



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of the Annual Parish Council Meeting

held at Northchapel Village Hall

On Thursday 18th May 2023 at 8pm

Present: Councillors Mr Alex Baker, Miss Laura Green, Mr Melvin Greet, Mrs Sharon Holden (Chairman), Mr John Sochovsky and Mr Ed Warren

In attendance: Mrs Helen Cruikshank, Parish Clerk
District Councillor Garth Evans
District Councillor Charles Todhunter
County Councillor Tom Richardson (Rother Valley)

There were three members of the public present.

ANNUAL MEETING BUSINESS AGENDA

- 1. Election of Chairman:** Nominations for Chairman were invited for the ensuing year. Councillor Sharon Holden was proposed and duly seconded. There being no other nominations, it was **RESOLVED** that **Councillor Holden** be elected Chairman of Northchapel Parish Council for 2023/24
- 2. Election of Vice-Chairman:** The Chairman invited nominations for Vice Chairman and Councillor Laura Green was proposed and duly seconded. There being no other nominations it was **RESOLVED** that **Councillor Green** be elected Vice Chairman for the ensuing year.
- 3. Election of Lead Members of Working Parties and Committees:**
 - Village Green – Miss Laura Green
 - Play Area – Miss Laura Green
 - Planning – Mr Alex Baker
 - Highways – Mr John Sochovsky
 - Footpaths and Rights of Way – Mrs Daphne Trussler
 - Housing – Mrs Sharon Holden
 - Village Hall – Mrs Sharon Holden
 - Northchapel Youth Club – Mr Ed Warren
 - Website – Parish Clerk
 - Winter Plan – Mr Robert Moss (non-Councillor)
 - Allotments – Mr Willie Poste (non-Councillor)

Planning Committee: Mr Alex Baker (Chairman), Mrs Sharon Holden, Mr John Sochovsky, Mrs Daphne Trussler and Mr Ed Warren
Finance Committee: Miss Laura Green, Mrs Sharon Holden (need one more)
Housing Working Party: Mrs Sharon Holden, Miss Laura Green and Mrs Daphne Trussler
- 4. To fix the dates of future meetings 2023/24**
 - Thursday 6th July 2023
 - Thursday 7th September 2023
 - Thursday 2nd November 2023
 - Thursday 7th December 2023 (precept/finance only meeting)
 - Thursday 4th January 2024

Thursday 7th March 2024
Thursday 2nd May 2024 (Annual meeting)

All meetings are held at 8pm at Northchapel Village Hall. Planning meetings are held as and when necessary, on Saturdays at 9.30am at the Church or discussed by email.

PARISH COUNCIL BUSINESS

There were no questions

29/23 Apologies for absence: Apologies were received from County Councillor Janet Duncton and Parish Councillor Daphne Trussler.

30/23 Declarations of Interest: Councillor Green declared an interest in agenda item 34/23: Working Party Reports: MUGA as secretary of the Sports Club.

31/23 Co-option of Councillor

There was no co-option. There are now two vacancies on the Parish Council. Clerk will advertise the vacancies on the website, noticeboard and website. Councillor Green to send out a message on the village WhatsApp group.

32/23 Minutes: The Minutes of the Parish Council meeting held on Thursday 2nd March 2023 were approved as a correct record and signed.

33/23 Reports from the Chichester District and West Sussex County Councillors

The Chair congratulated Gareth Evans and Charles Todhunter on their recent District Council election success.

Gareth said he and Charles are honoured to be elected as District Councillors in the recent local elections. We were hugely honoured and humbled by the number of people that have put their faith in us and promise that as District Councillors we will work hard, be visible, listen and fight for the interests of this community. We also look forward to supporting the Parish Council and have a close working relationship with you all.

We would also like to say thank you to Janet Duncton who was Gareth's co-councillor in the previous council term and to wish her well in the future. We look forward to working with her going forward as the County Councillor and hope we can support one another in protecting the beautiful community in which we serve.

Across the ward there were some wonderful events for the May Bank Holiday and the Coronation weekend. A huge thanks to all the amazing volunteers who worked hard to put on a happy and memorable event for residents. Some even having to think creatively when the weather decided not to play ball!

Local Updates

21/00466/OUT – Land West of Cornwood Townfield Kirdford West Sussex – This failed again to go to the April committee as I had been advised. I will be taking this up with the Cabinet member for Planning once in post.

Lagoon 3 – The landowner of Lagoon 3 has entered a Not Guilty plea and elected trial at the magistrates' court. Trial is at Horsham Magistrates' Court on 23 August 2023 at 10:00am and it is listed for a day. The District Council as prosecutors are actively preparing for trial and will be continuously reviewing all elements of the case as we are required to do under the Code for Crown Prosecutors. Prosecution of course does not resolve the issue of the Lagoon itself which we will be seeking a resolution to.

Crouchlands Proposed Developments and 22/02346/OUT Foxbridge Golf Club Foxbridge Lane – There is currently no determination dates for these but they are being monitored closely and there is regular contact with the officer. There will also be a meeting arrange with the Crouchlands landowner which was requested during the election period.

We have received news that Natural England finally approved the updated Water Mitigation Solution on Friday last week. Chichester District Council Officers then updated the water neutrality plan and the water neutrality scheme with the applicant on Tuesday 16th and Wednesday 17th May.

This means that CDC now has all the information to finalise the S106 Agreement. Once the S106 Agreement has been finalised between the solicitor's permission can be issued for development to begin. We have not been provided timescales but all parties are keen for this to be resolved as quickly as possible.

District Council Elections

The District Council Elections were held on Thursday 4th May and is now a Liberal Democrat led Council after 24 years of being Conservative led. The results saw 25 Liberal Democrat Councillors get elected (including 2 in the Loxwood Ward), 5 Conservative Councillors, 4 Selsey Local Alliance Councillors and 2 Green Councillors.

The key roles on council are posted in the infographic below:



Local Plan and Housing Allocation Numbers.

The intention of my group is that there will be a review of housing allocations on the local plan based on the outcome of the consultation of the National Planning Policy Framework (NPPF). What this contains will enable us to ask for more evidence. We also might have some scope once the Levelling up Bill has been legislated by the Government. The conclusion of the NPPF review was planned to be announced in the spring but we are advised that it has been delayed. In this case we are totally in the hands of government progress. Our intention therefore is to review the local plan based on planned Government legislation. We would need this to review the plan but without it the risk is that it would not pass the inspectorate review. We are therefore currently in the hands of the Government, but our aim is certainly to explore if we can do something about housing allocation numbers.

Meeting your District Councillors:

Gareth has the following surgery dates scheduled:

Saturday 20 May – The Onslow, Loxwood (12pm-2pm)

Saturday 3rd June – The Stag, Balls Cross (12pm-2pm)

Saturday 17 June – Kirdford Village Stores, Kirdford (12pm-2pm)

Saturday 1st July – Old Mill Café, Wisborough Green (12pm-2pm)

Saturday 15th July – Ifold Stores, Ifold (12pm-2pm)

Charles is also planning to run surgeries which will offer more opportunity to see your District Councillor face to face. These will be published in due course. Should the dates suggested not be suitable for you or there are any other reasons preventing you from seeing us we are also happy to do home visits, telephone calls or zoom calls.

Our contact details:

Cllr. Gareth Evans, email: gbevans@chichester.gov.uk or telephone 07958918056

Cllr. Charles Todhunter, email ctodhunter@chichester.gov.uk or telephone 07986344365

County Councillor Duncton had sent through a written report as follows:

- Midhurst is sadly still closed to traffic although the car parks north and south are both open for parking as are the shops in the town. Not for parking but for shopping! The main issue is the instability of the front wall of the Angel Hotel. Now to you and me this seems quite simple but with insurance companies and English Heritage involved I'm afraid it's not so simple. Many in Midhurst would just like the façade to be taken down as the chimney has to be. Now we will all have our opinions of this and mine for the record is take it down. It's a Victorian façade to a Tudor building which has gone completely and we dare not let traffic through, as a heavy lorry may shake the foundations and it may cause it to collapse. Now while to some this is acceptable you have to be aware of who may or could be damaged as this happened. It is not a risk the County Council can take. In the meantime, when the owners structural Engineers have reported and the insurance company have deliberated the South Downs National Park have stepped in to shore the façade up and when that is safe the County will let traffic through. It is hoped the road will open within 7 weeks.
- Now for the other nightmare. The A29. As yet, once again no agreement with the land owners either side and as you know the land is all in the hands of private landowners. However, you will also know that the County has facilitated the opening for one way traffic and whilst not ideal it is working quite well so let's hope some sense rains there soon.
- The patching machine is out and about now but very tied up with the awful state of the small roads around the Midhurst area which have been so badly damaged by so much traffic using highly unsuitable alternatives to going straight through the town.
- I don't yet have the results of the OFSTED report for our Children's Services but will let you have them as soon as I know.
- I attended a workshop regarding the West Sussex Speed Limit Policy which gave guidance on applying for Community TROs and the wider use of 20mph speed limits near schools and the focus on the functional use of the road to help set an appropriate speed limit.
- Really nothing else much to report this month. Elections have got in the way of normal business I'm afraid.

If there is anything anyone needs Councillor Duncton to look into, please contact her directly.

janet.duncton@westsussex.gov.uk or mobile 07979 152898

34/23 Working Party Reports

- **Allotments:** The Clerk reported all rents had been paid. There is one small vacant plot. If you are interested in this, please contact Willie Poste on 707295.
- **Village Green:** Councillor Green reported the grass cutting had not been great last week but this may have been due to the rain however she would keep an eye on it on the green and in the play area. The Clerk thanked CDC for the Coronation grant which has enabled the purchase of a new bench for the village green. This will be delivered in July.
- **Highways including the New Speed Limit Policy:** Councillor Green introduced Tom Richardson who is the special advisor to the WSCC cabinet member for Highways and Transport. County Councillor Tom Richardson worked on the Road Safety Speed Limit Policy. The policy will help reduce speed in our country lanes from the derestricted 60mph to 40mph and make the implementation of 20mph limit in villages (especially those with schools) much

easier. By reducing the limits on these roads, once updated, satnav systems will no longer see them as a faster route than the main roads. It will be down to the Parish Council to apply for a TRO (Traffic Regulation Order) through the Community Highway Scheme. Every application will be assessed as it comes in. If parishes can pay themselves (whether that is through a precept increase, donations or using CIL money) they can apply for a Developer's TRO which is a quicker process. WSCC Highways are also trying to reduce signs to declutter the roads and use painted markers instead. Councillor Green stated that speed reductions are required on all three entrance roads to the parish (from the A283 Fisher Street and Chidfield Barns plus Pipers Lane passed the Village Hall) and a 20mph limit by the school. Tom Richardson said that the school can apply direct for the 20mph reduction with Parish Council and County Council support. Evidence of community support is vital for all applications. It was agreed to have a separate meeting with Parish Councillors and parishioners to discuss, map and prioritise what restrictions should be applied for.

- **Play Area:** Councillor Green stated the slide is starting to rot. The Clerk reported the annual ROSPA inspection is due in June. She will order some new "NO dogs allowed in the play area" signs as there had been reports of being taking their dogs into the playground.
- **Footpaths, Hedges and Rights of Ways:** Complaints had been received about the state of the footpath from Luffs Meadow to the Village shop. Councillors Green and Holden would take a look and see where the overgrown vegetation was originating from. The Clerk would then report accordingly.
- **Planning:** Councillor Baker said there were three outstanding planning applications to be discussed tonight:

SDNP/23/00869/LDE

Willow Spring Farm Hillgrove Lane Northchapel West Sussex GU28 9EN

Existing lawful development - the applicant has resided within the barn for at least the past 4 years continuously. The barn is therefore in C3 residential use

SDNP/23/01624/LIS

Forge Cottage A283 Pipers Lane to Valentines Lea Valentines Hill Northchapel West Sussex GU28 9HX
Removal and replacement of timber and glass front door and frame

SDNP/22/00400/CND

Diddlesfold Dressage, Manor Farm Lot 1, Diddlesfold Lane, Northchapel GU28 9EN

Erection of an essential equine rural workers dwelling house (tied to Diddlesfold Dressage) – minor material amendments to design of the dwelling

The following planning applications had been discussed since March's meeting:

SDNP/23/00775/HOUS

Tanya House A283 Valentines Lea to Valentines Hill Valentines Hill Northchapel GU28 9EH
Erection of detached outbuilding

SDNP/23/00606/FUL

Fisher Street Farm Fisher Street Northchapel West Sussex GU28 9EJ

Change of use of land as an enclosed dog training/exercise facility. Change of use of land as an enclosed dog training/exercise facility.

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

SDNP/23/00649/TPO

1 The Square House, Northchapel

Notification of intention to fell 6 no. Leylandi trees
Decision: Raise no objection

SDNP/23/00228/TCA

St Michaels Church, Northchapel
Notification of intention to re-pollard on 9 no. Lime trees
Decision: Raise no objection

SDNP/23/00011/HOUS

Southview, Northchapel
Detached double garage/store
Decision: Approved

SDNP/23/01117/APNB

Land at Manor Cottages Lower Diddlesfold Farm Diddlesfold Lane Petworth Northchapel GU28 9EN
Agricultural Barn
Decision: Prior approval granted

SDNP/23/01125/DCOND

Whatelea Luffs Meadow Northchapel Petworth West Sussex GU28 9HN
Discharge of conditions 8 and 9 to planning permission SDNP/21/06036/HOUS
Decision: Approved

SDNP/23/01072/NMA

1 and 2 Manor Cottages Diddlesfold Lane Northchapel Petworth West Sussex GU28 9EN
Non-material amendment to planning permission SDNP/19/04441/FUL - installation of 1 no. air source heat pump to proposed utility room and 1 no. window to proposed utility room to be omitted
Decision: Approved

SDNP/22/05137/HOUS and SDNP/22/05138/LIS

Frith Hill Court, Pipers Lane, Northchapel
Internal and external changes to existing annexe building to include new windows
Decision: Approved

SDNP/22/05035/HOUS and SDNP/22/05036/LIS

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.
Decision: Approved

SDNP/23/00408/LDE

Diddlesford Dressage Diddlesford Manor Farm Plot 1 Diddlesfold Lane Northchapel West Sussex GU28 9EN
Certificate of Lawfulness to confirm lawful implementation of Planning Permission SDNP/19/04441/FUL - (Demolition of existing 2 no. dwellings and garages and erection of a 1 no. dwelling with associated out building and 1 no. agricultural tied dwelling with associated access and landscaping).
Decision: Approved

Councillors Baker and Holden had met with the owner of Copygrove Copse.

- **Village Hall:** Councillor Holden said there was nothing more to report that wasn't said earlier at the APM. Regular hirers continue but sadly there have been no new bookings.
- **Housing:** Councillor Holden reported there are two, soon to be three empty properties in St Michaels Close. The Parish Council will need to keep a close an eye these and ensure the local connection is adhered to.

- **Winter Plan:** Thanks were given to Robert Moss for continuing to look after the Winter plan despite leaving the Parish Council.
- **Northchapel Youth Club:** Councillor Warren said there was nothing further to report on. See the APM minutes for his update.
- **Multi-use Games Arena (MUGA) project:** Councillor Green reported they are still in the process of getting the MUGA planning permission re-approved.

35/23 Bus Shelter improvements

Councillor Greet stated that the bus shelter should ideally be located on the other side of the road. However, all agreed there is no space and it is neigh on impossible to walk down the road on the pavements safely with the large number of cars parked there. It was decided that a residents meeting should be organised to discuss the issue as the number of cars will only increase.

36/23 Valentines Lea parking improvements

The Clerk explained that a resident has complained to the Parish Council and the MP Gillian Keegan about the parking and access issues in Valentines Lea. There is a pinch point as you go round the corner of the green adjacent to flats 6 and 6a. Parking is causing lorries and recycling and refuse trucks to mount the kerb on the green to get round the corner which is in turn causing damage and erosion to the green. Deep ruts and vast quantities of mud and stone being dragged into the road – dangerous for cars and cyclists plus an eyesore. WSCC Highways assistant director, Matt Davey has suggested placing a TRO for double yellow lines or a physical measure however their primary goal is public safety and they receive more requests for schemes than they have resources so it is difficult for him to anticipate if this would be a successful application. CDC and Hyde both agree there is an access problem for emergency services and refuse trucks and it is confined to this corner only. Their initial thought is to put no parking lines to prevent parking. Hyde has sent letters to all residents which they hope with ease the parking but agree if it persists that no parking markings would be the best bet. All agreed that yellow lines would only be ignored and questioned who would enforce them. Mr Greet said the solution is to have deeper parking spaces. The Clerk to contact Hyde.

37/23 Financial Matters

- The Council's current financial position @ £40,939 was noted.
- The Bank reconciliation as at Appendix 3 was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted.
- A CIL payment of £1,453 had been received for Lower Diddlesfold works.
- The Budget Monitoring sheet as at Appendix 5 was noted.
- The Parish Council's 2022/23 financial year started with an opening balance of £21,997. During the year, the Parish Council received an income of £51,013. This consisted of the precept at £30,000, allotment rents, grants, the VAT return and the film location fee. The Parish Council spent £31,985 during the past financial year. This consisted of costs to maintain the Village Green plus tree works around the village. Grass cutting at the Churchyard, hedge cutting at the Allotments, bin emptying around the village, Clerk's Salary, General Admin plus grants and donations of £8,130 for the year. This leaves a closing balance as at 31st March 2023 of £31,985 which shows the Parish Council accounts are in a healthy but not excessive state at year end which should keep both the internal and external auditors happy. The internal audit has been carried out by Mrs Jean Huggett and she agreed that all internal control objectives have been carried out throughout the year raising no concerns.
- Appendix 6 contains:
 1. Income & Expenditure sheet 2022/23
 2. Bank Reconciliation as at 31st March 2023
 3. Internal Audit report
 4. Section 1: Annual Governance Statement 2022/23
 5. Section 2: Accounting Statements 2022/23
 6. Explanation of Variances: Details the differences on Section 2 and is required by the External Auditor

All these documents will be uploaded onto the website with the notice of the period for the exercise of public rights. All legal information will be displayed on the notice board.

The Income and Expenditure sheet and Bank reconciliation as at 31st March 2023, Sections 1 and 2 of the Annual Return 2022/23 and Explanation of Variances 2022/23 were considered by the Councillors. The Annual Return statements and figures were duly proposed and seconded. Section 1 was approved and then Section 2 approved, both by Full Council and signed by the Chairman.

38/23 Reports back from meetings attended by Councillors

There had been no recent external meetings.

39/23 Clerks Report including correspondence

SDNP elections are being held on 26th June. If there are any councillors who would like to be considered as candidates for the board of SDNP, nominations will be need to be with Trevor Leggo at WSALC by Friday 26th May.

There had been concern about a hole which was dug last November and then left outside 24 Valentines Lea. WSCC has confirmed this is subject to a potential sinkhole and has been coned off for safety reasons. A works order has been raised to investigate the hole which will require an excavation to find the cause. This has been passed to their contractors for them to schedule into their programme. It is targeted to be completed by early July.

40/23 Items to be included on the next agenda

Emergency planning (following the water outage in Horsham District which had shown a lack of any resilience plans)

Please inform the Clerk of any items to go on the agenda by Thursday 29th June 2023

41/23 Date of next meeting

Thursday 6th July 2023 at 8pm

The Chairman closed the meeting at 9pm

Signed

Date