



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a Parish Council Meeting

**held at Northchapel Village Hall
On Thursday 2nd November at 8pm**

Present: Councillors Mr Alex Baker, Miss Laura Green, Mr Melvin Greet, Mrs Sharon Holden (Chair), Mrs Daphne Trussler and Mr Ed Warren.

In attendance: District Councillor Gareth Evans
District Councillor Charles Todhunter

There were two members of the public present. The Chair welcomed everyone to the meeting.

PARISH COUNCIL BUSINESS

There were no questions

71/23 Apologies for absence: Apologies were received from Parish Councillor John Sochovsky, County Councillor Janet Duncton and PCSO Matt Isles.

72/23 Declarations of Interest: Councillor Green declared an interest as secretary of the Sports Club.

73/23 Co-option of Councillor

There was no co-option. There are currently two vacancies on the Parish Council. There are a few interested parishioners and it is hoped that they will come to the next full PC meeting in January.

74/23 Minutes

The Minutes of the Parish Council meeting held on Thursday 7th September were approved as a correct record and signed.

75/23 Police Report

Due to a fallen tree in Duncton and the flooding, PCSO Matt Isles was unable to get to the meeting. The Clerk to organise a separate meeting with Councillors to discuss the parish issues.

76/23 Reports from the Chichester District and West Sussex County Councillors

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

First of all, the South Downs National Park meeting today was regards CIL funding. I know Northchapel has some funding and the project is not yet complete but there is no reason for concern. Should a project not be completed 5 years after being awarded, the SDNP can ask for it back but are more likely to discuss what the difficulties are, so no need to worry and I'm sure it will get completed.

There is not a lot to update on the last notes but in case anyone would like to fill in a survey regarding the County budget there is an opportunity to do so on the County website.

Platinum house the new Fire and Rescue/training centre at Broadbridge Heath is going well and getting enquiries from not just the UK but abroad as well regarding training.

After some initial issues, the new Woodlands Mead special School near East Grinstead is getting really near completion. This will take at least 500 special needs pupils once up and running.

There are more delays in getting highways issues fixed and I don't expect this weather will help but it is not just weather, our contractors are all having difficulty getting the staff required to fulfil their commitments. I know they are working on it.

At SDNP we have been meeting for the biggest planning application of any National Park in the UK. This won't affect this area as it's in Lewes but I have to say it's giving us a lot of work and having had one meeting in Lewes for this application we have now given them up to another 4 months to take on board the issues that are still outstanding. For those who know Lewes it is a site that runs along the River Ouse north of Harvey's Brewery and if we get it right it will be great.

Please contact me on janet.dunton@westsussex.gov.uk or mobile 07979152898 if you would like further information.

District Councillors Gareth Evans and Charles Todhunter reported on the following:

Local Updates

Loxwood Shop Development – We have received several emails regarding the new development of houses in Loxwood whilst the shop remains unbuilt. We wanted to flag that this housing development is part of the scheme that delivers a shop unit to the community rather than further development without a shop unit being delivered.

Foresters Development – Will come before the planning committee in November.

Food Deprivation – We have been contacted by Arun and Chichester Advice Bureau as the Loxwood Ward has been identified as an area with high levels of food deprivation access. We will be working together in the coming months to hopefully set up a Food Project such as the one set up in Bourne.

CDC Wide Updates

Full Council Meeting – Tuesday 26th November will be the next full council meeting.

Flood Emergency Planning – As we head into the winter months a number of critical staff at CDC took part in a significant multi-agency emergency desk top exercise. This involved testing emergency plans against a major flooding incident. The CEO reports that their staff responded to this exercise brilliantly and it has helped CDC to identify areas for further development.

Chichester Park Hotel – West Sussex County Council and Chichester District Council have recently been advised by the Home Office that a hotel in the Chichester area is being considered for use as contingency accommodation for people seeking asylum. Decisions around use of hotels and placements for those seeking asylum are made by the Home Office. We are not involved in the decision-making process. Should members of the public wish to contact the Home Office directly they can be contacted on public.enquiries@homeoffice.gov.uk or by calling 0207 035 4848

Taxi & Private Hire Driver Safeguarding Training - From October 2023 West Sussex County Council are providing all Chichester Taxi and Private Hire Licenced Drivers a two-hour mandatory Safeguarding Training session. This training will further enhance their knowledge gained from previous required awareness of this important subject. It has been developed to help all drivers recognise when they are carrying passengers at risk. The training includes - How to provide a safe and suitable service to vulnerable passengers of all ages; How to recognise what makes a person vulnerable; and, understand how to respond, including how to report safeguarding concerns and where to get advice. This essential training will be required regularly so all drivers have up-to-date information.

Damp and Mould Update - The Housing Standards Team continues to provide advice to residents on how best to manage moisture in the home through our media platforms. Tenants experiencing damp and mould within their property should always notify their landlord in the first instance. If the problem worsens, or the landlord's response is unsatisfactory tenants should contact the Housing Standards Team for help and advice.

For Hyde Residents, Hyde have put the following together <https://www.hyde-housing.co.uk/news/managing-homes/dealing-with-damp-and-mould/>

Next Full Council Meeting – Tuesday 28th November

Meeting your District Councillors:

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

Saturday 4th November – Onslow Arms, Loxwood

Full schedule to follow.

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.

Contact details:

Cllr. Gareth Evans, email: gbevans@chichester.gov.uk or telephone 07958 918056

Cllr. Charles Todhunter, email ctodhunter@chichester.gov.uk or telephone 07500 577 777

77/23 Working Party Reports

- **Allotments:** The hedge cutting will take place on 17th November (£470 plus VAT). Apples & Pears has also sent through a quote for crown lifting the trees above the allotment hedge (£490 plus VAT). Traffic management is required and works will be done 9.30am - 2.30pm when the road is quieter. Members agreed for these works to go ahead.
- **Village Green:** Councillor Sochovsky had completed the tree survey. Councillor Green reported that the Green is very wet. The bonfire area needs to be cleared and re-seeded. The ditches (Village Hall end) are blocked and need investigating. She would ask Darrin Hone if this is something he could look at.
- **Highways:** Councillor Green said that Northchapel is now set up with Community Speedwatch. There is a new resident who has kindly offered to help co-ordinate the initiative. Volunteers will need to attend online training (watch videos and answer questions) followed by training in person to learn how to use the equipment. Site locations will first need to be approved by the Sussex Safe Roads Partnership (on roads with 30 and 40mph speed limits only) and the equipment purchased. It is hoped sessions will start in January. Evidence gathering of speeding is very important if the parish want to be successful with its Community Highways TRO applications. The next Village meeting is being held on Wednesday 22nd November at Northchapel Club at 7.30pm. Councillor Green has been recommended a consultant for assisting with TRO applications by Plaistow & Ifold Parish Council. She will try and get a quote for this before the precept meeting so this cost can be included in the budget for 2024/25. The repairs to the sinkhole in Valentines Lea were finally completed. The Clerk has asked WSCC Highways to get the hedgerows cut back between Broadlands and the Fisher Street junction and also to take a look at the roadside trees between Luffs Meadow and the layby opposite the shop. They are looking into this and checking with land registry who is responsible.
- **Play Area:** Councillor Green is still waiting to hear back from Playsafe Playgrounds.
- **Footpaths, Hedges and Rights of Ways:** Councillor Trussler said nothing had been reported to her. Everywhere is very wet! The Clerk has reported a tree down on FP566.
- **Planning:** Councillor Baker said there were no outstanding planning applications.

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

SDNP/23/03640/TCA

Allotment Gardens North of Ivy Cottage A283 Pipers Lane to Valentines Lea Valentines Hill Northchapel
Notification of intention to crown lift by up to 6m removing 2 no. limbs/branches on north sector and 3 no. limbs/branches on south sector) on 1 no. English Oak tree (quoted as T1). Remove 1 no. limb/branch on south-

east sector on 1 no. English Oak tree (quoted as T2). Crown lift to by up to 6m (above ground level) removing 3 no. lower limbs/branches on south-east sector on 1 no. Ash tree (quoted as T3).

SDNP/23/03637/TCA

Village Green Pipers Lane Northchapel West Sussex

Notification of intention to reduce north sector by 3m (over track) and crown lift by up to 3m (above ground level) on 1 no. London Plane tree (T1). Crown lift by up to 3m (above ground level) on 4 no. London Plane trees (T2, T3, T6 & T7) and 1 no. Horse Chestnut tree (T4). Reduce south sector by 2m and crown lift by up to 3m (above ground level) on 1 no. London Plane tree (T5). Remove 3 no. lower limbs on south sector (road side) and crown lift by up to 3m on 1 no. Red Oak tree (T8).

SDNP/23/03445/TCA

Rowans A283 Luffs Meadow to Pipers Lane Northchapel West Sussex GU28 9HW

Notification of intention to fell 1 no. Beech tree

SDNP/23/03262/HOUS

2 Vine Cottage, A283 Pipers Lane to Valentines Lea Valentines Hill, Northchapel

Extension and alterations to side porch

SDNP/23/03628/CND

Fisher Hill Flat, Fisher Street, Northchapel, West Sussex GU28 9EJ

Demolition of existing flat and garaging and its replacement with a two storey, 3-bedroom ancillary residential annexe, garage and bin store. Amendments to conditions 5, 6 and 8.

SDNP/23/03277/FUL

Land North of Littlewoods Farm, London Road, Northchapel

Temporary construction compound (Two years)

SDNP/23/04135/HOUS and SDNP/23/04136/LIS

Firth Hill Court, Pipers Lane, Northchapel GU28 9JE

Erection of greenhouse and refurbishment of tractor shed to create annexe. Relocation of Calor Gas tank below ground.

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

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

Decision: Raise no objection.

SDNP/23/03445/TCA

Rowans A283 Luffs Meadow to Pipers Lane Northchapel West Sussex GU28 9HW

Notification of intention to fell 1 no. Beech tree

Decision: Raise no objection.

SDNP/23/03637/TCA

Village Green Pipers Lane Northchapel West Sussex

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Decision: Raise no objection.

SDNP/23/03640/TCA

Allotment Gardens North of Ivy Cottage A283 Pipers Lane to Valentines Lea Valentines Hill Northchapel Notification of intention to crown lift by up to 6m removing 2 no. limbs/branches on north sector and 3 no. limbs/branches on south sector) on 1 no. English Oak tree (quoted as T1). Remove 1 no. limb/branch on south-east sector on 1 no. English Oak tree (quoted as T2). Crown lift to by up to 6m (above ground level) removing 3 no. lower limbs/branches on south-east sector on 1 no. Ash tree (quoted as T3).

Decision: Raise no objection.

CDC Enforcement are investigating the possible change of use at the builder's yard just past Tanland Cottages before the Lurgashall turning. Willow Spring Farm has been served an enforcement notice for material change of use to a single dwelling house –it must cease use and remove all furnishings, including the kitchen and bathroom.

- **Village Hall:** Councillor Holden said the Village Hall needs some more hirers, it has a few regular ones but would greatly benefit from more bookings.
- **Housing:** Councillor Holden said one property in St Michaels Close is finally on the bidding list. There is one empty property in Luffs Meadow with the two previously empty properties in Valentines Lea now taken. The Clerk continues to try and organise a meeting with Hyde Housing, HOME group and CDC but is still waiting to hear back from HOME and CDC.
- **Winter Plan:** The Clerk will be submitting the Winter Plan by the deadline date of Friday 10th November once she has received a copy of the Public Liability insurance certificate from Rob Moss.
- **Northchapel Youth Club:** There was no Youth Club this week but it continues next week for a further 6 weeks until the Christmas holidays.
- **Multi-use Games Arena (MUGA) project:** Councillor Green is looking into splitting the MUGA project into two phases to enable her to apply for grants more easily.

78/23 Post Village Bonfire Event review

Despite the weather the Village bonfire and firework event was a huge success. Councillor Green said that although not as much profit was made as the previous year due to higher expenses, she was very pleased. The fireworks were amazing and even though it was wet, it was well supported.

79/23 Parish Trees

Councillors Holden and Sochovsky had met with Apples & Pears. They had walked around the village with James Bloor who had highlighted the most dangerous and vulnerable trees. He suggested contacting a tree consultant who would be able to give the parish a formal report and scale the trees in order of danger and priority. Councillor Sochovsky to action this.

The Clerk to try and establish the ownership of the trees on the main road and on FP 824.

Following the felling of the Horse Chestnut tree outside Barns Close, the Parish Council had contacted two local tree sculptors to discuss the possibility of carving the remaining stump. It has been suggested that the stump be reduced to 6ft in height in order to see whether the wood is useable. Quotes will then be obtained.

The estimates from Apples & Pears for crown lifting and pruning the trees on the village green (£950 plus VAT) and cutting down the remaining horse chestnut tree to 6ft (£690 plus VAT) were agreed.

80/23 Village Christmas tree

Councillor Baker kindly offered once again to provide a Christmas tree for the Village Green. Councillors Green and Warren will organise the lights. It is hoped the tree would be up from 1st December.

81/23 Parish Parking Issues

The issues continue on the main road with the school buses and dangerous parking. The Clerk is waiting to hear back from WSCC Highways after the PC's request to reinstate the layby as a Bus Stop. Members agreed that the Manorial Waste land towards the Church car park entrance could be better used in order to achieve more room for resident parking. The Clerk to contact Tidey & Webb and CCP for their suggestions.

82/23 Emergency Plan

Whilst there is no formal parish resilience plan in place, the Clerk suggested that some information is put up on the website in case of an emergency. The Northchapel Community Action Plan is in place. If there is an emergency in the parish, Northchapel Village Hall will be opened so that residents can stay warm and use the facilities to heat food, make tea and coffee and take shelter. The Clerk suggested the Village Hall should have a generator in case of extended power cuts in the parish. She will look into funding opportunities.

83/23 Financial Matters

- The Council's current financial position @ £45,444 was noted. This includes the second instalment of the precept @ £15,000.
- The Bank reconciliation as at Appendix 2 was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted. Payments were approved for the following: Business Stream (Allotment water) @ £101, Concept Waste Solutions (Dog Litter bin emptying) @ £48, WSCC (Clerk's October Salary) @ £563, WSCC (Payroll Admin Charges) @ £53 and Northchapel PTA (Village Event Donation 2023/24) @ £500.
- The Budget Monitoring sheet as at Appendix 4 was noted.

84/23 Reports back from meetings attended by Councillors

Councillor Green had attended the Northern Parishes online meeting organised by Plaistow & Ifold Parish Council. It was agreed that the invitation to join some joint pre-planning training was not relevant or of benefit to Northchapel Parish Councillors.

85/23 Clerks Report including correspondence

- Supporting You (CDC) coffee morning – Tuesday 7th Nov at 10am – midday at Youth Club in Plaistow

The Clerk had received an email from a resident asking why the hedges have still not been cut on Hillgrove Lane. The Clerk had contacted the owner of the adjacent land who is trying to find a contractor to do the work and has asked for any recommendations. The email also mentioned concern about lack of basic stock currently in the shop. Councillor Green said she would go in and speak to the staff and remind them that many rely on the shop for basics. She added that anyone should feel they are able to go in and ask questions as it is our village shop.

86/23 Items to be included on the next agenda

Village Shop
Trees

Please inform the Clerk of any items to go on the agenda by Thursday 28th December

87/23 Date of next meeting

Thursday 7th December 2023 at 8pm (this is a Finance/Precept only meeting)
Thursday 4th January 2024 at 8pm (Full Council meeting)

The Chairman closed the meeting at 9.05pm

Signed

Date