



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a Parish Council Meeting

held at Northchapel Village Hall

On Thursday 5th September 2024 at 8pm

Present: Councillors Mr Alex Baker, Mrs Jules Fraser, Miss Laura Green, Mr Melvin Greet, Mrs Sharon Holden (Chairman) and Ms Samantha Jones.

In attendance: Mrs Helen Cruikshank, Parish Clerk
County Councillor Janet Duncton
District Councillor Mr Charles Toddhunter
District Councillor Mr Gareth Evans

There were no members of the public present.

PARISH COUNCIL BUSINESS

Public Question time

There were no questions.

54/24 Apologies for absence

Apologies were received from Parish Councillors Daphne Trussler and Ed Warren.

55/24 Declarations of Interest

Councillor Green declared an interest in agenda item 58/24: Working Party Reports: MUGA as secretary of the Sports Club.

56/24 Minutes

The Minutes of the Parish Council meeting held on Thursday 18th July were approved as a correct record and signed.

57/24 Reports from the Chichester District and West Sussex County Councillors

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

August is supposed to be down time for Councils although everything carries on as normal but no meetings. It didn't seem to work like that this year for some of us but I admit that mostly because of my role on the South Downs National Park so here's a few items on that. As you know we were looking for a new Chief Executive and myself and 4 other members were on the committee to get the job done. We were joined by the Chief Executive of the Lakes National Park and a representative from Natural England to make sure we did the job properly. It may surprise you that it took so much of our time but firstly a company had to whittle the applicants down to about 20 for us to go through their CVs etc and we got down to 6. These 6 were interviewed by us over 2 very long days (actually one dropped out so it was 5 in the end) and we had 2 long and interesting days. The difficulty was we couldn't tell a soul of our decision until all confirmations received and the Staff informed. I tried to see if it was settled today but no luck so as soon as I can I will inform the Clerks. All done now hopefully.

Back to County. Residents looking to get their young people into Secondary Schools can apply on line as of now. This week we have had a Youth Council and as ever it was interesting to see how the younger generation think and feel about things. They have actually made their own manifesto and have lead members for each issue. Not sure I remember them all but basically, they were the Environment, Safety for all which includes of

course the dreadful knife crimes we read about and the drug scene. It includes everything at that means on line safety as well. They try to have a dialogue with the Police about issues and have been quite successful in that. Their attitude was good and I felt great hope for the future with young people like these taking on from us older generations. September starts with again busy times.

This current week I have had Youth Cabinet Monday, WS Planning committee, Tuesday, a tour of Horticulture sites all day on Wednesday and then site is its with SDNP for a large portion of the day and mainly down towards Winchester. Won't bore you with personal issues but my weekends have been no better but mainly good village fetes and other local and indeed family issues. Next week it's the Planning committee at SDNP and that's usually a most of the day meeting and then of course my Parish Councils all get back to meetings in September. I did of course have 2 who decided to meet in August but this is not the norm.

Councillor Green spoke about the damage at the school following the flooding at the beginning of August. The outdoor area had been condemned by WSCC. The classrooms are covered by insurance but the outdoor area is not. A figure of £30,000 has been quoted as the cost of external repair. Outside play is an important and mandatory part of the curriculum for early years so it is imperative it is renovated asap alongside the classrooms. County Councillor Duncton said she would speak to the School Building officer and do her best to get some help. District Councillors Evans and Toddhunter said they will try and help where they can too.

Please let me know if there are some issues you want me to investigate and as ever you can contact me via janet.duncton@westsussex.gov.uk or my mobile 07979152898.

District Councillors Evans and Toddhunter had sent through a written report as follows:

Local Updates

Crouchlands Development – No further updates at this stage. We understand they have found a venue which is the Avisford Park Hotel in Arundel and will start on 1st October and is scheduled to last 11 days.

Local Plan – We have now been given the indicative timeline for the Hearing Sessions of the Local Plan Examination. These will be held in the Committee Rooms at Chichester District Council from the 1st to the 8th of October. Anyone who commented on the Local Plan at the Regulation 19 consultation stage should have been informed of this and anyone who sought to change the plan has a right to appear before the inspectors at these hearings. Anyone is able to attend as an observer.

Hawthorn Cottage (Loxwood) – The application for 19 houses on this site off the Guildford Road has now been validated and is opposed by the Parish Council on several grounds. We are supporting the Parish to negotiate improvements to the scheme with CDC and the developer, but it remains to be seen if this proposal could gain support.

UK Shared Prosperity Fund and Rural England Prosperity Fund – Kirdford Village Hall has received funding for Solar Panels and battery Storage

CDC Wide Updates

Cabinet Change – Following Jess Brown-Fullers election to become the new Chichester MP she has stepped down from Cabinet where she held the portfolio for Culture, Sport and Events. She remains as one of the District Councillors for Midhurst. Announcement as to who will take the Cabinet portfolio will be announced at the next District Council meeting on 1st October.

Surgeries

Cllr. Gareth Evans is available to meet residents face to face via one of his regular surgeries. Gareth will be available at the advertised venues from 12pm-2pm:

Saturday 7th September 2024- Kirdford Stores, Kirdford

Saturday 21st September 2024 - Old Mill Café, Wisborough Green

Should the suggested dates not be suitable for you or there are any other reasons preventing you from attending then it is possible to arrange home visits, telephone calls or zoom meetings.

Our contact details are:

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

Facebook: <https://www.facebook.com/GarethEvansLoxwood>

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

Facebook: <https://www.facebook.com/Charles4Loxwood>

58/24 Working Party Reports

- **Allotments:** There are still some vacant plots at the allotments. The Allotment Manager has requested the front hedge and side hedge to be cut simultaneously this year.
- **Village Green:** The Village Green has been cut and is looking good. There have been no recent dog fouling complaints. Football starts this weekend.
- **Highways including parking issues:** The issue with school transport picks up on the main road is being closely monitored. Councillor Greet enquired after the Valentines Lea pinch point issue. The Clerk stated that the last correspondence from WSCC Highways stated that any work would need to be applied for through the Community Highway Scheme but there was no guarantee this would be supported given budget restraints so the parish would more than likely need to pay for any works themselves. The Clerk to send an email to County Councillor Duncton to escalate the loose drain cover outside Hillgrove Stud Farm and the large amount of signage just left on the roadside by Gastons Farm, after Southern Water works.
- **Village Road Safety Project including speed reduction proposals and Speedwatch:** Councillor Green reported that Speedwatch has progressed and volunteers will be invited to a session to learn on the job. Both the District Councillors offered to help as they are already trained. Locations have been agreed and the equipment is due to be purchased imminently. Clerk submitted the 20mph proposal for outside the school and this is now being progressed and evaluated by WSCC Highways. Residents from either ends of the parish have come forward to assist with the Road Safety Project. More help is required so all parts of the parish are covered. There had been an accident recently on the road outside the Village Shop; it is imperative that every incident is reported to the Police for them to log.
- **Play Area:** Playsafe Playgrounds has re-quoted for the repairs including a new picnic bench. Councillors agreed this work should be done. A decision on the slide would be made once a few more enquiries had been made. There is @ £10,000 in the playground reserve.
- **Footpaths, Hedges and Rights of Way:** The Clerk to report the overgrown nature of the footpath between Luffs meadow and the main road once again. Also, she will report the footpath leading from the main road to Valentines Lea which is overgrown and the unevenness of the Rights of Way as it enters the field.
- **Planning:** Councillor Baker said there were two outstanding planning applications which he would send round by email.

SDNP/24/03589/TCA

Land adjacent to Ivy Cottage, Northchapel GU28 9HX

Notification of intention to fell 1 no. Eucalyptus tree

SDNP/24/03460/HOUS

Mole End, Hillgrove Lane, Northchapel GU28 9EN

Renovation of house including cladding, new roof and rooflights and fenestration and landscaping.

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

SDNP/24/03024/TCA

Brookside House, Diddlesfold Lane, Northchapel GU28 9EN

Notification of intention to height reduce on northern sector by 3m on 1 no. Oak tree

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

SDNP/24/02784/APNB

Land South of Spring Copse, Ebernoe
General Purpose agricultural building
Decision: Objection

SDNP/24/03024/TCA

Brookside House, Diddlesfold Lane, Northchapel GU28 9EN
Notification of intention to height reduce on northern sector by 3m on 1 no. Oak tree
Decision: Raise no objection

SDNP/24/01761/HOUS and SDNP/24/01762/LIS

Peacocks Farm, Pipers Lane, Northchapel GU28 9JB
Partial conversion of existing outbuilding into office and ancillary accommodation, replacement entrance doors to house and new entrance gates
Decision: Approved

- **Village Hall:** Councillor Holden said the Village Hall is homing Little Oaks Pre-School due to the flooding at the school until the classrooms are useable once again. The juggling with regular bookings seems to be currently working.
- **Housing:** Councillor Holden said there was nothing much to report. Two flats which had been empty for some time have now been taken.
- **Winter Plan:** The Clerk thanked those Councillors who helped with the grit bin audit. WSCC Highways will replenish these in October. Robert Moss has kindly offered to continue supporting the snow ploughing/gritting in the parish if required when the weather deteriorates. He will be sending through his PLI insurance document for WSCC and will put the new grit bin for Cylinders Lane in place before the winter.
- **Northchapel Youth Club:** The Youth Club is running from the Sports Pavilion, starting next week. Councillor Green said numbers do drop off in the winter so they should be able to cope.
- **Multi-use Games Arena (MUGA) project:** Councillor Green is waiting to hear on a SDNP CIL application for funding (£20,000). If this is achieved the MUGA will be 75% funded and she could then target business and persons locally who have previously shown interest in helping to donate to the project in order to start planning for the work to finally start.

59/24 Manorial Waste Area Clearance plus Horse Chestnut Tree Replacement

Councillor Holden said that she and some family members would clear the overgrown flower bed and Councillor Baker has kindly offered to loan his trailer to remove the waste.

Councillor Fraser had trimmed the sprouting bits from the trunk of the carved Horse Chestnut tree. Councillors discussed possible sites for a replacement tree. The Clerk to contact Henry Whitby at CDC with the suggestion of a Copper Beech and ask for advice on location.

60/24 Village Firework and Bonfire Event

The Bonfire and Fireworks will be held on Saturday 26th October. The Parish Council agreed that the Steam Drain could use the Village Green on Saturday 12th October, if weather allows.

61/24 Financial Matters

- The Council's current financial position @ £38,073 was noted.
- The Bank reconciliation as at 29th August 2024 (Appendix 2) was noted.

- The schedule of accounts submitted for payment at Appendix 3 was noted. Payments for WSCC (Clerks July Salary) @ £597, Sussex Land Services (Grass cutting June & July 2024) @ £1.027, Elite Safety Tech (New defibrillator cabinet) @ £285 and Community Speedwatch (Speedwatch equipment) @ £641 were approved.
- The Budget Monitoring sheet as at 29th August 2024 (Appendix 4) was noted.
- The External Audit report 2023/24 has been completed and signed off.

62/24 Reports back from meetings attended by Councillors

There have been no recent external meetings.

63/24 Clerks Report including correspondence

The Clerk stated there are three upcoming meetings as following:

All Parishes Meeting - Monday 23rd September at 5pm at East Pallant House (CDC offices) in Chichester (Councillor Holden to attend but two representatives are allowed to attend per parish)

Bi-monthly Police online meeting - Tuesday 1st October from 10.30am - Midday (Clerk to attend but anyone else is very welcome if they would like)

SDNPA Parish online Meeting - Wednesday 2nd October at 6.30pm. This is a chance to meet the parish nominated members who sit on the SDNPA, get update on key activities happening and ask questions about the SDNPA and its work. Two representatives per Parish Council.

Please let the Clerk know if you would like to attend any of these so she may reserve you a place.

64/24 Items to be included on the next agenda

Christmas tree

Please inform the Clerk of any items to go on the agenda by Thursday 31st October 2024

65/24 Date of next meeting

Thursday 7th November 2024 at 8pm

The Chairman closed the meeting at 9.05pm

Signed

Date