

Singleton Parish Council - Minutes of a Meeting held on Wednesday 18th March 2015
At 7pm in Singleton Village Hall

Present: Cllr Samantha Axtell (SA) Cllr Nick Conway Cllr Neil Hedger (NH) Cllr Keith Hope-Lang (KHL- Chairman) Cllr Ian Michael (IM), Danny Sole (DS). **In Attendance:** County Cllr Jeremy Hunt (JH). District Cllr Henry Potter (HP) Clerk, Kate Bain (KB).

1. **Chairman's Welcome-KHL** opened the meeting and welcomed all present; he noted that as per the extraordinary meeting of 21/01/15, that the precept had been agreed & submitted to CDC and that KB was acting as locum Clerk to Singleton Parish Council.
2. **Apologies:** Cllr Judy Rumke (JR) Cllr Jon Ward (JW)
3. **Declarations of Interests:** NC declared an interest in planning application no: SDNP/15/00490/FUL as he is an employee of the museum. Noted that application no: SDNP/14/05885/TCA is from the Council – so no discussion/comment will be made.
4. **Minutes & Matters Arising**
 - 4.1 Minutes - to agree and sign the minutes of the meetings held on 20/11/14 & 21/01/15. **Both sets of minutes were approved: Proposed by IM seconded by NH.**
 - No Matters Arising
5. **Visitors' Questions :** None
6. **County Councillor's Report** (JH):

First of all many apologies for missing the 'meeting that never was'. I understand that subsequently you had an emergency meeting on 15th January just for your PC members only So, what has happened since November - well not a lot really:

 1. Flood Action Group - Operation Watershed application has been received for further work on the river alongside the A286. It is currently being reviewed, but as our officer has been working closely with the group I don't foresee any problems. The only outstanding issue is that we are waiting for written permission to remove Cowper bridge from the owner. (see application form for details)
 2. I have received no further reports on lorry traffic at Charlton.
 3. No further information or an application for CIF funding has been forthcoming with regard to the purchase of a defibrillator.
 4. Application for a speed reduction to 20mph on Charlton Road. No response to my report in November so I presume the PC don't wish to continue with this application.

(Copy of November Report: The first step is for the Highways department to put down speed loops. This needs to be funded by the PC and the costs are as follows:

 - 2 Sites between £310- £420 + VAT
 - 3 Sites between £420 - £480 + VAT
 - 4 Sites between £650 - £950 + VAT

If the PC wish to continue would they please confirm as such by e-mail, and confirm how many loops you would like. I will then action it.)

And, unless there are any other issues I have nothing else to report. Jeremy Hunt
WSCC Member for Chichester North Division -jeremy.hunt@westsussex.gov.uk

6. County Councillor's report contd.

Further to his written report the following matters were raised with JH:

- Works to Cowper Bridge - Noted that written permission was needed from the owner to support the watershed application made by the Flood Action Group for works to Cowper Bridge; it was agreed by Councillors present that this written permission might not be possible. NH will look into the matter further and JH will inform the watershed team. (Discussed further under item no. 9). **ACTION: NH/JH**

- Defibrillator: (see item no. 9.)

- The next round of Community Infrastructure funding is in June (applications need to be submitted in early May).

- Speed reduction - noted that existing signs have been cleaned, but there is no further news. NC noted that measures should be taken for outside the school and that the school had discussed an SSZ; JH will follow this up. **ACTION: JH**

HP noted that the potholes on East Dean Road were in a terrible state; JH noted that he had hoped the road would have come under the recent 'better roads scheme' and advised Councillors to use the 'Love West Sussex' app to report these and other issues in the Parish.

7. District Councillor's Report (HP)

A recent meeting at CDC with the Hyde Group had highlighted failures by the company in the District; as a result Hyde are appointing a specific officer to bring matters up to date; HP will forward the details to KB.

There will be a meeting on 1st April in the Assembly Rooms with the Police Commissioner – Katy Bourne; he will forward this to KB.

The Lavant Valley Partnership meeting on 030315 had been a very positive event.

Updates on drainage improvements are encouraging, but there has not yet been sufficient rainfall to fully test the work; this will be monitored.

The 73rd ARC is taking place at Goodwood this weekend.

He reported that crime is down in the area.

ACTION: HP

8. Planning: New / Recent / Ongoing- report attached at 'Annexe A'

IM had previously circulated the planning report. Agreed that KB will draft a 'support response' to app no: **SDNP/15/00490/FUL**. Other applications will be confirmed.

ACTION: KB/CLLRS

9. Chairman's Report- Full report attached at 'Annexe B' - Other matters raised in addition:

Defibrillator NH noted that the overwhelming local preference was to install it indoors, but the location needed further consideration; KB will contact the East Dean Clerk to find out how theirs is set up and funded. NH will look into training options. It was agreed that it would be an interesting topic for the Annual Parish Meeting.

ACTION KB/NH

Cowper Bridge Report attached at Annexe 'E'.

It was **proposed by KHL and seconded by SA** that the briefing note circulated by KHL was a fair representation of the Council opinion that it was a matter of concern and should be followed up.

Annual Parish Council Meeting

KB will check the permitted dates for this and if allowed, this could be held on the same evening as the Annual Parish Meeting, provisionally scheduled for the 20th May. Timings and options will be confirmed by email.

ACTION: KB/CLLRS

Parish Meeting

It was agreed that the overall topic for the meeting would be '*Looking after ourselves as a Community*' and would have 2 or 3 presentations: 1] Emergency Plan. 2] Presentation from Phil Packer on 'Communities helping themselves'. 3] SECAMB about the defibrillator. SA will write a summary of the Council aims for this meeting to guide the speakers.

ACTION: SA

Once dates are agreed the speakers will be invited.

Playground repairs

The Annual Rospa report had highlighted some issues for repair – the usual maintenance firm has quoted c. £3,000, which is very high. It was agreed that local tradespeople would be contacted and KB will give JR the contact details of other local contractors. It was agreed that any 'High risk' issues from the Rospa report should be dealt with as a matter of priority; the replacement of equipment through grant funding will be discussed at a future meeting. JR will be asked to circulate the report.

KHL noted that he had asked DS to look around the village and monitor any issues for repair. The following items were noted:

Bus shelter damage: DS will repair the broken boards.

ACTION: DS

Railings

NC will forward photographs of these to KB to chase up the repairs.

ACTION: DS/ KB

Leys telephone box: This needs urgent repair; KB will contact BT.

ACTION: KB

Emergency Plan

Full report from SA attached at Annex 'D'. Summary of meeting discussion as below:

SA delivered a report on the Parish All-Purpose Emergency Plan (see Annex D - feel free to include my written report) Three decisions were made

1. Emergency Plan Approach: It was agreed that In the event of an emergency (of any sort), where it is thought that members of the Parish might want to support one another (eg known imminent flooding, wind damage, heavy snow fall, power cut etc) then the following **three-step process** will be followed using *three documents (shown below in italics)*:

i. **Contact all available Parish Councillors:** Any Parish Councillor who is present in the Parish accesses the *Call List* of all Parish Councillors and rings them all to establish who is available and able to help Having established which PC members are available to help the following two activities are undertaken by those able to support

ii. **Identify what resources from within the Parish might be useful:** 1-2 members of the PC visit the site of the emergency to assess it, they then check the *Database of Parish Resources* for people in the Parish who might be able to provide support and contact them to coordinate this help

iii. **Contact any vulnerable residents:** 1-2 members of PC, using the *Protected Call List of Vulnerable Residents* attempt to make contact with those known to be affected by the emergency

2. Emergency Resources: It was agreed that the council will invest in a set of emergency resources including to start with: torches, mobile chargers, tape, high visibility jackets etc. It was noted that further discussion was required on the full list of resources, where it would be stored and how it would be funded. It was noted that coordination with the flood action group was important to ensure resources were complementary and could be shared during emergencies.

ACTION: SA & NH.

NC noted that Southern Electric has a resilience fund for community emergency resources.

ACTION: KB

It was agreed that High visibility jackets would be issued to Councillors.

ACTION: SA.

3. Communicating the plan: It was agreed that the council will communicate the Emergency Plan Approach to the Parish at the Annual Parish Meeting to be held on Wednesday 20th May. Three council members agreed to invite guest speakers. NC to invite Southern Electric Nathan Jeffery. SA to invite Phil Packer. Neil Hedger to invite SEACAMB representative.

(SA to provide guidance to NH and NC on the topic to ensure speakers reinforce the theme)

ACTION: NC, SA, NH

Communications during an emergency were also discussed. It was agreed that it would not be practical to activate the landline in the village hall for use during an emergency, neither would it be sensible to have an alternative emergency number to 999 for the Parish. It was agreed that the Council would approach the local pubs etc to ensure they had the mobile and landline contact details for the Parish Councillors in case of an emergency. The contact details for councillors would also be displayed on parish noticeboards. It was noted that it was important for all residents to be reminded that 999 was the most appropriate number to call during an emergency.

ACTION: SA

New Clerk Recruitment

KHL noted that although 3 people had asked for application packs, no-one had replied; he suggested that the position be re-advertised at £14 per hour for 32 hours per month. This **was proposed by SA, seconded by NC and agreed by all Councillors present**. It was noted that the budget would need adjusting to reflect this when a permanent Clerk is recruited.

10. Finance and Clerk's Report

10.1 Approval of summary accounts to 23/02/15: – Attached at 'Annexe C' - **Approved**.

10.2 Approval of Payments: **All payments approved: Proposed by KHL, seconded by NH**

Payments made

TO	DETAIL	£	Chq no:
WSCC	INVS: 8001066151/ 8001071476/8001063544	306/306/43.20 Total: 655.20	076
K Bain	Locum Clerk services 10/02/15--24/02/15	400	077

Payments due

TO	DETAIL	£	Chq no:
Sacomat	Dog waste bag dispenser	346.80	078
K Bain	Locum Clerk services 24/02/15-17/03/15	600	079
Flood Action Group	Watershed funds – awaiting bank details	1650	TBC – PC waiting for account details from FAG
SLCC	Training course 11/02/15	41.40	080

Receipt

FROM	DETAIL	£
Barclays	Interest on savings account	19.05

10.3 Other financial issues: A letter will be sent to Barclays to give KB access to bank statements.

10.4 Clerk's Report: -Bank balances as at 23/02/15 were confirmed as: Current account- £12291.81/ Savings account- £5032.58. The Clerk reported that the balances seemed good for the month 11 and that she would close the accounts, complete the Annual Return and submit them for internal audit. The Council would be able to approve the accounts and internal audit report at the next meeting, prior to submission of the Annual Return to the external auditor. It was noted that the bank mandate would need updating after the election.

SA noted that residents had received a letter from CDC stating that Council Tax was increasing due to Singleton Parish Council increasing the precept; this will be checked as it may be due to a difference in the grant amounts awarded by CDC.

ACTION KB/SA

- Nomination forms – KB noted that these needed to be returned by 4pm on 09/04/15. Queries were raised over filling in the forms, KB will try and do a template for circulation.

ACTION KB

KHL noted that he, LJ and IM were not standing again. He will put an item into the Valley news, but that Councillors (if re-elected) should encourage other parishioners to join the Council. He highlighted that the new Council will need to elect a Chairman at the Annual Council meeting in May. Noted that a parishioner had shown an interest, but there could still be vacancies.

It was agreed that posters will be purchased from SALC to raise local awareness of the Parish Council. **ACTION KB**

11. Correspondence & Invitations received since the last meeting not circulated by email

FROM	DETAIL	ACTION
SALC	Request for confirmation of LCR subscription requirements for 2015-2016	Noted
WSCC	Flyers for Care & support website	Noted
AIRS	Charity commission notification that the hall accounts are overdue	Noted
CAB & Samaritans	Donation requests	Consideration at next meeting

12. **Reports re: attendance at meetings, courses and/or seminars since last meeting:** None

13. **Parish Matters-** as per item no. 9.

14. **Notes/Information for Council to add to future agenda:** None

Dates of forthcoming Council meetings: as per item no. 9. – 20th May to be confirmed for APM & APCM.

Signed.....

Date.....

ANNEXE 'A' PLANNING REPORT FOR 180315 - IM

APP NO	PROPERTY	DETAIL	STATUS/PC COMMENT
SDNP/15/00984/LIS & SDNP/15/01073/HOUS	Grove House The Grove	Reduction in height one chimney stack & maintenance works for the replacement of damaged chimney pots & repairs to two other chimney stacks, together with maintenance and repair of central valley gutter and replacement fixed flush glazed gable window.	Status: Pending Consideration Comment: To be discussed
SDNP/15/00965/TCA	Pilgrims, The Grove	Notification of intention to crown lift up to 3m (above ground level) & crown thin by 30% on 1 no. Birch Tree.	Status: Pending Consideration Comment: No objection
SDNP/15/00902/TCA	The Hollies Cobblers Row to The Grove	Notification of intention to fell 1 no. Sycamore tree (T7).	Status: Pending Consideration Comment: To be discussed
SDNP/15/00490/FUL	Weald & Downland Museum	New visitor gateway incorporating galleries, ticketing, retail, cafe, catering facilities and education spaces & associated landscaping including improvements to car parking.	Status: Pending Consideration Comment: Agreed to support
SDNP/15/00250/TCA	Hound Cottage East Dean Lane Charlton	Two storey side extension & single storey rear extensions.	Status: Pending Consideration Comment: No objection
SDNP/14/05885/TCA	Queen Victoria Jubilee Gardens Church Road	Notification of intention to fell 2 no. Field Maple trees (2 and 8) and 2 no. Bird Cherry trees (4 and 6)	Status: Pending Consideration Comment: PC application – No comment
SDNP/14/04505/FUL	Western Transmitting Station Trundle Hill	Installation of 6 no. antennas, 1 no. 0.6DIA transmission dish, construction of 1 no. equipment building, strengthening of encasements of the 35 m high multi-user lattice tower with reinforced concrete blocks and ancillary works	Status: Pending Consideration Comment: None
Decisions			
SDNP/14/05038/FUL	Fox Goes Free Charlton Road Charlton	To remove a shed and replace it with a walkin coldroom which is slightly wider and will be marginally taller than the shed due to a concrete based needed to be built for the coldroom to sit on	Status: Approved Comment: None
SDNP/14/06291/FUL	Singleton Cricket Club Pavilion	Siting of sectional pre cast concrete garage/store on existing concrete base. Change of plan from original proposal to site container on base.	Status: Approved Comment: No Objection
SDNP/14/04860/LIS	West House , Charlton,	Repair to existing dwelling to include 'S' brackets to West Elevation and repairs to roof structure.	Status: Approved Comment: No objection
SDNP/14/05736/TCA	Grooms Cottage 6 Grooms Yard	Notification of intention to crown reduce by 30% on 2 no. Sycamore trees.	Status: Approved Comment: No objection
SDNP/14/05670/LDE	The Mill House 8 Charlton Mill Way Charlton	Existing lawful certificate for breach of Condition 18 of planning permission SE/32/86, since April 1992 to present that the property in its entirety (including workshop) has been occupied as a dwellinghouse.	Status: Approved Comment: No objection
SDNP/14/06573/HOUS	Flint Lodge Paddock Lane	Proposed single storey rear extension with internal alterations	Status: Approved Comment: None
SDNP/15/00282/LIS SDNP/14/06602/HOUS	Easter Cottage 3 Church Lane	Demolish chimney. .	Status: Refused Comment: No objection
SDNP/15/00250/TCA	3 - 4 Grooms Yard A286 The Grove to Cobblers Row	Notification of intention to fell 1 no. Conifer tree	Status: Approved Comment: No objection

ANNEXE 'B' - CHAIRMAN'S REPORT FOR 180315 - KHL

Defibrillator

Neil Hedger has made progress on the village defibrillator front. He says it is simple if the device is kept indoors but a lot more difficult if it is kept outdoors; this might involve a further £1000 and a complex structure for its storage. He thinks he may be able to get one of his colleagues to talk about it at the Parish Council (PC) AGM.

Jubilee Garden

The tree officer Henry Whitby visited the Jubilee Garden and said he could not understand 'why the proposed felling was necessary'.

When we first approached a tree surgeon he visited the site and immediately said that because the trees had grown they needed thinning out. I had asked him which ones to thin and he had identified four and this became our Planning Application. We will now send the Tree Officer a confirmatory letter from the tree surgeon and we hope then that the application will be permitted.

Election

The Sussex Association of Local Councils (SALC) has created publicity material to help parish councils promote the 2015 elections. One product is a "Your Community Needs You" poster to advise of the elections with space for the parish council to insert its details so it can be contacted for more info. The posters can be printed as A5 flyers so the parish council can give them out at meetings and events or mail-outs.

Pack of 10 A4 posters £1 + 70p post, ref poster1. 100 A5 £2.50 + £1 post ref Flyer1. Posters and flyers can be emailed for free to parish councils that wish to print them.

Fracking in National Parks

The Government announced in February a commitment to ban fracking in National Parks, Sites of Special Scientific Interest (SSSI) and Areas of Outstanding Natural Beauty (AONB). A Government spokesperson said: "The Government has already built a robust regulatory system for the development of the shale industry in the UK. Today we are committing to formalise the safeguards, including a new ban on fracking in National Parks, Areas of Outstanding Natural Beauty and Sites of Special Scientific Interest. Successfully extracting shale gas out of the ground can create a whole new British industry, creating jobs, and make us less reliant on imports from abroad, but we recognise the need for a measured approach for this nascent industry."

Southern Water

On 10 Feb Southern Water reported that recent rising groundwater levels had meant that over-pumps had been commissioned in Charlton to help protect the toilets.

After a short initial period of tankering, pumps were deployed in Knights Hill and east of The Fox Goes Free. These transferred wastewater, heavily diluted by groundwater, through settlement tanks into the River Lavant. Over-pumps took away the groundwater at a much faster rate than tankers, typically 25 times quicker.

With groundwater levels dropping, the aim was to switch to an automatic system of level control as soon as possible. The pumps would then only operate when high levels in the sewers dictated which would avoid the need to pump continuously. Regular water sampling tests were being maintained and they revealed that pollution of the river was well within allowed limits. In late February the Environment Authority said that the risk of groundwater flooding had reduced further and the groundwater levels across Sussex had fallen to their average levels for the time of year.

Clerk to the Council

Our Clerk Cathryn Woolley was struck by personal disaster on Mon 12 Jan and was ineffective from that moment on. On 4 Feb she formally resigned. Meanwhile on 29 Jan the Sussex Association of Local Clerks (SALC) identified Kate Bain as a potential locum Clerk. On 1 Feb Kate informally started as locum and the Parish Council formally confirmed this on 10 Feb.

On 12 Feb Isabelle Mouland, from SALC, started the recruitment process for finding a permanent Clerk. SALC advertised the post with a closing date of 13 Mar. A short list will be selected on 18 Mar with interviews on 23 Mar, appointment on 27 Mar and a start date of 23 Apr.

Budget

We lost our Clerk at just the moment when we needed to inform Chichester District Council (CDC) of our precept – this is basically the grant with which we fund the Parish Council for the next year.

We received sympathetic and welcome tolerance from CDC. That gave us time to absorb the details of the budget and to agree that under the circumstances the simplest action would be to hold the precept at the same level as last year. CDC was able to accept our late request.

Keith Hope-Lang Chairman 13 Mar 2015

ANNEXE C – SUMMARY OF ACCOUNTS TO 23/2/15 - KB

Summary at 23/2/15	2013-2014 Audited	2014-15 BUDGET	2014-2015 YTD
Balance B/F*	£10,166.00	£10,166.00	£14,125.18
Receipts			
Precept	£10,108.00	£10,893.00	£10,892.46
Interest received	£0.00	£1.00	
Other	£4,735.00	£0.00	£3,306.59
VAT recovered	£0.00	£3,300.00	£0.00
Total Receipts	£14,843.00	£14,194.00	£14,199.05
Receipts + Balance B/F	£25,009.00	£24,360.00	£28,324.23
Payments			
Employee costs (<i>salaries including PAYE</i>)	£1,896.49	£3,780.00	£4,073.70
Office Allowance	£358.24	£260.00	£180.00
General Admin/Stationery/Postage	£440.38	£600.00	£381.58
Village Hall Hire	£0.00	£150.00	£82.50
Training	£0.00	£150.00	£87.50
Subscriptions	£168.68	£260.00	£269.00
Audit fees	£225.00	£300.00	£225.00
Insurance	£538.50	£550.00	£587.93
Notice Board (and fixtures)	£0.00	£50.00	£0.00
Grants	£0.00	£1,100.00	£810.00
Village Pond	£0.00	£120.00	£0.00
Tree Surgery	£0.00	£200.00	£0.00
Flag & Flagpole	£0.00	£50.00	£0.00
Dog Bins	£383.81	£300.00	£0.00
Glebe Field Maintenance and Rent	£60.00	£120.00	£0.00
Henry Smith Charity (act as post office/bank)	£3,300.00	£3,300.00	£3,300.00
Grass Cutting	£1,422.00	£1,100.00	£1,458.00
Playground Inspection & Maintenance	£1,316.68	£576.00	£533.95
Bus Shelters	£0.00	£300.00	£0.00
Village Design Statement	£0.00	£250.00	£0.00
Election Expenses	£0.00	£0.00	£0.00
VAT PAID	£774.04	£0.00	£474.22
Total Payments	£10,883.82	£13,516.00	£12,463.38
Balance C/F	£14,125.18	£10,844.00	£15,860.85
<p>* Note that it is a requirement for parish councils to keep adequate reserves and good practice is to keep around half the annual precept</p>			

A reminder of context

The Parish All-purpose Emergency Plan will be a database of local resources and vulnerable residents that the PC can use during any kind of emergency. It is designed to act in tandem with detailed action plans for specific types of emergency that are likely to happen in the Parish (eg flooding). As the PC is able to collect and hold sensitive information more readily than volunteer action groups, the focus of the limited PC resources to date has been on creating this database.

Neil has created, on behalf of the Flood Action Group, a detailed and specific plan of action for when flooding is either imminent or actually happening. My understanding is that this plan is almost complete but I will let Neil update us on it. Our intention is that the Parish All-purpose Emergency Plan/database would be used by the Flood Action Group as required – namely to identify the vulnerable residents and the voluntary resources to help during times of flooding.

Data gathering and protection

Judy and I, with the help of Neil, have spent the few months collecting information from as many residents of the Parish as possible.

The information we have gathered is confidential and great care must be taken to preserve the safety of the personal details contained within the plan. Electronic files are password protected. Any maps have a simple key that require a second document to identify the names and contact details of residents.

Each member of the Parish Council will soon have access to an electronic copy of all the information. It will remain their responsibility to protect this information as best that they can. In particular, if they print a paper copy for use during an emergency they should ensure that they retain possession of the paper and electronic documents during and after the emergency.

What actually happens in an Emergency?

At a recent meeting with Keith, Judy and Sam, the following process was discussed for your approval on March 18th at the PC meeting.

In the event of an emergency (of any sort), where it is thought that members of the Parish might want to support one another (eg known imminent flooding, wind damage, heavy snow fall, power cut etc) then the following three-step process is followed using three documents:

1. **Contact all available Parish Councilors:** Any Parish Councilor who is present in the Parish accesses the Call List of all Parish Councilors and rings them all to establish who is available and able to help

Having established which PC members are available to help the following two activities are undertaken by those able to support:

2. **Identify what resources from within the Parish might be useful:** 1-2 members of the PC visit the site of the emergency to assess it, they then check the Database of Parish Resources for people in the Parish who might be able to provide support and contact them to coordinate this help

3. **Contact any vulnerable residents:** 1-2 members of PC, using the Protected Call List of Vulnerable Residents attempt to make contact with those known to be affected by the emergency

Emergency Resources

At the recent meeting with Keith, Judy and Sam, the following resources were discussed for your approval on March 18th at the PC meeting.

Village Hall supplies: We would keep in a locked box in Singleton Village Hall the following items:

Selection of mobile phone chargers (eg apple, android compatible)

Solar charged power monkey

10 No. High visibility vest

Phone line: We will also check whether there is a phone line into the Village Hall that could be activated for outgoing calls only

Defibrillator: We agreed that, like East Dean, it would be good for the Parish to have a Defibrillator and we hope that a group other than the Parish Council will apply for the available grants for such a device and the training programme that comes with it

Council Member resources: Each member of the PC would be issued with the following:

- a. High visibility vest
- b. Drop Box folder access to the three EP documents mentioned above (in italics)

Communications

At the recent meeting with Keith, Judy and Sam, the following communication plan was discussed for your approval at the 18th March PC meeting:

We felt that the Annual Parish Meeting ought to be dedicated to the topic of Emergency Planning. With a presentation from Phil Packer to highlight the responsibility we have as individuals to protect ourselves and our property. We would also take this opportunity to outline high level details of the three-step approach to emergencies that the Parish Council will take. We could also invite the local police liaison officer to join and present on the topic of crime and neighbourhood watch to reinvigorate these initiatives.

Subject to input from the Parish Council on March 18th invitations to Phil Packer and the Police will be made.

Next steps

1. Complete the Protected Call List of Vulnerable Residents in Singleton
 2. Complete the Database of Parish Resources
 3. Invite all PC members to the Drop Box folder holding the above information
 4. Action decisions made tonight, specifically
 - a. Emergency Resources to be purchased and stored
 - b. Communications plan and invites to the Parish Meeting in May
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Annexe 'E' Briefing on the flood issues of Cowper Bridge

a) Caution

What follows has been written as a brief for the Parish Council (PC). It covers some sensitive issues and great care should be taken in any discussion beyond the PC.

At the Parish Council meeting on Wed 18 Dec this briefing was discussed and confirmed as the view of the entire Parish Committee.

b) Facts

Cowper Lodge has two accesses across the River Lavant. The new bridge is immediately NE of the bus stop (towards Midhurst) and is used for access to Cowper Lodge and other houses in the cul de sac. The old bridge, under discussion here, is the next bridge towards Midhurst before the sharp corner and has direct access to Cowper Lodge but is not used.

The old bridge obstructs the water flow; the Environmental Authority rates the obstruction 9th priority out of its list of 10 projects aimed at reducing the flood risk in the village.

A planning application for the development of Cowper Lodge, about 10yr ago, included the removal of the old bridge. However when the planning was approved there was no reference to the removal of the old bridge though Cowper Lodge thereafter used the new bridge.

The bridge is close to a sharp corner.

c) Mrs Dunne

Mrs Dunne lives in, and owns, Cowper Lodge.

A doctor on the Parish Council has spoken to Mrs Dunne and judges that Mrs Dunne has no capacity to make a decision.

Mrs Dunne is not known to have close relatives nor is she known to have given power of attorney to any person.

About 2 yr ago Mrs Dunne, in casual conversation with a neighbour, said that she might sell her Stable Yard. She said that this plan would require her to use the old bridge again in its role of main access to her house.

d) Conjecture

The suggestion has been aired that the bridge has no planning permission.

The suggestion has been aired that the Highways Authority would support the removal of the bridge to increase road safety.

The suggestion has been aired that the Environmental Authority would contribute, from Watershed funds, to the cost of removing the bridge.

e) Conclusion

The Parish Council (PC) has no way of knowing Mrs Dunne's wishes. However since she has been heard describing a use for the bridge we should presume an inclination towards its retention.

The old bridge should only be removed if Mrs Dunne requests it or if it is judged to be an illegal bridge.

If the bridge were to be judged illegal then it should only be destroyed by the relevant enforcement authority for example the Planning Authority or the Highways Department.

The PC should watch over activities relating to the bridge and should ensure that any action is in the best interests of Mrs Dunne.

DRAFT