Ed Warren

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

There were no members of the public present.

PARISH COUNCIL BUSINESS

67/21 Apologies for absence: Apologies were received from Parish Councillors Chris Bryant, Laura Green, Amanda Harman and Daphne Trussler. Apologies also from District Councillor Gareth Evans and PCSO Neil Billingham.

68/21 Declarations of Interest: Councillor Warren declared an interest in agenda item 73/21 Bonfire/Fireworks on the Village Green as member of the organising committee. Councillor Baker declared an interest in item 77/21 as owner of the land proposed for potential development.

69/21 Minutes: The Minutes of the Parish Council meeting held on Thursday 2nd September 2021 were approved as a correct record and signed.

70/21 Written report from PCSO Neil Billingham in his absence

Introduction: I had a very successful Street Briefing on Saturday 23/10/2021 at Petworth. This linked in with the monthly Farmers Market. My most popular leaflets were the Little Book of Scams and the No Callers sticker!!! I hope to be there this again this month. If any Parishes are planning an event, do let me know and I will attend if possible.

Incidents of Note: The only local issue that needs reporting this month was an incident of some cows being on the road. Fortunately, no injuries were reported to animals or driver. We still have some ongoing issues with thefts from vehicles parked in remote beauty spot car parks. The advice remains, if you do not need the item on your walk, leave it at home!! Do not leave valuables in your car at any time.

PCSO Activity over the next month: My next planned Street Briefing is 27/11/2021 at Petworth.

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

71/21 Reports from the Chichester District and West Sussex County Councillors

County Councillor Janet Duncton reported on the following:

- The A285 at Duncton, just outside of Seaford College entrance is closed and will be for some weeks to come although work has now started after a lot of investigation on how to hopefully sort out this situation. It is very complex and divers and cameras have been used to see what is going on and how to correct it. Hopefully they now have a way forward and the road will re-open before Christmas. If you need to go to Chichester there is either via the A286 and Midhurst or the A29 Pulborough and over Bury Hill to Chichester.
- I am hoping that the Loxwood Clay Pit application will come to the late November meeting at County. The 9th November meeting is cancelled.

- Our Trading Standards have been very busy with rogue traders. Some so called builders who were scamming people with poor work and high prices were caught and have now received 3-year prison sentences.
- A lot of discussion over cut or no cut verges. This can be contentious because many want the plants to grow and thrive for the bees etc and some like the look as well. On the other hand, we have to keep people safe and the verges, especially in bad weather when the growth is tall can be an obstruction for pedestrians, wheelchairs, buggies etc. Trying to get it right isn't straight forward but we are trying.
- Our other Services are going forward as normal with continued improvement in Children's Services. One of the most difficult challenges at the moment is adult care. We are still waiting for the white paper from Government on this. As you can imagine this can all be very costly so it's watch this space.
- The Local Plan is still taking our time. You all know the situation with the Hardham water site and its effect on development in the northern part of the District. There are updates on the CDC website. I don't think there is much I can say about the A27 which is of course making so many of the difficulties south of the Downs. I don't see this being solved soon but can assure you that there are continuous discussions taking place.

Please feel free to contact Janet on janet.dunton@westsussex.gov.uk or jdunton@chichester.gov.uk

Janet Dunton left the meeting at 8.10pm

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

Chichester District Updates

Free Trees

More than 8,000 free trees will be planted in the Chichester District this winter as part of a scheme to increase tree planting across the district. The scheme, which is funded by The Department for Environment, Food and Rural Affairs (DEFRA), is testing ways to increase tree cover in rural and urban areas. CDC are one of five local authorities in England taking part in the £2.5 million tree planting pilot. You can find out more here: <https://www.chichester.gov.uk/article/35918/More-than-8000-trees-to-be-planted-in-theChichester-District-this-winter>

Enabling Grant 2021

The second round of funding has now closed. CDC have received over 74 applications from across the district, which is encouraging as it shows that people are still planning to invest in their businesses. There are a good number of varied responses between start-ups, website and capital grants. The applications will be reviewed and successful applicants informed by mid-November. I can report on this in the next District Councillor update

Finance

The pandemic has had a financial impact on everyone, including the council. Last year CDC, produced a three-year plan to save nearly £2 million. The CEO has confirmed that this year they are making good progress towards this target. Over £900,000 has been saved this year, and CDC have a further £864,000 of planned savings to achieve over the next couple of years. This has been achieved through reducing costs and bringing in additional income. Although this is really positive, CDC's financial situation is still very uncertain. CDC are waiting to see what their settlement will be for the next year from the Government. CDC were hoping that the Government would tell them what funding they are likely to receive over the next three years. However, it seems likely that they will only plan for one year. CDCs income levels aren't returning to the same level that they were pre-pandemic. CDC also have a pay and national insurance increase that they were not expecting. Due to all of this it is very likely that further savings will be required and I will update as I know more.

Test and Trace Support Scheme

The Test and Trace Support Scheme (which pays eligible residents up to £500 to self-isolate) has been extended up to 31 March 2022. For further information please visit <https://www.chichester.gov.uk/helpwithfinances>

Household Support Fund

Vulnerable households across the country will be able to access a new £500m support fund to help them with essentials over the coming months as the country continues its recovery from the pandemic. The new Household Support Fund will support millions of households in England and will be distributed by councils in England, who know their local areas best and can directly help those who need it most, including for example, through small grants to meet daily needs such as food, clothing, and utilities. Cash was made available to Local Authorities in October 2021. CDC are working with West Sussex County Council on the criteria for this scheme who are responsible for the administration of the Household Support Fund. As soon as the scheme is developed our website will be updated to reflect this. For further information in the meantime please visit <https://www.gov.uk/government/news/government-launches-500m-support-for-vulnerable-households-over-winter>

Financial Help for Residents

We have been asked to share this website for anyone who may benefit from financial support and/or checking that they are receiving everything due. For further information please visit <https://www.chichester.gov.uk/helpwithfinances>

Gatwick Airport Consultation

The owners of Gatwick Airport are consulting on proposals (ending 1 December 2021) to bring the existing northern runway into use for smaller aircraft alongside the main runway. A report is going to Cabinet on 2 November 2021 with the council's suggested responses to the consultation questions.

<https://www.gatwickairport.com/business-community/future-plans/northern-runway/>

Petworth Vision

Petworth Vision is progressing the CDC part-funded creation of a dedicated website for the Petworth Heritage Partnership, with the design of the logo. The website is going live mid-November. The partnership comprises the following organisations, St Mary's Church; United Reformed Church; The Leconfield Hall; Sacred Heart Church; The Old Railway Station; Petworth & District Community Association; Petworth Vision CIC; The Petworth Society; Petworth Business Association; and, the Petworth Town Band. The aim is to promote the organisations together on one dedicated website to help showcase Petworth's large number of heritage sites in a more efficient way, encourage greater community engagement and increase visitor numbers. The ongoing maintenance of the new website will be funded by donations raised during the Heritage Weekends and throughout the year. Petworth Vision is also progressing the CDC part-funded scheme of setting up and running computer training at the United Reform Church for residents of Petworth and the surrounding areas. It is being presented as an IT café and training will range from online banking and shopping, to using Zoom and Skype and IT security. The sessions run every Tuesday morning and will finish in September 2022. The IT café is being promoted through Facebook/Instagram/leaflets/ the Petworth Business Association website and an article in the Midhurst & Petworth Observer

Full Council Meeting

The next full council meeting will take place on Tuesday 23rd November 2021

Surgery Dates

Saturday 27th November: Stag Inn, Balls Cross, Ebernoe 12-2pm

Saturday 11th December: The Onslow Arms, Loxwood 12-2pm

If you would like to contact District Councillor Evans about anything please call him on 07958918056 or email gbevans@chichester.gov.uk

72/21 Working Party Reports

- **Allotments:** The allotment hedge is due to be cut by Apples & Pears imminently.
- **Village Green including Village Green track:** Councillor Sochovsky reported the track repairs had been finished and looked good. Allfreys had done an excellent job. The total invoice paid was £6,930 exc VAT. It was agreed the Parish Council would pay £3,465 and the residents of 1 and 2 Vine Cottages £1,732.50 each as their contribution to the track repairs as per the Deed of

Grant 21st July 2003. Clerk to invoice the residents. Clerk to ask the contractors to clear the ditches and leaves from around the Green.

- **Highways including the Village road safety project and Speedwatch:** A resident had been most helpful in assessing the drains in the village. Following the recent two bouts of flash flooding where drains on the road had been totally overwhelmed, he had ascertained responsibilities for each of the drains in the centre of the village (mostly Southern Water and Highways) and is trying to facilitate improvements to prevent future issues. Significant progress has been made with WSCC Highways including works with jetting and cleansing the drains. Councillor Sochovsky would continue to liaise with the resident and WSCC Highways where necessary. Thanks were given to the resident for all his work to date.
- **Play Area:** There was nothing to report at the playground.
- **Footpaths, Hedges and Rights of Ways:** Clerk reported the WSCC local Access Ranger, will be organising Public Rights of Way inspection this month. Following the inspection, routine maintenance work will be prioritised for delivery by their contractor in the New Year.
- **Planning:** Councillor Baker reported there were two outstanding planning applications to be considered tonight:

SDNP/21/05435/LDP

Location: 23 Valentines Lea, Northchapel

Proposal: Installation of dropped kerb

SDNP/21/04513/TCA

Location: Pathfields, A283 Luffs Meadow to Pipers Lane, Northchapel

Proposal: Notification of intention to reduce crown Silver Birch Tree and various other tree work

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

SDNP/21/04505/CND

Location: Part of Lower Diddlesfold Farm Known as Diddlesfold Manor Farm Lot 1 Diddlesfold Lane Northchapel West Sussex GU28 9EN

Proposal: Demolition of existing 2 no. dwellings and garages and erection of 1 no. dwelling with associated outbuilding and 1 no agricultural tied dwelling with associated access and landscaping, agricultural cattle barns, the erection of a replacement U-shaped agricultural barn and stables (for private use only), outdoor sand school, muck ramp, refurbishment of an existing agricultural barn and associated landscaping. Variation of condition 2 of the permission SDNP/19/04441/FUL – variation of plans and elevations of the approved tied dwelling house).

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

SDNP/21/03347/HOUS

Monkslea Valentines Lea Northchapel Petworth West Sussex GU28 9HW

Construction of front porch

Decision: Approved

SDNP/21/03086/HOUS and SDNP/21/03087/LIS

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

Rear extension, changes to elevational materials and roofscape and changes to fenestration

Decision: Approved

SDNP/21/03596/CND

Part of Lower Diddlesfold Farm Known as Diddlesfold Manor Farm Lot 1 Diddlesfold Lane Northchapel West Sussex GU28 9EN

Proposed demolition of 2 no. agricultural cattle barns, the erection of a replacement U-shaped agricultural barn and stables (for private use only), outdoor sand school, muck ramp, refurbishment of an existing agricultural barn and associated landscaping. change of use to a mixed agricultural use and private equestrian use - Variation of Condition 2 of planning permission SDNP/18/00474/FUL - To enhance the facilities of the permitted stable barn block (the plans and elevations as permitted for the stable/barn block to be altered to those submitted here)

Decision: Approved

- **Village Hall:** Councillor Holden reported the potholes in the Village Hall car park had all been re-tarmacked and the broken door window had been repaired.
- **Housing:** Councillor Holden said there was one property in St Michaels Close on the current bidding list and another would be coming up shortly in the parish. She questioned the procedure by HOME/Hyde Housing why tenants had to put properties back to how they were originally when many had made improvements which future tenants may benefit from.
- **Winter Plan:** Councillor Moss reported he had received the hippo bags and the grit bins in the parish had all been refilled by WSCC. The Winter Plan had been submitted so all is set for the winter.
- **Northchapel Youth:** Councillor Warren reported that the open afternoon/evening had been hugely successful with 19 children on the night with a further 9 showing interest. He had previously circulated a letter from John Lewry from SCYP detailing the various options available and the costings for setting up a Youth Club in Northchapel using their youth leaders (prices range from £9,000 - £13,000 per year). It was agreed the best solution will be to try and form a Youth Club in house with volunteers from the parish. He agreed to organise a sub-committee with a mix of villagers and Parish Council members to progress the scheme.
- **Covid Community Action Plan:** There had been one request for help since the last meeting.
- **Multi-use Games Arena (MUGA) project:** October was the month; it was hoped would bring positive news in the way of funding for the MUGA but sadly the CIL funding request was not successful. After the initial disappointment & having received further information in a follow up email the team will try again for this next year. CIL funding is very competitive, over 400 projects requested a total of £90m with only £1.3m to distribute. However, the project has been chosen for the next round of the Co-op Local Community Fund which has now started & will run until October next year. During this time, Co-op members will be able to select Northchapel Sports Club as its cause. It works in the same way as the blue tokens in Tesco & the green ones in Waitrose. You need to become a Co-op member for a one-off payment of £1 & then for every £1 you spend on Co-op branded products & services, we will receive 2p. Over the course of the year, this could very quickly add up to a very welcome amount. Those residents who pop in to Co-op in Petworth to pick up bits can, with very little effort, support this.

73/21 Village Bonfire/Fireworks on the Village Green

The event had been a huge success and thanks were given to all those who helped organise it. The event covered its costs and raised over £1,300 in profit to share between the School, MUGA and Church. Special thanks were given to Councillor Warren for getting the bonfire in such good shape and being so good about tidying up the area afterwards. People really enjoyed having something like this happen within the community & the committee will definitely be planning another one for next year – Saturday 29th October 2022.

74/21 Village Shop and Post Office

Councillor Holden reported that Councillor Green has spoken with the new owners of the Village Shop following concerns raised at the last meeting. They acknowledged there has been initial problems with deliveries and timeliness but it is hoped these issues have now been resolved.

75/21 Village Christmas Tree

Councillor Baker kindly offered to provide the village with a Christmas tree again this year. A decision on location would be agreed once all options had been explored.

76/21 Queen's Platinum Jubilee Celebrations

It was agreed that the Parish Council would plant a tree as part of the Queens Green Canopy nationwide project which is to help mark HM The Queen's Platinum Jubilee in June. The Parish Council would consider help with funding any village organisation or group which wanted to organise an event over the extended week-end 2nd-5th June 2022.

The Parish Council's application for the "Free Trees" from CDC had been successful and Councillor Sochosky would kindly be collecting these from The Grange in Midhurst in January. Positioning of the trees will need to be discussed and agreed.

77/21 Affordable Housing Development

Councillors Holden, Green and Baker had met with Rupert Stevens and Mr Hobden from Hobden Asset Management Ltd to discuss the Rural Housing Trust's proposal to deliver a 100% Affordable Housing development as a Rural Exception site on land west of Valentines Lea. It was agreed more affordable housing was required in the parish however there were some issues raised with the proposal with regard off-street parking in Valentines Lea which is already at full capacity, drainage and flooding issues plus access for construction vehicles.

Following on from the last meeting, Councillor Baker said he is keen to progress the proposal for an affordable housing site, south of the village for 15 plus homes.

Any development will understandably raise concerns for residents and consultation is key to any proposal. At this early and informal stage, the Parish Council members agree in principle that more affordable housing is required but would need to see plans before any decision of support is given to any proposal.

78/21 Financial Matters

- The Council's current financial position @ £30,177 was noted. The second instalment of the precept @ £15,000 had been received.
- The Bank reconciliation as at Appendix 2 was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted. Payments were approved for WSCC (Clerk's October Salary plus Payroll Admin Charges) @ £567, Sussex Land Services (Grass cutting September) @ £870, Concept Waste Solutions (Dog litter bin collections) @ £81, Mrs Helen Cruikshank (Clerk's Q2 Exps) @ £88 and Business Stream (Allotment water) @ £49
- Internet banking has finally been set up via NatWest Bankline. Two authorisations are still required for every payment and all payments made will continue to be listed at every meeting.

79/21 Reports back from meetings attended by Councillors

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

80/21 Clerks Report including correspondence

Clerk reported on the following:

- The Future of Planning session on Thursday 11th November 7-9pm providing an update on changes to the planning system and the likely impact for Town and Parish Councils. Councillor Baker to attend.
- The SDNPA has launched a Call for Nature Sites with a deadline for expressions of interest on the 17 January 2022. The appeal is inviting farmers, land managers, communities and conservation groups across the National Park to put forward possible sites where new wildlife habitat could be created. Proposals of any size or scale will be considered and could include, for example, creating wildflower meadows, new hedgerows, more natural rivers, planting trees, creating heathland or installing dew ponds. Village greens, road verges and allotments may also have potential. For more information visit: <https://www.southdowns.gov.uk/nature-recovery-information-for-delivery-partners/call-for-nature-sites/>

81/21 Items to be included on the next agenda

Village Shop & Post Office

Queen's Platinum Jubilee Celebrations

Positioning of new trees

Please inform the Clerk of any items to go on the agenda by Thursday 30th December

82/21 Date of next meeting

Thursday 2nd December (Finance & Precept meeting only) at 8pm

Thursday 6th January 2022 at 8pm

The Chairman closed the meeting at 9.05pm

Signed

Date