



AGREED Minutes of the Parish Council Meeting held at 7pm on Wednesday 19th July 2023

<p>Present: Cllr Graham Zacharias (GZ) – Chairman; Cllr Mat Chesshire (MC); Cllr Peter Williams (PW); Cllr Jeremy Rigby (JR); Cllr Sam Cox (SC); Cllr Henry Potter (HP CDC) 4 members of the public also attended.</p>	
<p>Agenda Item 1 – Apologies for Absence – TM, JH</p>	
<p>Agenda Item 2 – Chair Update – GZ reported that the situation with the Village Hall is evolving. The Parish Council own the hall and have one/two representatives on the management committee, GZ is now the Parish Council representative. At the AGM Chris Kelly stepped down as Chairman, he has been a member of the management committee for many years but now feels due to his age that it is time for him to hand over to someone else, he will still be a volunteer. There will be a meeting of the remaining members of the management committee to discuss who will be trustees and their responsibilities. There is a need for new members/volunteers. It is likely that VN will take over as Treasurer.</p> <p>GZ reported that Jo Ward has decided due to work commitments to postpone joining the Parish Council until the new year, when we will welcome her to the Council.</p> <p>Playground – There were some last-minute costs for removing large pieces of concrete to enable the installation of the new zip wire. This was raised on the Friday before the start date on the Monday, GZ gave permission for this additional spend of £1,399, which brings the Parish Council contribution to £2,628 which we have funds to cover. There will be a fundraising event in September to help towards additional funding.</p> <p>The Fete was a big success this year, thanks to lots of volunteers who worked very hard before and during the day. Several people stepped in at the last minute to save the day. It has not been confirmed exactly how much was raised for our Valley Churches but it is estimated to be almost £5,000.</p> <p>GZ gave a big thank you to the Henry Smith Charity who have donated £1,000 each for the Playground and Parking projects.</p>	
<p>Agenda Item 3 – Declaration of Interests/ Dispensation Requests - There were no declarations of interest or dispensation requests.</p>	
<p>Agenda Item 4 - Minutes of the last Parish Council Meeting – to approve as a correct record the Minutes of the Annual Parish Council Meeting held on Wednesday 17th May 2023. It was Resolved that that the minutes were correct, GZ signed the minutes.</p>	
<p>Agenda Item 8 - County Councillor Report – Mr Jeremy Hunt, Chichester North Division – WSCC JH sent his apologies for not being able to attend the meeting, his report has been circulated.</p> <p>As we head into the summer holidays I thought I would cover a few items which were published as part of our recent Summer newsletter. I’m not sure how many of you receive this publication, but I thought that it covered a number of items which would be of interest to the PC and of course to your parishioners, particularly for families, so I felt it was worth As repeating in my report.</p> <p>Discover budget-friendly days out in West Sussex</p> <p>The summer holidays are on their way and we’ve got a bumper bunch of ideas for you to make the most of the sunny weather right here at home – without forking out a fortune!</p> <p>Find some great budget-friendly local activities on Experience West Sussex via the link below.</p>	

Revel in the natural world: whether it's a walk round one of the nature trails or parks, or a visit to the 170 acres that make up Buchan Park just outside Crawley, Experience West Sussex has lots of [ideas for enjoying the great outdoors – free of charge!](#)

Get cycling: take a look at our [free Cycle Journey Planner](#) where you can get turn-by-turn directions and maps. Choose from fast, quiet or balanced routes, see journey times, distances and how many calories you'll burn.

Beach life: who needs the Med when we have sparkling seas right on our doorstep? There [are 50 miles of coastline in West Sussex](#) – make a beeline for the beach where you can try rock pooling, take a dip or make your very own castle in the sand!

[More information](#)

Watery fun in the sun!

Attention all parents, carers and grandparents! As the holidays approach are you hot on water safety? Spending time with the kids around water at the beach, pool or at home is a great way to cool off and have fun but remember to always supervise children in and around water and [teach them the Water Safety Code](#).

Find more tips and advice on the link below about how to stay healthy and safe this summer.

[More information](#)

Get up to date with your child's jabs

The school summer holidays are an ideal time for parents to make sure their child is up to date with their childhood vaccinations. Vaccination gives children the best protection against unpleasant and often serious diseases. It's never too late to catch up on any vaccinations they've missed. They are safe, free of charge in the UK and available from GP practices.

[More information](#)

Children become superstars at the library this summer!

Do you know a child aged four to 11 years? Encourage them to take part in this year's Summer Reading Challenge at their local library from Saturday (8 July).

They'll receive a booklet and the more they read, the more scratch and sniff smelly stickers they'll collect. There are fun activities in the library too, including a Character Hunt with a prize draw.

They just need a library card to join in the fun - [it's free to join the library](#) and free to take part!

[More information](#)

Help us have a wildfire-free summer

Whether you're heading to the countryside or the coast this summer, our West Sussex Fire & Rescue Service has safety advice for you. This includes how you can help prevent wildfires as pictured above, which happened in Walberton last year.

[More information](#)

Add a fire station visit to your summer plans

You can find out how our firefighters keep us safe and deal with emergencies at one of the free fire station open days taking place during the summer holidays:

July 22 [Worthing](#) (combined with Broadwater Carnival) 10am to 4pm.

July 29 [Bognor Regis](#) 10am to 4pm.

July 29 [Crawley](#) 10am to 5pm.

August 26 [Haywards Heath](#) 9am to 5pm.

August 28 [Shoreham](#) 10am to 4pm.

August 30 [Burgess Hill](#) 10am to 2pm.

Have a plastic-free summer

This year we're supporting Plastic Free July and asking residents to join us.

It's all about asking people to 'choose to refuse' and make sustainable swaps leading to a reduction in plastic waste.

Plastic waste can easily be avoided by using things like reusable shopping bags, water bottles and coffee cups.

Find out how you can reduce your plastic waste on our blog 'Easy swaps for a plastic free July' via the link below.

[More information](#)

More investment on our roads this summer

Investment in maintaining the [county's highways has received a total boost of £14.5million this year.](#)

This follows a sharp increase in the number of potholes reported by those who use our 4,000km road network.

The agreed funding will be used to provide resources to repair potholes, including additional gangs working on the road network and procurement of an additional road patching machine, bringing our total to three operating within the county this year.

We will also be carrying out drainage works and refreshing signs and lines across West Sussex to improve visibility and safety.

Help us by reporting any defects you see on your summer travels using the link below.

[More information](#)

Other News

Head to our [Newsroom](#) to find all the latest news. Below are some highlights:

West Sussex residents can continue to [access free independent support](#) after the county's community advice service was recommissioned.

West Sussex's [brand new Training Centre and Fire Station for Horsham took centre stage](#) as county council cabinet members were given an advance tour of the site. It became fully operational last week.

We want to hear from you if you currently provide unpaid care for a family member or friend, if you have previously cared for a loved one or if you expect to in the future. [Take part in our Carer Support Service Review here](#). Closing date: 27 July.

The [A286 at Midhurst has reopened](#) after work to shore up fire-damaged buildings.

A [multi-million-pound programme of investment in refurbishing children's homes](#) in West Sussex is progressing well.

Local Issues

Town Lane - Speed Limit extension.

I see that permission has been granted to advertise the proposed extension of the 30mph limit. It is now out for consultation, so it is excellent news that it is going forward. Assuming that the TRO progresses as normal, I am hopeful it will be scheduled for installation in 24/25.

Town Lane Repair work.

I updated you at the last meeting that this work was scheduled for early June. Unfortunately, following a highway steward's inspection there were some changes to the works schedule, which delayed the work. However, I understand this work was completed a couple of weeks ago.

The Leys Car Park

I believe this is progressing well and signed papers were due to be delivered to the council recently. I know your Clerk is liaising directly with our officers, so she might have more up to date news by the time of the meeting, but hopefully it will be good to go very shortly.

Communities Highways Project

I don't have an update for this report, but will try and bring one to the meeting.

Finally, please don't forget to keep an eye on our website, especially our news and campaigns page where you can keep up to date with all our latest news. <https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>

Also, a reminder that all our public meetings are webcast live and are also archived, so you can always view them later. <https://www.westsussex.gov.uk/about-the-council/how-the-council-works/watch-county-council-and-committee-meetings-online/>

Agenda Item 9 - District Councillor Report – Mr Henry Potter, Goodwood Ward

The Council has begun to take shape after the massive reshuffle of appointments since the May election and with so much training of new members there has been little else happening.

One important change is the Council's new ability to levy a suitable level of contribution on all new developments in order to mitigate the impact of housing on the A27. This impact is highlighted in the emerging Local Plan Review in Policy T1. This Levy will contribute towards the necessary improvements required to sustain cumulative additional traffic arising from new housing.

Because of the above-mentioned statement, the Council's Planners will resume considering new medium sized application, this practice was paused towards the end of last year due to the uncertainty of funding for these necessary improvements. Already there were two sizeable paused applications included in last Wednesday's planning agenda. However, a recent update by the Council's Chief Planning Officer announced that due to the late publication of the revised National Planning Policy Framework not coming to Parliament before this recess, and our dependence on this review, our Local Plan will not be ready to submit to the Planning Inspectorate probably until next year. Not good news at all!!

Finally, some pothole repairs have been carried out in Halnaker recently using the hot spraying technique which appears to be a great improvement on plugging holes with cold asphalt which simply doesn't work! I am monitoring these repairs to see if they are more durable, and if the use of this process becomes more widespread.

<p>HP reported that following the Local Plan and Transport Infra Structure, National Highways are dragging their heels and the A27 will not be considered until 2035. In the meantime, the District Council have been taking money from developers per house that is built for a mitigation scheme for the Fishbourne Roundabout and work at the Bognor Bridge Roundabout.</p> <p>HP mentioned that it had been recently raised that two affordable homes in Singleton are being sold. This is a concern as there are very few affordable homes in Singleton and Charlton. HP took this up with the District Council and it was confirmed that any money raised has to be put back into providing affordable homes, however, it was pointed out that there was no land available in our area to build new homes in the parish, therefore the stock of affordable housing in this parish will diminish. HP had not considered this and will take it up with CDC and report back. CDC confirmed that if homes cost too much to update and for them to achieve a good energy rating they would be sold.</p> <p>HP reported that there is a planning application for a salt barn alongside the A27 on the edge of Halnaker.</p>	
<p>Agenda Item 10 - Public Open Forum –</p> <p>A MOP raised the issue of the traffic congestion around the whole of Chichester on the Thursday of the Festival of Speed. There appeared to be little or no traffic management, the traffic management at the bottom of Town Lane failed. PW reported that there were numerous complaints on the Goodwood Forum. Goodwood failed to organise enough traffic management even knowing that the Thursday was sold out. There was a lot of discussion about this subject and it was agreed that the Parish Council would write to Goodwood expressing the anger and discontent at the lack of traffic management which caused horrendous problems and to gain their assurance that this problem will not recur.</p> <p>There was a question about the parking outside the school and where we were going to get funding from. JR reported that the first stage was to get some indicative quotes in order to get an idea of the amount we would need to raise and then discuss the viability of carrying out the work, we would also need to have a public consultation. GZ raised the fact that the area is a mess and hopefully we will be able to improve it in the future. MC had a meeting with the Headmistress to update her on our initial thoughts on the parking issue. This is a complex problem as many children who attend the school come from outside the area. It was agreed that once the Leys Parking Project is complete the whole subject of school parking can be re-visited, with a consultation with the parents and looking at alternative options for parking.</p> <p>It was also asked if anyone had brought up the subject of parking outside The Fox Goes Free and the state of the roads and pavement. GZ replied that it has not been brought to the Parish Council’s attention and that roads and pavements can be reported to WSCC via www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/</p>	
<p>Agenda Item 11 - Village Matters</p> <p>Playground Bins – MC raised the issue of the playground bins and the fact that they are in disrepair and that there is a council bin just outside the gate of the playground. The bins in the playground are not emptied by CDC. It was agreed to remove one bin and monitor the situation. PW raised the issue of vandalism of the playground, there was a discussion and it was felt that the articles on the WhatsApp and Facebook sites would have reached the necessary people. MC has supplied the headmistress with the PCSO contact details. The PCSO’s do visit schools to talk to the children about respecting the facilities that have been provided for them. However, it was felt that it was not necessarily children from the school who were involved.</p> <p>Village Clean Up/Maintenance – Clean up organised for Saturday 22nd July and a more substantial clear up will be organised in the Autumn. Several volunteers have offered to help and tea and cake will be served in the Village Hall. There are some areas in the village that would benefit from some grounds maintenance. GZ suggested that we could purchase some bulbs to be planted in the Autumn to add colour to certain areas. A MOP suggested that Goodwood may have bulbs available that are removed after the Members Meeting, GZ asked her to liaise with SC about approaching them. It was agreed to put grass seed along the edge of the matting around the zip wire.</p> <p>The Leys Parking Project – Due to start on Monday 24th July, leaflets have been distributed to all houses in the Leys. The cost has been reduced because of lowering the fencing to knee height, this will be safer than having a full height fence. The result of this change means that the Parish Council will only need to</p>	

contribute £34, the rest of the funds have been raised by grants and donations. This project will provide 10 parking spaces to include one disabled space. It was suggested that we purchase a sign for the disabled space. It was agreed to obtain a sign to say disabled and unloading only. The design of the project will be altered to accommodate longer vehicles, there will be an area in front of the fencing for them to overhang.

Electric Charging Points – SC is trying to liaise with RT on the progress to date with the charging points. It would appear that the company approached are 3 to 4 months off from being able to install. The intention was to install 7KW chargers which would take 7-10 hours to charge a battery. This would mean that a parking space could be lost for several hours and given the limited parking spaces it doesn't seem practical. There are much faster charges available but this does depend on the power supply. WSCC have a scheme running with Connected Kerb for installing charging points, this is now in stage 2 with a consultation taking place on installing charging points in rural areas. SC will approach WSCC to investigate the potential of Singleton and Charlton being considered as part of this scheme. He also suggested that we could engage with The Partridge and The Fox Goes Free to see if there was any interest in them applying for grants to install charging points. If drivers identified via an app that these were available, it could increase their business by drivers purchasing food and drink whilst their cars are charging.

CHS/TRO – The CHS Scheme is moving forward, they are looking at solving any technical issues with a view to being able to move to the next stage in September. At that time there will be a further update. Installation date would be 2024/25. With regard to the TRO to move the 30mph zone beyond the Museum entrance, this is now at the public consultation stage. There is a link on the Village WhatsApp's and Facebook to register your opinion. Again, if the consultation is successful the work will take place during 2024/25.

Centurion Way – Work is progressing quickly on the stretch from Cucumber Farm to Littleworth Farm, they expect to have all the sections completed by the Autumn/beginning of next year. The stretch from West Dean cannot be opened as there are planning constraints that need to be solved. WSCC need to address the footpath from West Dean School to the Camping site, if SDNP are allowed to carry out this work this stretch will possibly open in Spring 2024. With regard to West Dean and Cocking tunnels, they hope to be in a position to apply for planning permission, once the ecology studies have been completed, this will need to go through consultations, however, the option of using the tunnels has not been closed off. With regard to access to Singleton via Hat Hill, it is not planned to improve the path, however, they have engaged with landowners either side of the path and their response is favourable, they are open to suggestions from the Parish Council on access. GZ raised the point that there is no parking available for people accessing the path. If a proposal is submitted, SDNP will be very happy to liaise with the landowners and that funding should be available. It was pointed out that there is very little parking at West Dean and that the focus is on walkers and cyclists not cars. Planning has been submitted for a ramp at West Dean School. With regard to the suggested path between West Dean Gardens and the W&D, they are still looking at this and the time frame is 2-3 years, their considerations are how to manage ticketing and access and also if the tunnels are eventually opened, would it be necessary. This is not a funding issue. There was a question as to whether it was still the intention to give access via the old station, JR will ask the question. GZ spoke about work that is being carried out by the old warehouse with fencing being installed all the way down to Cucumber Farm so it looks like the option to access via the station could still be a possibility. JR will ask the question. JR asked that if anyone has any proposals with regard to access from Singleton to the access point at the railway bridge behind the Cricket Pitch, please submit them to him for consideration by the Parish Council. HP mentioned that previously a pathway from West Dean to the new boiler house, however, this would not be needed if the tunnels are able to be opened. Until the path is official opened no access is allowed.

AED & CPR Training – Following a sad incident in Singleton it has been suggested that there be a permanent article in the Valley Diary informing people of where the defibrillators in Charlton and Singleton are housed, this has been actioned. It was agreed to investigate training sessions covering use of AED's and CPR training.

Agenda Item 12 – Finance

Useable Funds in Current Account (17/07/23) £9,771.63

<p>Playground Reserves held in Current Account - £19,898.84 Accessibility Project Reserves held in Current Account - £16,158.84 Total in Current Account – £ 45,829.01 Balance in Savings Account – £7,028.55 Funds Received since 16/05/23 Balance of CDC Grant for the playground - £6,971.00 Kings Coronation Grant from CDC for the playground - £500.00 IGas Grant for the playground - £2,000 Payment for Coronation Mugs - £129.00 Private Donations for Playground - £100.00 Interest on Savings Account - £14.62 Donation from Goodwood Estate for the Parking Project - £5,000 Payment for Coronation materials - £10.00 Henry Smith Donation for the Playground - £1,000 Henry Smith Donation for the Parking Project - £1,000 Grant Due Rees Jeffreys Grant for the parking project - £21,000</p> <p>Total Raised for the Playground - £57,000.00 Total Raised for the Parking Project - £37,160.00</p>	
<p>Agenda Item 13 – Planning Reports have been circulated, posted on the notice boards and website.</p>	
<p>Meeting Closed – 20.30</p>	
<p>Confirmed that these minutes are a true and accurate record of the meeting Signed: GRAHAM ZACHARIAS Name & Position: CHAIRMAN Date:</p>	