



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a Parish Council Meeting

held at Northchapel Village Hall
On Thursday 7th July 2022 at 8pm

Present: Councillors Mr Alex Baker, Miss Laura Green, Mr Melvin Greet, Mrs Amanda Harman, Mrs Sharon Holden (Chairman), Mr Robert Moss, Mrs Daphne Trussler and Mr Ed Warren.

In attendance: District Councillor Gareth Evans
County Councillor and District Councillor Janet Duncton
Mrs Helen Cruikshank, Parish Clerk

There were two members of the public present.

PARISH COUNCIL BUSINESS

Two members of the public spoke regarding a large-scale dog agility event which had taken place in the fields between Fisher Street and Gospel Green over 4 days last weekend. There had been no pre-warning of the event, a public footpath had been blocked off and there were reports of excessive dog barking and out of control dogs on public land. There had been no acknowledgement or apology from the organisers. With a recent planning application ongoing for a temporary change of use of part of a neighbouring field to leisure/dog agility training, there is a worry that further events will take place without due care and attention given to residents. Parish Council to contact CDC planning with its concerns. Councillor Harman to talk to Leconfield Estates.

Any issues with regard to anti-social behaviour should be reported to the Police and dog noise and control to Chichester District Council. The Parish Council had contacted its local WSCC ranger with regard the blocked off footpath and been informed this is unlawful but the ranger could not get out in time to enforce any action.

Both members of the public left the meeting at 8.15pm

48/22 Apologies for absence: Apologies were received and accepted from Parish Councillor John Sochovsky.

49/22 Updated Code of Conduct and Declarations of Interest: Members agreed to adopt the new Code of Conduct as at Appendix 1 to reflect the latest version and in line with the one also adopted by Chichester District Council.

Councillor Green declared an interest in agenda item 53/22: Working Party Reports: MUGA as secretary of the Sports Club. Councillors Holden and Trussler declared an interest in 53/22: Working Party Reports: Planning as PCC committee members. Councillors Holden, Trussler and Warren declared an interest in 53/22: Working Party Reports: Village Green in relation to the discussion of the filming as members of the Working Men's Club Committee and Councillor Holden as a Village Hall Committee member. Councillor Baker declared an interest in agenda item 57/22 as landowner of a potential development site.

50/22 Minutes: The Minutes of the Parish Council meeting held on Thursday 5th May 2022 were approved as a correct record and signed.

51/22 Police report: PCSO Neil Billingham has sadly moved on from his PCSO post. There has been no update on who will be covering him to date. Clerk has written and thanked Neil Billingham for all his help in the past. Please continue to be vigilant and **DON'T LET THEM MAKE YOU A VICTIM OF CRIME. IF YOU SEE IT, REPORT IT! 101 or 999 (Emergencies only please)**

Councillor Holden reported that pots and baskets are being removed from graves in the Churchyard. The PCC would be keeping a close eye on this to see if it continues.

52/22 Reports from the Chichester District and West Sussex County Councillors

County Councillor Janet Duncton said there was little to report however she would send through a written report at a later date (as follows):

- County have received a Grant of over £800.000 which will be distributed through the District and Borough Councils in West Sussex for Household Support funding to support residents experiencing hardship. There is also a fund continuing to support young people 4- 16 years, through School holidays etc known as the Holiday Activity & Food Programmes. You need to go to the web page HAF and to find out if they are eligible the web page UK child community hub is still operating from 9am to 5pm 7 days a week. The phone number for this is 03302227980. If you can please pass this on to any in your communities that may need help.
- We have heard a lot about mental health issues and for young people there is a web page Your Mind Matters. Again, if you know of anyone that you think this would be helpful for, please pass it on.
- You will know that with the dry weather that we have there is a high risk of fires. Everyone is warned to be aware and for instance do not throw out cigarette stubs should you smoke and BBQ's also need to be put out properly as there have been many instances of this not happening and fires starting from say a spark. I am sure we all know this but it doesn't hurt to remind everyone.
- The South Downs National Park has provided a list on their web site of some activities. These include places to picnic and 14 accessible trails in the countryside suitable for pushchairs and wheelchairs. The South Downs National Park also has a new Chairman this year, Vanessa Rowlands.
- The Trading Standards have had a busy time and have prosecuted traders for illicit tobacco.
- We have extended the contract we have with YMCA for 'Blended Counselling' for an extra 2 years. This has been a well-used service.
- The contract we have for Carers short breaks is going to be renewed. It is so important for Carers of any age to be able to take a short break. A recent Carers week with all sorts of activities provided for registered Carers was a huge success. Sadly of course although we have many Carers that we know about there are a large number of Carers that we don't have registered with us so if you know any that you think would like a break, they need to get in touch with the department at County Council.
- The street sweeping contract is also about to be re-let and over the last few years the re-cycling of street sweepings has saved the County 2.6 million pounds. While on the subject of Streets, Councillors recently had a very informative and interesting day at the Drayton Highways Depot where we saw demonstrations and many new innovations for tackling Highway issues. I've mentioned this before but it's worth saying again. When it can be used in suitable sites the new virtual pothole repair machines are brilliant. We watched them doing quite a large area in the depot and the average time they took to do a first-class job on the potholes was 7 minutes. Let's all hope that the 2 machines we have which may be the only 2 in the Country actually make a huge improvement to West Sussex roads. There was also a lot of re-cycling taking place like the re-using of grit etc and lots of information about how Highways are doing their bit for the environment. All very encouraging.
- I am still trying to get to all 6 of the schools in my division and I have visited some. What fantastic Schools we've got. I know those I haven't yet got to this term are also good Schools so I think we can be proud of them. Of course, one of the problems with them is that they are so good that with parents' choice our Schools get so many pupils that do not live in the village. Parents have a choice of which School they want to enrol their children and I think they have 3 choices. Although it's great that so many want to attend our village Schools you do have to worry that there must be places for those who actually live in the catchment area can get in to their local School. Of course, numbers change continually especially with all the new build and residents coming and going from the parishes.
- For Kirdford and Northchapel just a few notes on Chichester District work. The Water Neutrality situation is still making development difficult and of course has slowed down the development of CDC's draft Local Plan. At the time of writing no solution has come from Natural England for a way

forward on this issue. That does not mean we have stopped work on the draft Plan and in fact we are working on the Part for Gypsy's and Travellers at the moment.

- You will heard of Culture Sparks which has involved not only the Chichester area but Midhurst and Petworth have had events in the Culture Spark.
- It is a year in the District when CDC's own Novium Museum has reached its 10th birthday and the wonderful Chichester Festival Theatre is now 60 years old so along with places like for instance the Pallant House Gallery it's a good year for celebrating the culture of the District.

County and District Councillor Janet Duncton

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District Councillor Gareth Evans reported on the following:

Chichester District Updates

Census – The first results of the census have now been published and can be found via this link

www.ons.gov.uk/releases/initialfindingsfromthe2021censusinenglandandwales

£150 energy bills rebate as of 13 June 2022 - Payments for eligible residents who pay by direct debit commenced on 11 April 2022. So far, over £4.3 million has been paid out to 28,860 residents. This equates to 80% of all payments being made as of 13 June 2022. CDC are writing to residents who do not pay their Council Tax by direct debit so that they can ask for their bank details so that they can make the payment. Officers continue to work extremely hard to ensure eligible residents receive their payments as quickly as possible. Residents who pay their Council Tax by direct debit will receive their £150 Energy Payment quicker. Due to this, CDC encourages local residents to pay for their council tax by direct debit. It's quick and easy to do following this link: <https://www.chichester.gov.uk/energybillsrebate2022>

Please be advised that the Discretionary Scheme has been operating since 1 May 2022. To date, a total of 249 discretionary payments have been made. Until recently, take up has been low, but this is picking up. You can find out the full details here: <https://www.chichester.gov.uk/energybillsrebate2022>

Hyde Housing Complaints - Residents wanting to make a complaint about a Hyde property should, in the first instance, must complain direct to Hyde at this site: <https://www.hyde-housing.co.uk/complaints/> If this route does not resolve the issue, then residents can raise this with their District Councillor who will attempt to resolve the issue via the other routes available to them

New agreement with South Downs National Park Authority - Further to the approval given by Cabinet in January 2022, a new agreement with the South Downs National Park Authority (SDNPA) under section 101 of the Local Government Act 1972 has been completed. This will enable the council to continue to provide a development management service to the SDNPA for up to two years initially, until 30 September 2024.

Local Plan Review - Officers are working hard to finalise the Local Plan Review. There are a number of key strands of strategic work that CDC are seeking to complete in the coming months, to enable further progression and then submission for examination.

Firstly, CDC are working closely with National Highways and West Sussex County Council to establish the effect of the revised Development Strategy, agreed by Members earlier this year, on the A27 and local road network. The issues surrounding the A27 are complex, but CDC's consultants have made significant progress on advancing the modelled impact, which CDC will discuss with the Highway Authorities over the next month.

Given the constraints of the A27 on development in the south of the district, the council will be under significant pressure at examination to demonstrate that it has looked at the potential for further development in the north-east as carefully as possible. There is an ongoing piece of work commissioned by CDC, Horsham and Crawley, to look at ways of overcoming the water neutrality issues in this area. Once complete, it will inform what development can be achieved in the north-east of the plan area.

While these are the two most significant strategic level strands of work, there is also a lot of activity on other matters necessary to submit a successful local plan.

Full Council Meeting – The next full council meeting takes place on 19th July at 2.00pm

District Councillor Surgeries: These are my final two surgeries of the summer and I will publish my next round shortly. Saturday 23rd July, The Half Moon Northchapel (12-2pm), Saturday 19th August Kirdford (venue TBC). I am also available for home visits or one to one meetings at alternative dates/venues upon request. **Get in touch! gbevans@chichester.gov.uk / 07958 918056.**

53/22 Working Party Reports

- **Allotments:** Councillor Green reported one of the vacant plots had been taken on by the school to teach the children to grow produce and potentially sell at next year's fair.
- **Village Green including new trees:** Councillor Harman congratulated Councillor Green and her team of helpers on behalf of the village for a fantastic fair last Saturday. Councillor Green reported that they would be setting up a Northchapel Community Fund bank account for village events. The Village Green is looking good. Councillors Green and Sochovsky will complete the CDC new tree questionnaire by the deadline.
The Parish Council has been approached by a film company wishing to use the village for filming for one day in August. Several Councillors had met with the team and all agreed the idea was an exciting one for the village and the donated money useful for the various organisations (Parish Council £1,000, Village Hall and Car Park (£500) and Working Men's Club (£500). Location marshalls and extras will be required.

District Councillor Gareth Evans left the meeting at 8.55pm

- **Highways including the Village Road Safety Project and Speedwatch:** Councillor Green said there was nothing to report. More drainage works had taken place in the village.
- **Play Area:** Councillor Green stated a new picnic bench would be purchased for the play area. The Parish Council is awaiting the annual ROSPA report following the inspection in June.
- **Footpaths, Hedges and Rights of Ways:** The tree is still down on the footpath 551. Councillor Moss said there is a problem with a quad bike being driven on fields behind the farm fields and the sewage works. It is a noise nuisance and dangerous with no crash helmet being worn by the rider and it is being driven on the road and through fields without care. He had been in contact with the Rural Crime team for some advice and assistance.
- **Planning:** Councillor Baker said there were one outstanding planning application to discussed tonight:

SDNP/22/02989/TCA

St Michaels Church, Northchapel GU28 9HP

Notification of intention to crown reduce up to 3m back to previous cut/pollard points on Willow tree.

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

SDNP/22/01694/FUL

Fisher Street Farm, Fisher Street, Northchapel GU28 9EJ

Temporary change of use (April – October) of part of field from agricultural use to leisure/sport for dog agility training

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

SDNP/22/01481/FUL

Location: 1A Valentines Lea Northchapel West Sussex GU28 9HY

Proposal: Replacement of windows and communal entrance door to ground and first floor

Decision: Approved

SDNP/22/01479/FUL

Location: 6 & 6A Valentines Lea Northchapel Petworth West Sussex GU28 9HY

Proposal: Replacement of windows and communal entrance door to ground and first floor flats
Decision: Approved

SDNP/221/05449/HOUS

Tanya House, Valentines Hill, Northchapel GU28 9EH
Erection of a detached building
Decision: Refused

SDNP/21/05833/FUL

Part of Lower Diddlesfold Farm , Diddlesfold Lane, Northchapel GU28
Change of use of land for all weather turnout area for private equestrian use only
Decision: Approved

- **Village Hall:** Councillor Holden said there was nothing to report. Councillor Green hoped that more soundproofing would be installed.
- **Housing:** Councillor Holden had nothing to report. There was a downsizing issue which she had been in contact with CDC about.
- **Winter Plan:** Councillor Moss stated there was nothing to report. The salt and grit bin audits would be coming from WSCC later this month for completion.
- **Northchapel Youth Club:** Councillor Warren reported there had been 29 children at the last session. There were two more sessions planned before the end of term. Autumn and Winter planning is now required as they will be inside the Village Hall. Suggestions have been a film night but further ideas are very welcome.
- **Community Action Plan:** The plan is still there for those who need help.
- **Multi-use Games Arena (MUGA) project:** Councillor Green said there was nothing much to report. She was waiting the outcome of some recent grant applications and needs to submit a National Lottery grant application next.

54/22 Update on the Manorial Waste land

The owner of the Deepwell Cottage has requested more time for the removal of the boats on the Manorial Waste land. He is trying to rent one of the garages in Valentines Lea or find secure storage elsewhere nearby.

55/22 Memorial bench and Memorial tree

A parishioner has asked whether she may purchase and site a wooden bench on the Village Green to match the Jubilee one in memory of her daughter and son who were both involved with the village sports team. Clerk to send Councillor Green the company's details so she can pass on the details. Another parishioner would like to plant a small tree on Pound Piece in memory of Eric Laker. The Parish Council agreed to both of these requests.

Thanks were given to Councillor Sochovsky and Gary for their hard work in securing the Jubilee bench on the Village Green.

56/22 Village tree works

It was agreed to go ahead with the tree works in the village as per the quote provided by Apples & Pears as they are deemed urgent. Apples & Pears had taken a look at the trees in the village and identified those needing attention following concern raised by parishioners. The quote includes removing the tree by the Village Hall as it has Ash die back (£680 plus VAT) and the other is a large twin-stemmed ash on the land outside Fressingfield which is adjacent to /growing over a power line and has 40% Ash die back plus a tall elm tree which needs coming down before it falls down on the footpath (£1,530 plus VAT).

57/22 SDNP Land Availability Assessment (LAA) draft methodology

SDNP is undertaking a Land Availability Assessment and has produced a draft methodology. They want views and welcome feedback so please comment if you feel you would like to. The LAA identifies potential land and

assesses the availability, suitability and achievability of potential sites for development. Comment to be submitted to SDNP by Thursday 21st July. Comments will be considered in reviewing the methodology prior to publication. A Call for Sites is currently being undertaken separately as a search for potential sites.

58/22 Parish litter tidy up session

The Clerk is waiting to hear from CDC regarding the viability of a litter tidy up session and whether equipment is available to hire. A date will hopefully be organised for this in September.

59/22 Financial Matters

- The Council's current financial position @ £31,830 was noted.
- The Bank reconciliation as at Appendix 3 was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted. Payments were approved for; Mulberry & Co (Councillor training) @ £478, Function 28 Ltd (Website hosting fee) @ £36, WSCC (Clerk's June Salary) @ £528 and Mrs Helen Cruikshank (Clerk's Q1 Exps) @ £49.

60/22 Reports back from meetings attended by Councillors

There had been no recent external meetings.

61/22 Clerks Report including correspondence

Clerk had attended a Police focus group for towns and parishes in Midhurst for the North of Chichester District. Interesting main issues in most parishes were speed and volume of traffic. Not sure what it actually achieved nor what will be done but there were definitely more Police in the area during Goodwood Festival of Speed this year.

The next All Parishes Meeting is on Monday 19th September 2022 at 5.30pm via Zoom – two representatives per Council. Please send any suggested topics for consideration.

62/22 Items to be included on the next agenda

Financial Regulations and Standing Orders update and review.

Bonfire event

Please inform the Clerk of any items to go on the agenda by Thursday 25th August 2022

63/22 Date of next meeting

Thursday 1st September 2022 at 8pm

The Chairman closed the meeting at 9.40pm

Signed

Date