



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a meeting held at the Village Hall on Thursday 2nd March 2023 at 8pm

Present: Councillors Mr Alex Baker, Miss Laura Green, Sharon Holden (Chair), John Sochovsky and Ed Warren

In attendance: Mrs Helen Cruikshank, Parish Clerk

There was one member of the public in attendance.

Peter Shayler from Showtime Amusements had approached the Parish Council submitting an application for their family funfair to come to the Village Green in July 2023. The Fair would be open from Thursday 6th July until Sunday 9th July. They would arrive on 3rd July and leave on Monday 10th July. They will pay £600 for the ground rent with a £500 deposit. Any rubbish will be taken away and the event would be properly cleared up afterwards. Truck mats will be used and if the weather is wet then the event will be cancelled.

PARISH COUNCIL BUSINESS

13/23 Apologies for absence: Apologies were received and accepted from Parish Councillors Melvin Greet, Robert Moss and Daphne Trussler. Apologies also from District Councillor Gareth Evans and County Councillor Janet Duncton as they were stuck in other meetings.

14/23 Declarations of Interest: Councillor Green declared an interest in agenda item 17/23 Working Party Reports: MUGA as secretary of the Sports Club.

15/23 Minutes: The Minutes of the Parish Council meeting held on Thursday 5th January 2023 were approved as a correct record and signed.

16/23 Reports from the Chichester District and West Sussex County Councillors

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

The County Council have set their budget and the Council Tax increase for County is 4.99%. The County Services part of this is 2.99% and the 2% is ring fenced for Adult Services. You no sooner finish one budget than you start the next but for this year at least we have managed to balance the budget without losing any of our services.

I know I have told you about the Special Needs School we are building called Woodlands Mead College. This will be a wonderful facility for a large number of special needs pupils in West Sussex.

There still seems no end in sight for water neutrality in this part of the World. This puts a huge delay on any development. Horsham District Council is taking the lead on this with Southern Water. Talking of Southern Water, I am still trying to get a date when some of the parishes can put some questions to Southern Water especially about flooding issues. As soon as I have some dates I will get them out to the Clerks.

As you can well imagine as if it wasn't bad enough trying to keep up with potholes they have got considerably worse since first of all the excessive rainfall and then the intense cold. However I do all I can to report potholes and report all I see and those reported to me. Once accepted as needing attention they hope to get them done within 28 days. I can't pretend that this isn't a struggle at the moment but I am assured that the patching machine will be back in action again this Spring and this does do a wonderful job.

At the moment there are several large planning issues especially in the northern part of the district. These create a lot of work and often take some time to get answers. I know that at the moment it is difficult getting

qualified Planning Officers and so many Councils are after the same people. Everyone is trying to get a full complement in their Planning departments and it is on occasion delaying things.

I know that some parishes have been having a problem with some social housing properties and the possibility that the residents have mould. The Cabinet member and Leader have been in talks with the Housing providers and Government departments and the situation is being taken very seriously. I believe the Government have now said it must be dealt with and although Chichester doesn't own the housing stock it will be making sure that the providers deal with this problem. It is unacceptable if the residence is unfit due to mould.

The new Fire Station and Training Centre at Broadbridge Heath is nearly ready now and I will let you know when it is proposed to be up and running. On the same theme always looking for recruits to either be retained Fireman or full time Fireman so if you know of any who would like to try and apply, please encourage them to get in touch with West Sussex Fire and Rescue.

I wish I could give you better news on the A29 at Pulborough. As you know the heavy rain a couple of months ago brought down the Banks on both sides of the road. I am not in any position to give you a timescale but I do believe it is not going to be a quick fix.

As yet we do not know when OFSTED will turn up to do the big inspection on our Children's Services but we are expecting it to be quite early this year. The good news is things are still improving but where not there yet so the inspection will be good so that we will know exactly what we have left to do.

Please contact Janet either on janet.dunton@westsussex.gov.uk jdunton@chichester.gov.uk or 07979152898

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

Local Plan

The next round of consultation on the Local Plan, which will begin on 3 February and will last until 17 March, is open. This consultation is a very specific one, which invites people to comment on three specific questions or tests. Respondents will be asked if the plan has met the legal requirements; if it has been positively prepared and is justified, effective and consistent with national policy; and if the council has engaged and worked effectively with neighbouring authorities and statutory bodies. Once the consultation is completed, all comments will be packaged alongside the plan for the Planning Inspector to consider as part of the independent examination on behalf of the Government. Those who wish to comment to go to www.chichester.gov.uk/localplanconsultation This link will take residents directly to the consultation platform and from this page there will be links to our updated Local Plan area on CDCs website, which can also be found at www.chichester.gov.uk/localplan

Changes to the voting process – CDC have started the marketing campaign to raise awareness about the changes to the voting process which come into effect for the May 23 elections. In essence members of the public need to take the accepted form of photo ID otherwise they will not be permitted to vote.

Further information can be seen in the link below:

<https://www.electoralcommission.org.uk/i-am-a/voter/voter-id>

Key dates to remember are:

- Register to vote – no later than midnight on 17 April
- Last day to apply for a post vote – 5pm on 18 April
- Last day to apply for a proxy vote – 5pm on 25 April
- Last day to apply for a Voter Authority Certificate – 5pm on 25 April

I am available for home visits or one to one meetings at alternative dates/venues upon request.

Get in touch! gbevans@chichester.gov.uk / 07958 918056

17/23 Working Party Reports

- **Allotments:** The Clerk has reported the leak at the allotments to Southern Water.
- **Village Green:** Councillors agreed that Sussex Land Services should continue as the grass contractors for the forthcoming season.
- **Highways including Road Safety Project and Speedwatch:** The Clerk had reported the overgrown hedges on Hillgrove Lane to WSCC Highways and written to the landowner.
- **Play Area:** Councillor Green said there was nothing to report.
- **Footpaths, Hedges and Rights of Ways:** The Clerk reported the parish inspection was due later this month. Please let her know of any issues.
- **Planning:** Councillor Baker reported there were two outstanding planning applications which were discussed as follows:

SDNP/23/00649/TPO

1 The Square House, Northchapel

Notification of intention to fell 6 no. Leylandi trees

SDNP/23/00408/LDE

Diddlesfold Dressage, Northchapel

Certificate of Lawfulness to confirm lawful implementation of Planning permission SDNP/19/04441/FUL

The following applications had been discussed since January's meeting:

SDNP/23/00228/TCA

St Michaels Church, Northchapel

Notification of intention to re-pollard on 9 no. Lime trees

SDNP/23/00011/HOUS

Southview, Northchapel

Detached double garage/store

SDNP/22/05771/FUL

Gastons Farm, Shillinglee

Erection of replacement timber gates to site entrance (retrospective)

SDNP/22/05934/HOUS and SDNP/22/05935/LIS

Frith Hill Court, Pipers Lane, Northchapel

Internal and external changes to main house including replacement of existing single storey extension, new porch and pergola, changes to fenestration and addition of chimney.

SDNP/22/05035/HOUS

Frith Hill Court, Pipers Lane, Northchapel

New glass roof and replacement doors to existing pool building. Provision of new fireplace and chimney and new window on SE elevation within gym building.

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

SDNP/22/04839/HOUS and SDNP/22/04840/LIS

Parkgate Shillinglee Road Shillinglee Northchapel West Sussex GU8 4SX

Conversion of part of an existing outbuilding to provide habitable accommodation and the construction of a light link access between the outbuilding and main dwelling

Decision: Refused

SDNP/22/03738/HOUS

West Broadlands Cripplecrotch Hill Northchapel GU8 4SU

Erection of single storey side/rear extension following demolition of existing single storey structures.

Decision: Application withdrawn

SDNP/23/00432/APNDEM

Fisher Street Farm Fisher Street Northchapel West Sussex GU28 9EJ

Demolition of redundant agricultural building.

Decision: Raise no objection

SDNP/22/01694/FUL

Fisher Street Farm Fisher Street Northchapel West Sussex GU28 9EJ

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

Decision: Application withdrawn

SDNP/23/00196/DCOND

Manor Cottages Diddlesfold Lane Northchapel West Sussex GU28 9EN

Discharge of Condition 3 of Planning Permission SDNP/19/04441/FUL

Decision: Approved

- **Village Hall:** Councillor Holden reported that there is a Village Quiz on Saturday and a Brownies group have hired the hall for a weekend in April. The old Village Hall cooker is up for sale with a new one, on order. Councillor Holden to follow up the new potential soundproofing project with the VH committee.
- **Housing:** Councillor Holden stated that all is very quiet on the housing front.
- **Winter Plan:** It is cold!
- **Northchapel Youth Club:** Youth Club has restarted and it is noisy. There is a new cohort of children, some from the school, not all from the village so a good mix. It is hoped that once a month, the older children will go to the Club for darts and pool nights. Councillor Green will be updating the risk assessment.
- **Covid Community Action Plan:** This is still up and running if anyone needs help.
- **Multi Use Games Arena (MUGA):** Councillor Green reported that the surveys have been done and she is in the process of re-submitting the planning application. Further funding applications will be submitted in due course.

18/23 Civility and Respect Pledge

Councillors agreed to sign up to the Civility and Respect Pledge and the Dignity at Work Policy as at Appendix 2. This is designed to help define the right behaviours within the Parish Council, to prevent bullying and to support councils demonstrating high standards of conduct.

19/23 Bus Shelter Improvements

This item was deferred until May's meeting.

20/23 Family Funfair request

The Parish Council agreed the family funfair request on the Village Green for Thursday 6th July – Sunday 9th July as discussed under parishioners' question time. Opening hours Thursday (6-10pm), Friday (6-10pm), Saturday (2-10pm and Sunday (2-6pm). Members thought this would be a good event for villagers. This would be advertised throughout the parish by Showtime Amusements.

21/23 Boules pitch request

Councillor Holden had been approached by a group requesting whether a small allocation of land could be found in the parish to enable a new boules pitch to be built. It was agreed this was potentially an exciting opportunity for the village to have but there was limited land available. The only area it thought may be

possible was at the top end of Green by the trees as it would then be near the pavilion which could be used for storage and toilet facilities. Concern was raised with the problem of cats using the pitch as a litter tray. Councillor Holden to respond accordingly and invite the group to assess the area.

22/23 King Coronation Celebrations

The King's Coronation is on Saturday 6th May with the Big Lunch on the Sunday and the Big Help Out on the Monday. The school is planning to do something and the Church has a special service on the Sunday. Councillor thought it would be nice if the village got together on the Sunday for a Big Lunch on the Village Green. The Clerk to apply for funding from CDC when it is announced.

23/23 Parish Council Elections

There are both Parish Council and District Council elections on Thursday 4th May 2023. Photographic ID is required to vote at this year's elections. Nomination packs are available from the Clerk for those interested.

24/23 Financial Matters

- The Council's current financial position @ £29,224 was noted.
- The Bank reconciliation as at 23rd February 2023 (Appendix 3) was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted and payments were approved for Concept Waste Solutions (Dec dog bin emptying) @ £48, Sussex Land Services (Leaf Clearance) @ £630, WSCC (Clerk's Feb Salary) @ £584, Concept Waste Solutions (Jan dog bin emptying) @ £60 and Sussex Land Services (June's Grass cutting invoice - missed) @ £636
- The Budget Monitoring sheet as at 23rd February 2023 (Appendix 5) was noted.
- The Clerk has submitted a VAT return.

25/23 Reports back from meetings attended by Councillors

There had been no external meetings since the last meeting.

26/23 Clerks Report including correspondence

It was agreed to have the 2023 Annual Parish Meeting at 7.30pm on the same day as the Parish Council Annual Meeting – Thursday 18th May.

There is a Courier Fraud Webinar on Wednesday 15th March 2023 10-11am for anyone interested. Open to anyone.

27/23 Items to be included on the next agenda

Please inform the Clerk of any items to go on the agenda by Thursday 11th May 2023.

28/23 Date of next meeting

Thursday 18th May 2023 at 8pm

The Chairman closed the meeting at 9.05pm

Signed

Date