

**DRAFT Minutes of the Parish Council Meeting held at 7pm on Wednesday
22nd January 2020 at Singleton Village Hall**

<p>Present: Cllr John McDonald (JMCD) (Chairman); Cllr Deborah Harwood (Vice Chairman; Cllr Adrian Taylor (AT); Cllr Jasper Richmond (JR); Cllr Robert Mayne (RM); Cllr Rebecca Trowell, Cllr Henry Potter (HP CDC); and 13 members of the public also attended.</p>	
<p>Agenda Item 1 – Apologies for Absence – JM, JH</p>	
<p>Aenda Item 2 – Co-Option of New Councillors Graham Zacharias was elected as a councillor, proposed AT, seconded RM, unanimously agreed.</p>	
<p>Agenda Item 3 – Declaration of Interests/ Declaration of Interests/ Dispensation Requests To receive Declarations of Interest in respect of matters contained in this Agenda, in accordance with the provisions of the Localism Act 2011 in respect of Members an in accordance with the provisions of the Local Government Act 1972 in respect of Officers. To consider any Dispensation Requests received by the Clerk not previously considered. Regular declarations – Members Interests: John McDonald – Trustee and Treasurer of Singleton Playschool Deborah Harwood – Member of the Flood Action Group Rebecca Trowell – Member of the Flood Action Group There were no further 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 Parish Council Meeting held on 20th November 2019 and Planning Meeting held on 5th December 2019. It was Resolved that the minutes of both meetings were agreed and signed by JMCD. The vote was unanimous.</p>	
<p>Agenda Item 5 – Chairman’s Report – Please see information in the reports that were circulated before the meeting.</p>	
<p>Agenda Item 6 – County Councilor Report – Mr Jeremy Hunt, Chichester North Division, WSCC First of all, please accept my apologies for not being able to attend your meeting. Unfortunately, I have been suffering from a very heavy cold and, following a very long scrutiny meeting during the day, I was feeling particularly unwell, so decided that the only sensible thing to do was to stay at home and recover. I did speak to your clerk and gave her a few details, but for the record, please find my full report below.</p> <p>With regard to the elderly and particularly the vulnerable in your community, I just want to promote our ‘Winter Ready’ website which was highlighted in one of our Town and Parish Newsletters. This website can be found at www.westsussex.gov.uk/campaigns/winter-ready It has lots of useful hints, from driving, keeping your home safe and your personal health.</p> <p>I am continuing to liaise with our highways team regarding the issue of pavement clearing, but as per their correspondence with your clerk, this is not going well. I will continue to campaign for this work to be done. Hopefully you will have seen that the proposed decision to reduce the amount of the highways network that we would treat with salt in cold weather conditions was reversed. This was due to a campaign by CC members, where we said that the lack of any consultation and the late notice was totally unacceptable in that it gave parishes no time to be prepared for the changes. This means that the Charlton Road remains on the salting network. I’m pleased to say that common sense prevailed, demonstrating one of the many things that members do in support of their communities.</p> <p>I understand that there have been two accidents in the village recently. I understand that the police were involved in the one that demolished the bridge, but I’m not sure about the one that went through our recently replaced railings. If anyone has details of the vehicle involved, including the registration number, please let me know.</p> <p>Apart from that I have been very busy on preparing our budget for 2020/21 and our MTFs through to 2023/24. This current year has been a real challenge, with a lot of additional funding going into our Children’s services and Fire and Rescue Service, so we shall be dipping into our budget management</p>	

reserve to the tune of around £8m to balance this year's figures. However, we now have a balanced budget, without the use of reserves, for next year. And I will update you with more details at the next meeting.

Agenda Item 7 – District Councilor Report – Mr Henry Potter, Goodwood Ward

Last week I experienced one of the most depressing days of my life as a Councillor. Several CDC Members had a tour of the District outside of the National Park Boundaries to view some of the land which landowners have proffered to provide housing needs in the District Local Plan Review. I'm not at liberty to disclose exactly where, but we saw acres and acres of prime agricultural land which are to be considered for future development. In total we were shown various sites across the District capable of providing 14,500 new homes and the only consolation I had was Thank God for the National Park. You are very privileged to be included within it with the protection from extensive housing development expected outside the Park Area. Cherish it!

On other matters, the Council at its Meeting in March, will be expected to agree the modest increases in Off Street Car Parking Charges for the coming year from March. If it is found that these increases have an adverse effect on footfall in the City and surrounding towns then they will be repealed.

A Climate Change Officer has been appointed to promote the changes needed as detailed by the recently formed Climate Change Panel of Members. You may have heard that 18 additional EV charging points in Council owned car parks in the City, Midhurst, Petworth, Selsey and Bosham have already been installed using a grant of £58,000 from the Government Office of Low Emissions, so we are trying, ahead of many other Local Authorities. Additional tree planting will be mandatory on new developments and encouraging the planting of wild flowers where practical.

If anyone notices Refuse Collection Vehicles coming and going into Goodwood Motor Racing Circuit during the coming months, this is because an agreement has been reached between the District Council and Goodwood Estate to park the freighters within the Circuit whilst the refurbishment of the Westhampnett Services Depot is carried out. This work will include many new features such as vehicle wash down and drainage facility, electric vehicle charging points for Council cars and vans and a new bulk fuel storage facility which will enable the Council to buy fuel in at lower rates.

The new roundabout in Westhampnett Road is nearing completion, the northern half is now open to eastbound traffic. The next stage is for all traffic to skirt round the northern half while the southern half including the revised access into Church Road is completed and once the Lidl Car Park is surfaced the new superstore will eventually open.

Finally, I noted in one of the Member reports to tonight's meeting, mention of the extension to the Centurion Way further north. At present the only plan I am aware of is that which has received, Planning Consent, to leave the current terminus at the bridge in Motor Road, south to the A286 and along a "widened" section of the footpath along to the new Bio-mass boiler where it will re-join the disused railway line and on through the Station and Cucumber Farm to eventually arrive at the Car park where the South Downs Way crosses the A286 at the top of Cocking Hill. There are no plans that I'm aware of, to give access to Singleton Village despite there being a footpath over the railway leading down to your Cricket Field.

Agenda Item 8 – Southern Water - Daniel McElhinney, Operational Manager (Waste Water Collection) – Emergency Over pumping. Also attending Floyd Cooper and Eddie Fisher.

Daniel informed us that due to the sewage network not being completely sealed, when the ground water level is high the water can leak into the sewers. Southern Water work closely with the Environment Agency to agree the most appropriate plan. Initially tankers pump out at the bottom of North Lane and take away what is removed. This involves many tankers and causes a lot of disruption and mess. The last resort in more extreme circumstances is to over pump through filtration pumps, one of which is situated in the meadow in Charlton. What is extracted is filtered and then released into the river Lavant. There is automatic data collection to measure the bacterial levels. In 2018 there was a programme to seal the sewers, 5.6km of pipes have been sealed, however, there is still too much ground water leaking into the sewers. A discussion followed, there were questions raised as to why this situation hasn't changed since 2014, it was reported that there was raw sewage in the garden of Charlton End and that The Fox Goes Free

<p>has serious problems with sewage. It was suggested that the pumping station should be situated before Charlton End to protect the whole village and beyond. Southern Water confirmed that they would be reinstating the grass verge damage caused by the tankers. They will also erect more signage about the over pumping outside the school. HP asked if it would be economical to install a treatment works. It was requested that they look at raising the manhole cover in the meadow as the flood water is draining into the sewers at this point. It was also requested that they supply latest bacteria levels, Soft copy of Southern Water presentation available by request. Further information from Southern Water will be circulated when received.</p>	
<p>Agenda Item 9 - Public Open Forum A member of the public from Charlton raised the subject of the damage to the grass verges caused by lorries entering and leaving Fur, Feather and Fin. DH reported that initial discussions had taken place before Christmas and more conversations would take place in the coming weeks. The new owners were sympathetic to the situation and it was felt that things could be resolved. It was also raised that parking at The Fox was an ongoing problem and could this situation be raised with the new owners once they were in situ. DH reported that discussions had taken place with the current owner about this situation and they had been willing to contribute to extending the car park, however, discussions would need to take place with Goodwood about the possibility of them providing more land. Once the new owners are in place DH will raise the parking situation. It was also requested that we speak to Goodwood about clearing the ditch between Charlton and Singleton to aid the flow of water, DH agreed to do this. A member of the public brought our attention to the application from IGAS to The Environment Agency for a permit to continue the injection of environmental waste at the Singleton site. It was requested that the Parish Council request an extension to the consultation deadline, currently set at 6th February 2020. This was agreed and GZ will be working on our response to the consultation with Philip Maber and Phil Fathers. It was felt that a Public Meeting should be held.</p>	,
<p>Agenda Item 10 - Council Matters Business Plan – a meeting was held on 20th January 2020. Information is being gathered, various projects have been identified and the plan will be developed over the coming weeks. Consultation – Proposed WSCC Permit Scheme, JMcD has completed the survey. Grants – SDNP CIL Fund – closing date 31st January 2020. RT will work on our application to cover the School Parking Project. HP suggested that we may be able to apply for a grant from the CDC CIL Fund, RT will also look into this and any other funding that may be available.</p>	
<p>Agenda Item 11 - Village Matters – Decisions Required Village Gateway/Traffic Calming – GZ agree to take on this project, he will work alongside Gay Godfrey. Railings at the end of Town Lane – See below. Weald & Downland Museum – Simon Wardell attended the meeting and gave an update on the W&D’s plans to avoid a repeat of the traffic situation at The Christmas Market. There is a plan to install plastic matting in the field used for parking. Admission will be by pre booked tickets only to control numbers. Yellow signage will be placed on the main roads, traffic cones on the A286 and Town Lane. Also looking at a private ‘hopper’ bus and Park and Ride from Goodwood, The University and The South Downs Centre. Traffic control will be reviewed. There are to be various 50th Anniversary Fund Raising Scheme’s. The Access Project is moving forward, a survey will take place on the 31st January covering the pedestrian access, gates and the dropped kerb. SW offered to help with The Gateway project, the fencing at the end of Town Lane and the clearing of the footpath that runs alongside the museum on the A286. A further meeting will be held with RT in February to move these projects forward. Winter Maintenance – Goodwood have agreed that Sand Boxes can be placed at Manor Farm. Grit will need to be purchased and possibly more sandbags. There are sufficient funds in The Flood Action bank account to purchase the boxes and materials. DH to move this project forward. Emergency Resilience – JR is attending a two-day training session run by West Sussex Fire & Rescue. We will then be supplied with additional Emergency Equipment. Flood Action – Date agreed 19th February 2020, subsequently due to a Planning Meeting being set for this date and new date is to be agreed.</p>	

<p>VE Day 8th May 2020 – it was agreed to hold an event on Saturday 9th May at The Cricket Club if it is available. RT will check availability.</p> <p>Footpaths – JH is continuing to pursue Highways to get agreement to clear the path along the A286 from the museum to West Dean Gardens. See above, W&D have suggested that they may be able to help.</p> <p>Events – It was agreed that the 2020 Harvest Event will be held on Saturday 5th September.</p> <p>Jubilee Gardens – It was agreed that the suggested competition by the Valley Gardening Club would not be pursued. It was suggested that volunteers could treat the grass with weed and feed to improve the look of the area. It was agreed to discuss this further at a future meeting.</p>	
<p>Agenda Item 12 - Finance</p> <p>Review of Expenditure v Budget, the Accounts and Bank Reconciliations for the period ending 31st December 2019 were approved.</p> <p>Payments for Consideration</p> <p>Any other financial issues – Invoice from Mark Wardle for £175.00. It was agreed that this invoice should not be paid as there was no prior agreement from the Council that he could charge a fee. JMCD will write to him.</p> <p>Donation to Owen’s Bench – it was agreed to make a donation of £50.00. Goodwood have agreed that the bench can be placed in the copse at Charlton end of the new walkway between Charlton and Singleton.</p> <p>Arun & Chichester Citizens Advice – it was agreed to include a donation of £50.00 in the 2020/21 Budget.</p>	
<p>Agenda Item 13 – Planning</p> <p>Bushcraft – This application has now been withdrawn. There is however, a retrospective planning application from West Dean Estates for the resurfacing of the private single-track lane off of Town Lane. It was agreed to hold a Planning Meeting to discuss the Council’s response.</p>	
<p>Agenda Items for Next Meeting</p> <p>PCSO Jason Lemm</p> <p>Chris Patterson SDNP</p>	
<p>Meeting Closed at 21.30</p>	
<p>Confirmed that these minutes are a true and accurate record of the meeting</p> <p>Signed: JOHN MCDONALD</p> <p>Name & Position: CHAIRMAN</p> <p>Date: 18th March 2020</p>	