



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a meeting held at the Village Hall on Thursday 4th January 2024 at 8pm

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

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

The Chair thanked everyone for coming to the meeting and wished all a Happy New Year.

There were no members of the public in attendance. However, the Chair had received a visit from a Luffs Meadow resident raising concern about the mess Hyde had left outside the block of flats following a WC replacement. Concern was also raised with regard the number and untidy nature of the bins outside the block. District Councillor Evans asked the resident to contact him with a case reference number so he can chase.

PARISH COUNCIL BUSINESS

1/24 Apologies for absence: Apologies were received and accepted from Parish Councillors John Sochovsky and Daphne Trussler. Apologies also received from District Councillor Charles Toddhunter.

2/24 Declarations of Interest: Councillor Green declared an interest in agenda item 7/24 Working Party Reports: MUGA as secretary of the Sports Club. Councillor Holden declared an interest in agenda item 11/24 as a member of the Village Hall Management Committee.

3/24 Co-option of Councillor: There was no co-option.

4/24 Minutes: The Minutes of the Parish Council meeting held on Thursday 7th December 2023 were approved as a correct record and signed.

5/24 Reports from the Chichester District and West Sussex County Councillors

There was no County Councillor report. Please contact Janet if you have any County issue either on janet.dunton@westsussex.gov.uk or 07979152898

District Councillor Gareth Evans reported on the following:

Local Updates

Local Plan – CDC Officers are preparing a full briefing note for Councillors on the new National Planning Policy Framework (NPPF) that was released by the government just before Christmas. Initial headlines are that, as our Local Plan has reached ‘an advanced stage of preparation’, the Council will only need to demonstrate a 4-year Housing Land Supply when determining planning applications and contesting appeals. This is positive news in refusing unacceptable applications and defending similar appeals, however this is a time limited provision for 2 years and it is therefore important that we maintain the supply of housing land going forward.

Planning Enforcement – We continue to work with residents across the ward in dealing with Planning Enforcement issues, most recently with several reports from Brewhurst Lane in Loxwood. If there are any

planning enforcement issues that you would like to bring to CDC's attention, please let us know and we are happy to contact the Enforcement Team on your behalf.

New Year - We hope everyone enjoyed a very Happy Christmas and wish you all well for the New Year. Thank you for your continued support and we look forward to continuing to work together.

CDC Wide Updates

Full Council Meeting – Tuesday 23rd January will be the next full council meeting.

Council Panel Meetings – As a District Council we want to ensure that meetings are more accessible to our residents. In addition to changing the time that Full Council meetings start from May 2024 to 18:00, rather than 14:00 as they do currently, the majority of our panel meetings have now been made public.

Meetings will take place in person apart from the Boundary Review panel, which will usually be held online. All of these meetings will be broadcast on our website at: [Chichester Council Webcast - Listing \(nucast.live\)](https://www.chichester.gov.uk/council/council-meetings/)

Meeting your District Councillors:

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

Saturday 20th January 24 The Stag Inn, Balls Cross

Saturday 3rd February 24 Kirdford Stores, Kirdford

Saturday 17th February 24 Old Mill Café, Wisborough Green

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

6/24 Police report: There was no Police report.

7/24 Working Party Reports

- **Allotments:** There was nothing to report.
- **Village Green:** Councillors Greet and Sochovsky had pumped out and looked at the ditch on the corner of the Green by the play area. Councillor Holden and the Clerk to meet with Willie Poste to discuss the drainage on the Green. Councillor Green thanked Councillor Warren for clearing up the debris and leaves after the bonfire. Councillor Baker kindly offered to collect the bags and remove from the Green. Clerk to ask the grounds contractor to clear all the ditches.
- **Highways including parking issues:** The Clerk to contact Tidey & Webb to organise a meeting to discuss improving the parking on the Manorial Waste land alongside the main road by removing the flower bed and reinstating with tarmac. She would also chase WSCC Highways again to see whether the wording BUS STOP can be re-instated in the layby and write to Seaford College following reports received about the school bus drivers' inconsiderate and dangerous parking.
- **Village Road Safety Project and Speedwatch:** Councillor Green reported the next village meeting is on Wednesday 24th January at the Working Men's Club. She had received some great advice from the Clerk at Plaistow & Ifold Parish Council and has contacted a consultant to help with other potential speed reduction TRO applications in the parish. The Clerk will complete the TRO application form for the 20mph limit outside the School under the Community Highway Scheme. Councillor Green has found a co-ordinator for Speedwatch. Volunteers now need to go ahead with their online training; following this, the final in person training will take place.
- **Play Area:** Councillor Green said there was nothing to report.
- **Footpaths, Hedges and Rights of Ways:** There were no footpath issues. The Clerk to ask CDC to put some safety strips on the steps on the footpath which leads from Luffs Meadow to the main road opposite Northchapel PO & Stores.

- **Planning:** Councillor Baker reported there was an outstanding planning application as follows which he would send round for discussion by email tomorrow.

SDNP/23/04853/LIS

Gastons Farm, Shillinglee Road, Northchapel GU28 4SX

Proposed side and rear extension following demolition of existing side extension

The following planning applications have been discussed since November's meeting:

SDNP/23/04205/HOUS

Peacocks Farm Cottage, Pipers Lane, Northchapel GU28 9JB

Demolition of existing single storey and rear and side extensions and erection of a 2-storey rear extension and single storey side extension. Internal alterations and replacement oil tank with air source heat pump

SDNP/23/04954/LIS

Frith Hill Court, Pipers Lane, Northchapel GU28 9JE

Internal and external changes to existing annexe building

SDNP/23/04991/LIS

Frith Hill Court, Pipers Lane, Northchapel GU28 9JE

Addition of 1 no. chimney and fireplace within kitchen area

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

SDNP/23/02403/FUL

Littlewoods Farm London Road Northchapel West Sussex GU28 9EQ

Change of use of redundant agricultural barn to 1 no. 3 bed holiday let

Decision: Approved

SDNP/23/04833/DCOND

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

Discharge of conditions 7 (bats), 8 (birds) and 9 (hedgehogs) from planning permission SDNP/23/00775/HOUS

Decision: Approved

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

Parkgate Shillinglee Road Shillinglee Northchapel West Sussex GU8 4SX

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

Decision: Approved

SDNP/23/05271/DCOND and SDNP/23/0270/DCOND

Parkgate Shillinglee Road Shillinglee Northchapel West Sussex GU8 4SX

Discharge of conditions 6 (Conservation Roof Light) and 9 (Lighting) from planning permission

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

Decision: Approved

SDNP/23/03628/CND

Fisher Hill Flat Fisher Street Northchapel West Sussex GU28 9EJ

Demolition of existing flat and garaging (Fisher Hill Flat) and its replacement with a two storey, 3 no. bedroom ancillary residential annexe, garage and bin store, together with a plant room for the adjacent cottage -

Variation/Removal of Conditions 5 (amendments to north elevation first floor windows and to use manual

black out curtains or blinds), 6 (amend wording to reflect correct report) and 8 (to be removed as no licence required for works) of planning permission SDNP/22/04264/FUL

Decision: Refused

SDNP/23/03277/FUL

Land North of Littlewoods Farm London Road Northchapel West Sussex

Temporary construction compound (Two Years)

Decision: Approved

- **Village Hall:** Councillor Holden reported there is a new fitness class running twice a week and a few parties but more bookings are required. The Committee has a meeting on Monday. Councillor Holden would discuss the possibility of installing generator electrics with the Chair.
- **Housing:** Councillor Holden reported that someone has finally moved into the property in St Michaels Close which has been empty nearly a year. The Clerk has still not had replies from CDC or HOME group with regard a meeting. District Councillor Evans suggested contacting Kerry Standing at CDC.
- **Winter Plan:** Clerk to ask WSCC to replace the destroyed grit bin at Fisher Street and remove debris.
- **Northchapel Youth Club:** Youth Club starts again on Tuesday 9th January 2024 for the Spring term. Numbers tend to pick up as the lighter evenings come.
- **Multi Use Games Arena (MUGA):** Councillor Green reported that she has recently completed a grant application for funding and continues to keep an eye out for further opportunities.

8/24 Parish Trees

The Horse Chestnut tree stump outside Barn Close has now been reduced to 6ft. It was found to be good enough to carve. Councillors Holden and Sochovsky had met with one local tree sculptor to discuss carving and Clerk will arrange a meeting with another, next week who has sent his quote and ideas through by email. A decision will then be made by email.

The Leconfield Estate is investigating ownership of some trees down by The Creek. One has Ash Dieback.

Update on other Ash Dieback since meeting from WSCC: The Leconfield Estate has confirmed ownership of the common land opposite Northchapel Stores. A full survey will be carried out in the near future. The property owner adjacent to this land has also been contacted advising them of their responsibility and requesting they have the trees professionally assessed.

9/24 Village Shop

Councillor Green reported that the Village Shop staff say it is struggling following the burglaries and they are unsure what is going on long-term. Concerns have been raised by residents that the Post Office is never open and there is very poor and limited stock. The Parish Council has no power or duty to get involved in the running of the shop however it appreciates that some parishioners are reliant on the shop. It was agreed to keep questioning and asking about its future.

10/24 Approved Budget/Precept 2024/25

Following the Finance meeting in December where the precept had been set at £30,000, Clerk circulated the approved figures for 2024/25 as at Appendix 2. Clerk to send figure to CDC confirming precept 2024/25.

11/24 Financial Matters

- The Council's current financial position @ £38,893 was noted.
- The Bank reconciliation as at 29th December 2023 (Appendix 3) was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted and payments were approved for Northchapel Primary School @ £1,532(Annual Donation 2023/24 @£300 plus additional request for WSCC library subscription and Maths subscription @ £1,232), Northchapel Village Hall @ £500 (Annual Donation 2023/24). Other annual donations and grants 2023/24 for Petworth Over 60's Club

(£50), Petworth Cottage Nursing Home (£100), Royal British Legion Petworth Branch (£50), Kent, Surrey & Sussex Air Ambulance (£300) and 4Sight (£110). Additional payments for Concept Waste Solutions (Dog litter bin emptying) @ £48 and Northchapel Village Hall (Youth Club sessions rental 2023) @ £888 were also approved.

- The Clerk to ascertain whether CAB Waverley is still running out of Well House in Haslemere before it donates any money.
- The Budget Monitoring sheet as at 29th December 2023 (Appendix 5) was noted.

12/24 Reports back from meetings attended by Councillors

There had been no external meetings since the last meeting.

13/24 Clerks Report including correspondence

The Parish Council agreed to continue to nominate Mrs Nona Baker as a trustee for the Northchapel, Petworth & Tillington Almhouse Charities for a further four years. Clerk to sign the letter and return to Savills and ask for some further information on the charity itself.

The Chair had received a letter regarding Chiddingfold Surgery requesting help with advertising its fundraising events. It was agreed to do this and to discuss adding the surgery as a beneficiary for a donation in 2024/25 as many of Northchapel parishioners use and have benefited from it.

14/24 Items to be included on the next agenda

Please inform the Clerk of any items to go on the agenda by Thursday 29th February 2024

15/24 Date of next meeting

Thursday 7th March 2024 at 8pm. The Annual Meeting has been rearranged to Thursday 16th May 2024 due to the Village Hall being used as a polling station on 2nd May.

The Chairman closed the meeting at 9.10pm

Signed

Date