



# NORTHCHAPEL PARISH COUNCIL

## DRAFT Minutes of a Parish Council Meeting

held at Northchapel Village Hall

On Thursday 7<sup>th</sup> September 2023 at 8pm

**Present:** Councillors Miss Laura Green, Mrs Sharon Holden (Chairman), Mr John Sochovsky and Mrs Daphne Trussler.

**In attendance:** County Councillor Janet Duncton  
District Councillor Gareth Evans

There were no members of the public present.

### **PARISH COUNCIL BUSINESS**

There were no questions

**56/23 Apologies for absence:** Apologies were received from Parish Councillors Alex Baker, Melvin Greet and Ed Warren. Apologies also received from the Parish Clerk due to sickness.

**57/23 Declarations of Interest:** Councillor Green declared an interest as secretary of the Sports Club.

### **58/23 Co-option of Councillor**

There was no co-option. There are currently two vacancies on the Parish Council. If anyone is interested in becoming a Councillor, then please contact the Clerk or any existing member.

**59/23 Minutes:** The Minutes of a Parish Council meeting held on Thursday 6<sup>th</sup> July 2023 were approved as a correct record and signed.

### **60/23 Reports from the Chichester District and West Sussex County Councillors**

County Councillor Janet Duncton had sent through the following update:

August as ever is pretty slow for us members but of course work continues on roads, Childrens Services etc. One or two county issues I can tell you about.

- We have started working on a programme called Life Transition Pilot with East Sussex CC, currently running in East Grinstead and the Wick/Littlehampton areas. Basically, it is to help those that would like advice on how to go forward into their older years in the way that they would like. If it goes well, I will let you know in the future.
- Councillors have several briefing sessions coming up. In September it's Active Travel and October a workshop on School place planning. After that we have our second workshop on the Council Plan and Budget for 24/25. It occurred to me that perhaps you don't know our main 4 priorities so here they are.
  1. Keeping people safe from vulnerable situations
  2. Sustainable and prosperous communities
  3. Helping people to fulfil their full potential
  4. Make the best use of our resources
- As you know exams results are in and taking in all A\* to E grades West Sussex came out with a 97.2% which is above the national average. This is all types of Schools included. More information can be found on the Ofqual's website.
- A brief mention again of Platinum House the new Fire & Rescue site at Broadbridge Heath. This really is state of the art and we are getting enquiries from many places for training and a lot from overseas. A feather in the County's Cap I really do believe.

- A brief word on the South Downs National Park. Like Councils we rarely meet in August but one or two things do continue, Planning rarely stops and as a member of the Planning Committee I recently had the experience of attending the first day of the Boomtown Music Festival just outside of Winchester. There were 66,000 ticket holders there, mostly for 3 days and 6000 Staff including 300 who collect rubbish all day. The best I can say is it was an experience. We have with money from the South Downs National Park Trust (of which I am also a member) managed to re-instate 10 Dewponds across the National Park with more to be done. Many stiles have been replaced with gates to make easier access for those who use say wheelchairs or mobility scooters to use the Park for recreation and getting out into the Countryside.

Janet added that last year, County recycled some 200,000 tonnes of waste. Applications for current Year 7's are now open for senior school places. Trading Standards has recently prosecuted a Kebab establishment in Crawley with a fine given of £10,008. All the County maintained schools have been checked and do not have any of the RAAC material. Please contact me on [janet.duncton@westsussex.gov.uk](mailto:janet.duncton@westsussex.gov.uk) or mobile 07979152898 if you would like further information.

District Councillors Gareth Evans reported on the following:

There is still lots going on across the District as the summer ends and I'm sure many of you will have attended our fantastic events like the Loxwood Joust, Petworth Festival and MADhurst. For any Lord of the Rings fans, don't miss the Magic of Middle Earth exhibition at the Novium in Chichester, which ends on 24<sup>th</sup> September.

### **Local Updates**

**Chichester Local Plan** – CDC received a very large number of responses to the Local Plan consultation earlier this year. Officers have been collating and categorising these responses and we are working hard to ensure that the Plan is submitted to the Planning Inspectorate for review in the Autumn. The council fully supports making the Local Plan, which, amongst other things, will help protect us from speculative housing developments.

**Parish Neighbourhood Plans** – Gareth and I have been working with several of our Parish Councils and CDC to support their production of Neighbourhood Plans and Gareth has asked CDC officers to actively reach out to support Parishes in this process. These are linked to the Local Plan update process so take huge amounts of time and effort from dedicated Parish Councillors, Clerks, officers and consultants. One benefit is that local residents gain some control over development, which is being driven by government housing targets and that Parishes receive a higher allocation of money from developers that they can then use to improve our local infrastructure.

**Land West of Cornwood Townfield Kirdford West Sussex** – Was expecting to go to planning committee in August, however this is now further delayed until September whilst officers finalise their report. Gareth and I have spoken to Fjola Stevens outlining disappointment in time to determine this application which will be 956 days if not determined by 30<sup>th</sup> September.

**Lagoon 3** – Gareth and I attended the hearing at Horsham Magistrates Court on Wednesday 23<sup>rd</sup> August. Unfortunately, there was another trial scheduled for the same day which took priority and the magistrates did not have time to hear both. A new date has been set for January 25<sup>th</sup> 2024, where we are told the case will be marked as 'priority'.

**Crouchlands Proposed Developments** – A meeting with the developer, Loxwood Ward District Councillors, the Leader of the Council and a Senior Officer took place on 11<sup>th</sup> July. At the meeting it was outlined that the determination date was likely to be extended again as there are still several issues to resolve, not least Water Neutrality, roads infrastructure and ecological matters.

**Loxwood Shop Update:** Following the signing of the S.106 agreement, permission has finally been granted for the building of a new shop and associated housing in Loxwood, on the South side of Nursery Green. Gareth and I have been pushing hard to secure the replacement shop for the village, so this is very welcome news!

**Southern Water Roadworks, Plaistow** – Following concern from residents about the placement of signage due to the Southern Water roadworks between Ifold and Plaistow, Gareth reported the inappropriate and dangerous signs to West Sussex County Council.

### **CDC Wide Updates**

**Next Full Council Meeting** – Tuesday 26<sup>th</sup> September

### **Meeting your District Councillors:**

Gareth has the following surgery dates scheduled from 12pm-2pm:

Saturday 2<sup>nd</sup> September 2023 – The Onslow Arms, Loxwood

Saturday 16<sup>th</sup> September 2023 – Kirdford Village Shop, Kirdford

Saturday 7<sup>th</sup> October 2023 – Stag Inn, Balls Cross

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](mailto:gbevans@chichester.gov.uk) or telephone 07958918056**

**Cllr. Charles Todhunter, email [ctodhunter@chichester.gov.uk](mailto:ctodhunter@chichester.gov.uk) or telephone 07986344365**

Councillor Holden asked for an update on the housing situation. Gareth Evans said he had reported the issues several times regarding the empty properties. There are some people/families experiencing issues with the bidding process and lack of information. Mutual Exchanges is the process for swapping properties and is enabled by the two parties involved. There has been reports of ASB by one of the tenants in the block of flats in Luffs Meadow. Concern was raised with regard the suitability of this tenant given the parish's rural nature and lack of public transport. Any reports must be sent to the Police and Hyde so they have a record. The Clerk to organise a meeting with Hyde Housing, HOME group and CDC housing department to try and resolve these ongoing issues.

### **61/23 Working Party Reports**

- **Allotments:** Councillor Holden reported that Apples & Pears has put in an application to lift the tree in the allotment hedge which will then make it easier to cut the hedges. They have also submitted a planning application for the trees on the top of the Green in order to make works easier when required. The tree surgeon will then organise a village walk around to look at what tree-work needs to be carried out and when.
- **Village Green:** Councillor Sochovsky kindly offered to complete the tree survey. The request for picnic benches at the top of the Green and a fixed goal for the bottom of the Green will be discussed at December's Finance meeting. Concern was raised with regard the safety of having picnic benches near to the road with people congregating. Councillor Sochovsky to look into options for the goals.  
Showtime Amusements were happy with the fair and may want to return another year.
- **Highways:** Councillor Green said the broken post outside the Village shop has now been repaired. The initial parish speed project meeting was well attended. The Community Highways Scheme applications for the financial year 2024/25 deadline was 31<sup>st</sup> July 2023 so the next round will not see works carried out until 2025/26. It is hoped to start with a 20mph limit outside the school, double white lines throughout the village and gateways at either end of the village. Pricing is proving difficult to find for any of the options. Decisions will need to be made on which issues are applied through the Community Highways Scheme and which ones use the Developer's TRO (where the parish pays). Residents are amazed that there is no signage warning of Chidfield barn development where serious accidents have occurred recently. Fisher Street continues to be a dangerous stretch of road in the parish. The follow up meeting is being held on Wednesday 13<sup>th</sup> September at the Northchapel Club at 7.30pm.

There is a small sinkhole in Valentines Lea which is currently being repaired having been chased. CDC have installed a new Pipers Lane sign.

- **Play Area:** Councillor Green reported the NO DOG signs have been removed once again. Please be reminded that NO dogs are allowed despite the removal of the signs. Clerk to organise a contact sign and a new dog sign. A clean up is required with a few issues with several pieces of equipment which need to be dealt with. Following the annual ROSPA report, the slide needs replacing. £700 remains in the Sports Club account from the roundabout funding, there is £2,500 from last year's PC budget and another £3,000 from this year. Councillor Green has contacted Playsafe Playgrounds to take a look at the swings, the non-compliant roundabout and options for the new slide. This will all be discussed at the Finance meeting in December.
- **Footpaths, Hedges and Rights of Ways:** Councillor Trussler had nothing to report on Rights of Way. There is still an issue with parking on the pavements on the main road which is causing problems for those with buggies. There is also worry about the safety of a jacked-up car on the Manorial Waste land. Concerns were raised once again about the school buses and the inconsiderate parking which is causing a danger to road users and pedestrians alike. Councillors agreed that the school buses need to reconsider their pick-up and drop off points. Councillor Green had spent a lot of time previously trying to get this done but to no avail. The Clerk had spoken with the local PCSO about this matter and had invited him along to the meeting tonight but unfortunately, he is not on duty today. He had visited but seen no problem when he came. This was probably due to it being the holidays. He suggested contacting CDC and getting their enforcement officers to visit during the worst times. He said he had received no other reports apart from that of the Parish Council so please encourage others to report this, as this is how his team's time is prioritised. He did add that the policing team would be increasing in numbers over the next year. He added that Northchapel has been very quiet in the recent months. Members felt this was not a true picture of the recent issues in the village so please be reminded to report any incident. Police time is allocated based on reporting so it is imperative everyone reports anything suspicious or untoward using 101 or 999 in an emergency.
- **Planning:** Councillor Holden said there was one outstanding planning application to be discussed via email:

SDNP/23/03619/TCA

St Michaels Church, Northchapel

Notification of intention to fell 1 no. Conifer tree and remove all epicormic growth of 9 no. Lime trees

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

SDNP/23/02943/HOUS and SDNP/23/02944/LIS

Parkgate, Shillinglee Road, Northchapel GU28 4SX

Partial change to use of outbuilding to create ancillary accommodation with various alterations including changes to fenestration

SDNP/23/02250/HOUS

Sweetlands, Northchapel GU28 9EG

Freestanding garden studio

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

SDNP/23/03157/DCOND

Tanya House A283 Valentines Lea to Valentines Hill Valentines Hill Northchapel West Sussex GU28 9EH

Discharge of condition 3 (materials) from planning permission SDNP/23/00775/HOUS

Decision: Approved

SDNP/23/02408/DCOND

Manor Cottages Diddlesfold Lane Northchapel West Sussex GU28 9EN

Discharge of condition 6 (Landscaping) from planning permission SDNP/19/04441/FUL

Decision: Approved

SDNP/23/02250/HOUS

Sweetlands, Northchapel GU28 9EG

Freestanding garden studio

Decision: Approved

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.

Decision: Approved

SDNP/23/01113/FUL

Land East of Northchapel Village Hall Pipers Lane Northchapel West Sussex GU28 9JA

Construction of a multi-use games area

Decision: Approved

- **Village Hall:** Councillor Holden said the Village Hall is struggling with a big loss likely at the end of the year. There are fewer regular hirers which is having a significant impact. The hall is due to be repainted internally. Solar panels have been discussed but this has been put on hold.
- **Housing:** Councillor Holden said there was nothing further to report than that already discussed under the District Councillors' report.
- **Winter Plan:** The Clerk had submitted the grit bin audit. Thanks to Robert Moss for his help with this.
- **Northchapel Youth Club:** Youth club restarts next Tuesday 12<sup>th</sup> September at the Village Hall.
- **Multi-use Games Arena (MUGA) project:** Councillors Green stated the planning permission for the re-submission of the MUGA had been approved. Now further funding of £80,000 is required on top of the already raised £30,000. She said it was disappointing that the development at Chidfield Barns did not provide any parish CIL money or enable her to apply for any help through the SDNP CIL fund which would have significantly helped this parish project.

**62/23 Proposed new Boules pitch on the Village Green**

Amities Boules Club had sent a request for a proposed new Boules pitch at the top of the Village Green with plans (Appendix 2). The proposal was discussed in detail and although a Boules pitch would be a wonderful addition to the village, concern was raised with the location of the pitch the top of the Green and the proximity to the goal when football is played and the trees with their thick roots and falling leaves. There was also concern with regard the safety aspect with picnic benches encouraging people to congregate near to the top end of the Green towards the main road. Parking was also mentioned as an issue and the proximity to houses. However, it was suggested that the pitch could be potentially moved back to the side of the Village Hall as a replacement site if the area was not too wet. The Clerk to reply formally to the request.

**63/23 Parish Parking issues**

With regard the Valentines Lea parking this would be discussed at the next meeting as Councillor Greet is not here tonight to give an update on pricing.

Parking issues on the main road were discussed under Working Parties: Rights of Way, Paths and Hedges.

**64/23 Emergency Plan**

The Clerk had only recently heard back from the CDC Emergency Planning Officer so she will update on his advice at the next meeting.

### **65/23 Mobile Skip provision**

It was agreed that this was not required in Northchapel. There is not a fly tipping problem in the parish and there is easy access to Billingham recycling centre.

### **66/23 Financial Matters**

- The Council's current financial position @ £34,832 was noted.
- The Bank reconciliation as at Appendix 3 was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted. A payment was approved for the following: WSCC (Clerk's August Salary) @ £563.
- The Budget Monitoring sheet as at Appendix 5 was noted.
- The External Audit has been completed and was successful.
- It was agreed that £500 is transferred from the Youth Club fund to the Village Event fund to help contribute to the Village Bonfire night.
- It was agreed that a further £1,000 is transferred from the Youth Club fund to the Play area reserve to help provide new equipment.

### **67/23 Reports back from meetings attended by Councillors**

There had been no recent external meetings.

### **68/23 Clerks Report including correspondence**

- All Parishes Meeting is on Monday 18<sup>th</sup> September at 5.30pm via Zoom
- The next SDNP parishes event is on Wednesday 4<sup>th</sup> October at 6.30pm

There is a new Book-a-bus flexible on demand service. Details will go into the next issue of the Parish News.  
[www.westsussex.gov.uk/book-a-bus](http://www.westsussex.gov.uk/book-a-bus)

### **69/23 Items to be included on the next agenda**

Village Christmas tree

Please inform the Clerk of any items to go on the agenda by Thursday 26<sup>th</sup> October 2023

### **70/23 Date of next meeting**

Thursday 2<sup>nd</sup> November 2023 at 8pm

The Chairman closed the meeting at 9.15pm

**Signed .....**

**Date .....**