



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a Parish Council Meeting

held at Northchapel Village Hall

On Thursday 1st September 2022 at 8pm

Present: Councillors Laura Green, Mr Melvin Greet, Mrs Sharon Holden (Chairman), Mr Robert Moss, Mr John Sochovsky and Mr Ed Warren.

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

There were no members of the public present.

PARISH COUNCIL BUSINESS

64/22 Apologies for absence: Apologies were received and accepted from Parish Councillors Alex Baker, Amanda Harman and Daphne Trussler

65/22 Code of Conduct and Declarations of Interest: Councillor Green declared an interest in agenda item 69/22: Working Party Reports: MUGA as secretary of the Sports Club.

66/22 Minutes: The Minutes of the Parish Council meeting held on Thursday 7th July 2022 were approved as a correct record and signed.

67/22 Police report: There was no Police report. There are now only two PCSOs covering North of Chichester. PCSOs Jack Keen and Nathan Ford. Jack is leaving this month. Police resourcing is very low across the district. They are recruiting but it will take time to get the numbers back up.

DON'T LET THEM MAKE YOU A VICTIM OF CRIME. IF YOU SEE IT, REPORT IT! 101 or online [Contact us](#) | [Sussex Police](#) 999 (Emergencies only please)

68/22 Reports from the Chichester District and West Sussex County Councillors

District Councillor Gareth Evans reported on the following:

Local Updates

Crouchlands Farm Rickmans Lane Plaistow Billingshurst West Sussex RH14 0LE

Residents will be aware that an application has been submitted for the regeneration of the regeneration of Crouchlands Farm. This is not the application for the housing development which will be submitted as a separate application but includes the glamping site, rural food and retail centre and equestrian centre. Residents had until the 29th August to submit comments.

22/01726/FUL | Erection of 32 no. residential dwellings on land at Little Farm

I am receiving a high number of objections to this application and will be following this carefully to ensure I represent the views of local residents.

Loxwood Post Office – I have been informed that this following the resignation of the current postmaster this post office will be temporarily closing on Saturday 17th September from 12.30pm. At the current time of writing there was no update as to when this will reopen. The closest remaining post offices in the ward are in Wisborough Green, Billingshurst and Alfold.

Foxbridge Golf Club Development – There are no further updates on this application as at the time of writing it had not been submitted.

Lagoon 3 – A meeting took place 7th July at 2.00pm however Chichester District Council were unable to update on legal matters at this time and arranged a meeting for 11th August which was subsequently cancelled by Chichester District Council as they had further discussions to hold with their legal advisors. At the time of writing no new meeting had been arranged. I will keep pushing for this on behalf of residents.

Land West Of Cornwood Townfield Kirdford West Sussex – Residents should be advised that I have submitted a red card for this application as there is a high level of public interest. I have also taken this action because of the time it has taken to determine. It appeared to me that unlimited time was being applied to this application and the planning committee will now be responsible determining this application.

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

District Councillor Surgeries: I will be publishing my next surgery dates in due course however in the meantime I write to advise that 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.

Councillor Green said there is no logic to the school allocation system in the County. She asked that Northchapel Primary School be promoted and advocated more by County when children are being allocated their school place within this area.

In County/District Councillor Janet Duncton absence, she sent through the following notes:

August is usually as you know, the month we have off. It is a myth although the normal meeting routine is mostly abandoned. However, as you know everything has to continue so here are just a few snippets of what's happening. I have avoided giving you information on many building and highway projects.

- At last, they seem to be set to have the Shoreham Air-show crash inquiry starting this November/December. You have to feel for the family and friends of those who lost their lives. This has been a long time coming.
- If you have never been to Buchan Park just south of Crawley. It's had a lot of work done on it and this year is celebrating its 40th anniversary.
- Phase one of the electric charging project for on street has been revealed and is going ahead. You may have seen that Chichester District Council has not signed up with West Sussex. There is a good reason for this because CDC have already started installing their electric vehicle charging points in 9 of their Car Parks 2 in each and Petworth has 2 at the north end of Pound Street car park. Actually, the streets of Petworth are not suitable for the charging points as not only are many of the pavements narrow but traders especially are keen to keep as many parking spaces as possible for their trade and once you say have one or two points in the street that space is no longer available for general parking which is not ideal in a place like Petworth.
- Ash Dieback continues to be a source of concern not only for County but for all of us who would rather have trees growing and flourishing and at the moment it seems we have not got this under control.
- Generally, very good results for West Sussex Students and the GCSE results. I am sure their hard work paid off and you can only wish them well for their futures.
- A new partnership is set up which will help the elderly and vulnerable. Apetito will work with Health & Independent living support as from October and it looks like this partnership is now signed up for the

next 5 years. The HILS drivers with our customer support team will continue to ensure customers are healthy and safe.

- For one week only 19th to the 25th September all walking aids etc can be taken in to our waste and recycling sites. It has often puzzled me why these perfectly good walking aids etc cannot be reused so now hopefully they will be.

As ever Janet Duncton, can be contacted on janet.duncton@westsussex.gov.uk or my mobile 07979152898.

69/22 Working Party Reports

- **Allotments:** The Clerk had nothing to report. Councillor Green reported the school would still be using one plot. Manpower is required.
- **Village Green including new trees:** Councillor Green said there was nothing much to report. Football is re-starting on Saturday. Councillor Sochovsky had kindly completed and submitted the new tree survey to CDC following the planting earlier in the year. Some trees had already been lost but the very hot weather of late had not been ideal.
- **Highways including the Village Road Safety Project and Speedwatch:** Councillor Green said there was no progress with the Road Safety Project nor Speedwatch. Desperately need people to sign up and help with this project. The Village needs to register as a group for Speedwatch so a site can be chosen by Sussex Police and sessions can begin. Councillor Greet offered to volunteer.
- **Play Area:** Councillor Green reported the annual inspection report had been received. The tree house needs to be removed and will be replaced once the Parish Council has the funds to do so. Funding will be discussed at the precept meeting in December. The report had highlighted a concern with the new roundabout. Councillor Green to check with the installers about this.
- **Footpaths, Hedges and Rights of Ways:** Clearance on the footpath behind Oaklea on Hillgrove Lane had been carried out. There are a few issues with the Creek footpath (FP 824) which the Clerk would inform the WSCC ranger about.
- **Planning:** In Councillor Baker's absence, the outstanding planning application at West Broadlands on Cripplecrutch Hill would be discussed by email.

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

SDNP/22/03157/HOUS

The Dairy, Diddlesfold Manor, Diddlesfold Lane, Northchapel
Insertion of 1 no. window on the SW elevation

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

SDNP/22/02989/TCA

St Michaels Church A283 Luffs Meadow to Pipers Lane Northchapel Petworth West Sussex GU28 9HP
Notification of intention to crown reduce by up to 3m (all round) (back to previous cut/pollard points) on 1 no. Willow tree.
Raise no objection

SDNP/22/00481/HOUS and SDNP/22/00482/LIS

Forge Cottage A283 Pipers Lane to Valentines Lea Valentines Hill Northchapel West Sussex GU28 9HX
Rear single storey extension/conservatory, including the removal of existing external WC, removal of 1 no. casement window and lowering of 1 no. windowsill.
Decision: Refused

SDNP/22/03157/HOUS

The Dairy Diddlesford Manor Diddlesfold Lane Northchapel Petworth West Sussex GU28 9EN

Insertion of 1 no. window on the south-west elevation.

Decision: Approved

SDNP/22/02873/DCOND

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

Discharge of conditions 3, 6 and 7 of permission SDNP/20/04203/HOUS.

Decision: Approved

- **Village Hall:** Councillor Holden said the Village Hall was having a deep clean. Bookings have been quiet over the summer but Pilates and Youth Club are due to start next week. Councillor Green hoped that an increase in soundproofing would be discussed at the next Village Hall meeting.
- **Housing:** Councillor Holden had been dealing with a few housing issues liaising with Ivan Western, a Housing Solutions Manager at CDC.
- **Winter Plan:** Councillor Moss stated the salt bin and grit audit had been completed and submitted to WSCC. No further grit was required for the forthcoming winter as he would top up using the current reserves.
- **Northchapel Youth Club:** Councillor Warren reported the Youth Club would be restarting on Tuesday 6th September. Winter activity planning is now required as the children will need to be kept occupied in the Village Hall. It is hoped every parent will volunteer once a term to share out the responsibility. Ideas for inside activities are very welcome.
- **Community Action Plan:** The plan is still there for those who need help.
- **Multi-use Games Arena (MUGA) project:** Councillor Green reported the CIL grant application had not been successful. A lottery grant is what is required to achieve the funding required. Further funding would be discussed at the precept meeting in December.

70/22 Village Bonfire Event

Northchapel's bonfire and firework event will be held on Saturday 29th October. Councillor Green is looking for local businesses to sponsor the event. There will be better food options this year, a torch procession and the Youth Club would be making the guy.

District Councillor Gareth Evans left the meeting at 8.45pm

71/22 Parish Litter tidy up session

It was agreed that Saturday 1st October would be the parish tidy up session. The Clerk to organise picking up the equipment and rubbish collection with CDC.

72/22 Updated Standing Order and Financial Regulations

The Clerk stated that standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer (RFO). Northchapel's Parish Clerk is both Clerk and RFO. All members agreed to adopt the updated documents. These will be reviewed annually.

73/22 Financial Matters

- The Council's current financial position @ £29,649 was noted.
- The Bank reconciliation as at Appendix 4 was noted.
- The schedule of accounts submitted for payment at Appendix 5 was noted. Payments were approved for; Moore (External Audit) @ £360, Concept Waste Solutions (Dog litter bin emptying) @ £108, WSCC (Clerk's July Salary) @ £528, Safelincs (new defib pads) @ £47.99 and Sussex Land Services (July Grass cutting) @ £468.
- Filming location money from Sussex Martyrs Production Ltd was received today @ £2,500.
- The second instalment of the precept @ £15,000 will be received later this month.

- The loan repayment of the PWLB is due on 23rd September @ £1,373
- Moore, the External Auditors were happy with the y/e 2021/22 accounts and the Annual return. The Conclusion of audit statement has gone onto the website and the notice board.

74/22 Reports back from meetings attended by Councillors

There had been no recent external meetings.

75/22 Clerks Report including correspondence

The next All Parishes Meeting is on Monday 19th September 2022 at 5.30pm via Zoom – Councillor Holden and the Clerk agreed to attend. Update: *This has now been cancelled following the death of Her Majesty Queen Elizabeth II.*

Councillor Sochovsky has offered to attend the SDNP workshop on Tuesday 18th October at 6-8.30pm in Midhurst.

Councillor Green asked whether there was an update on the removal of the two boats outside Deepwell Cottage which is Manorial Waste. Councillor Holden to put a copy of the application form for renting a Valentines Lea garage through the door to help progress this.

Councillor Green suggested that residents who park their cars in the layby on the main road where the school pick up point is, could park in the Church car park during the week to keep the layby clear for the safety of the students using the school buses. Councillor Holden said the PCC would discuss this at their next meeting.

Councillor Green to ask a resident whether she would take on responsibility of the flower bed maintenance.

76/22 Items to be included on the next agenda

- Review of Bonfire event
- Bus Shelter
- Flower bed maintenance

Please inform the Clerk of any items to go on the agenda by Thursday 27th October 2022

77/22 Date of next meeting

Thursday 3rd November 2022 at 8pm

The Chairman closed the meeting at 9.05pm

Signed

Date