**Reports for Parish Council Meeting to be held on Wednesday 22nd September 2021**

**Jane Mayhew**

Playground project - I had a meeting and playground Jill Watson at Playdale on 26th August and a follow up with her full report is booked in for the 23rd September. Jill inspected the existing equipment and clearly demonstrated how rotten some of the wooden swings supports are, she advised to consider if we are fundraising now it could be a year or so before the new equipment is installed by which time the support posts are likely to be condemned. Wooden equipment now tends to be fitted onto metal spikes, the climbing frame in the middle is the only one to have this. The timbers for the zip wire are also very rotten and the platforms are in a poor state. She advised they only normally have one platform so a quick remedy for safety would be to remove the platform at the south end. Jill also felt a combined football basketball net would best serve the location for its size and population, advising that a surface could be added at a later date if deemed necessary.

After her report we can discuss the options at our next playground working party meeting.

Deborah has confirmed the nettles where the willow wigwam is to be placed have been sprayed. The willow cuttings are doing well so perhaps we can have a work party in November to clear the area and plant the willow. It would benefit if someone has a mini digger to level out the area. It does not appear the church have repaired the fence or completed the tidy up of the area damaged by the felling of the large tree.

Thanks to Barry for arranging a maintenance work party meeting, it was a great opportunity to identify the PC responsibilities and create an action plan. We felt that getting the pump restored to its original position would be a priority as it is a trip hazard.

**Robert Mayne**

**Henry Smith Charity**

The main Henry Smith Charity has confirmed the renewal of both the standard and supplementary grants for 2021. The Trustees of the local Singleton & Charlton Charity met recently to discuss the process for distributing the grants. The funds are used to support local people and organisations.

**Defibrillator in Charlton**

The official red paint has now been received from PPG, a member of the British Coatings Federation. The painting of the kiosk will be undertaken shortly.

**Sussex Wildlife Trust/Levin Down**

Nothing to report

**Roads, Pavements, Potholes in Charlton**

Potholes continue to be reported via the ‘Love West Sussex’ smartphone app and some repairs have now been undertaken by West Sussex County Council Highways Department.

**Graham**

**Potholes - Singleton**

Nothing reported since the last meeting

**IGas**

Still have to arrange an update meeting with Philip M. which Jeremy Hunt wanted to attend. Emailed him a while ago and followed up recently to establish available dates. WIP.

**Environment Agency**

Have not responded to my previous emails requesting an update on a revision of the flood plan mapping. WIP.

**CHS/Playground WPs** - actively looking at funding opportunities for the playground project. Slow work! Will persevere.

**Peter Williams**

**The Asset Register** is a ‘Work In Progress’ as, with Vivien’s help, I am totally updating it, allowing for items no longer here and items which have been gifted to the Parish amongst other things. We currently pay to insure many items which are not actually our responsibility. Again working with Vivien, we are looking to see if there is money to be saved on insurance

**Emergency Plan** is also something I’m still working on and expect to have finished by our next meeting

**Rebecca Traylor**

**CHS update**

Firstly, thanks to everyone who was involved and contributed to the CHS community forum on 4th September 2021 and those that attended in support.  We had a good turn out and were able to communicate the results of the survey and the projects that we are going to be taking forward and seek funding.  Details of the presentation are up on the website with useful links.

**Gateways**

We are waiting on installation dates for the gateways,  this has been delayed due to the Chichester Volunteers.  We are also going to apply to have the WD featured on a couple of signs due to our keenness to work with them in light of the future projects on the horizon and how instrumental they are with putting singleton on the map as a destination.   They are going to support funding for some gateways which is also extremely helpful.

**SID**

Again we are waiting for details on installation.  Otherwise everything else is good to go.

**Questionnaire**

We are in the process of circulating the questionnaire to our visitors and Toni has kindly agreed to upload the data in the same way as the residents data.

**CHS Projects – next phase**

We have a number of projects that we now need to work up the detail of and are looking for volunteers, community members and PC to move these projects forward.  These include:

The school / parking

Courtesy Crossing / Build outs

Town Lane / Cafe / North Lane

Gateways – phase two Charlton

Sense of Place

We need to set up a working party for each of these to meet with Mike Dare and to look at the solutions and costs for each.  The subcommittee will meet to discuss this in more detail.

**Barry Shrimpton**

**Maintenance & Improvement Programme Working Party**

First meeting held in August, raising many questions and actions, of which the following will most likely need to be discussed at the forthcoming PC meeting:

|  |  |
| --- | --- |
| Theme | Details |
| Playground Maintenance | Annual playground inspection report (March 2021) - No Very High / High ‘Severity or Likelihood’ reported. However some Moderate (Severity) with either Very High or High ‘likelihood’ reported.  **Action:** Decision needed if we are to act upon these findings. |
| Playground Maintenance | Weekly checks are not being performed. Plus weekly is deemed too frequent. Therefore a Quarterly safety check is recommended.  **Action:** Seek agreement from the PC. |
| Playground Maintenance | In the event of an emergency within Glebe Field, ideally the post would need to be removed.  **Action:** Ensure the current list of Key holders is appropriate. |
| Parish Maintenance | Grass cutting contract is due for renewal Jan 2022. New tender document to be issued to contractors by End-Oct.  **Action:** Seek agreement from the PC that End-Oct is appropriate. |
| Parish Maintenance | The quote for the hedges around Glebe Field was accepted in Nov’20, on an annual basis. And therefore is due for renewal Nov’21.  **Action:** Shall this contract be combined within the Grass cutting contract or kept separate. |
| Pond | **Action:** Date of Pond clear-out to be established. |
| Sussex Wildlife Trust / Levin Down | Suggested that the Sussex Wildlife Trust / Levin Down is removed from the responsibility of the working group.  **Action:** Seek agreement from the PC. |
| Miscellaneous | **Action:** Date for River clearance to be set |
| Miscellaneous | **Action:** Whether the letter previously sent to Riparian owners needs to be re-issued |
| Miscellaneous | Some Railings are either in poor condition or damaged.  **Action:** Recommendation to be discussed and presented. |
| Miscellaneous | Date for Village clean-up is scheduled for the 2nd October.  **Action:** Arrangements to be discussed and finalised. |
| AOB | **Action:** Seek most suitable method of issuing communication to invite people to become a village maintenance volunteer |
| AOB | **Action:** Present in principle recommendations for general Village improvements |

**Tony Marshall**

**Heritage Information Boards**

Richard Pailthorpe presented at the last meeting his ideas about Information Boards for the parish. He has since progressed with this and has letters of support from Henry Potter, Jeremy Hunt, Goodwood and W & D museum.

We have the following decisions to make:

Location of the boards?

The natural location for the Charlton board is on the verge opposite the Fox. This puts it at a focal point of the village, alongside the existing notice board.

Singleton has more options. Deborah Harwood commented in an email to me:

“I would think a good location in Singleton might be by the river in The Leys as when the new parking project is done this is very much where the walkers start and the visitors to the village hall.  I would say that this one would need to be low level as it would look very odd if it was upright.  Alternatively, it could stand next to the current notice board next to the village hall which might make even more sense.”

Style of board - low or high?

Mostly they tend to be low and slightly slanted from horizontal, but we have examples of higher, vertical boards on Levin Down. It has been suggested that these last longer as they shed Water more easily; but on the other hand, they are less ‘accessible’.

Also materials: generally the supports are oak and the boards made of acrylic or similar, on a marine ply backboard.

Costs: Richard is hopeful to get donations of both cash and materials, but would like to have a clear picture of the preferences of the Council before proceeding, so that he can be sure of the facts when discussing the plans with potential donors. Richard’s is confident that we will qualify for a grant for 50% of the cost, with the other 50% coming from donations and PC funding. We shall need to revisit the question once we know the total costs and donations.

Southern Water

I had a useful zoom meeting with Floyd Cooper, Operational Area Manager, and Victoria Miller, County Customer Manager. I put to him a number of points - those he was I unable to answer, I followed up in an email; despite reminders (including telling him I’d be reporting back at this meeting), I’m still awaiting answers.

**Financial Report**

Balance in Current Account (21/09/21) - £19,066.43 (This includes the second instalment of Precept £9,581.00)

Balance in Savings Account (21/09/21) – £7,502.58

Payment for Consideration – Zurich Insurance - £532.44 including VAT

**Henry Potter**

August was a quiet month in the Council with few meetings taking place when many are on holidays. However the Planning Team have continued to research the review of the Local Plan and the end result is clearly outlined in the update from Susan Taylor, the Cabinet Member for Planning. In it, she clearly states what we have all known for years, that without drastic improvements to the A27 around Chichester, hopelessly overdue improvements to the service provided by Southern Water, and a shake up of the provision of medical services, Chichester District (outside of the National Park) CANNOT provide the number of houses demanded by Central Government. There is NO more capacity for sewage treatment at any of the SW treatment works and the recent expansion of Easthampnett WWTW is nearing its capacity. Through the research of the Local Plan, Officers have gathered enough evidence to present to the Planning Inspectorate (who approve Local Plans) that 635 dwellings per annum is UNACHIEVABLE and the existing target set in the 2015 approved LP is more likely. Only last Wednesday the Planning Committee voted to defer any decision on two applications, one in Birdham and the other in North Mundham because no positive plan from SW for future capacities, and no plans from National Highways (no longer Highways England) to deal with the congestion surrounding the A27. The effluent from the North Mundham Site would go to the Pagham WWTW which is at capacity with yet more development in Arun District between Rose Green and Pagham planned. The situation is very grave!

The recent incursions of Gypsies onto land at East Broyle and then at New Park Road Public Green Spaces has prompted the Council to consider introducing barriers to keep these people out and at the same time the Government are to introduce new laws to try and make unlawful occupation a criminal action. This could result in seizures of vehicles and equipment used in these “criminal activities” but frankly, I can’t see this happening. We shall see!

The sale of the old Portfield Football ground is reaching final stages of sale with the opportunity to build 75-100 new homes, now that Aldi fronted up with the funding to construct the new roundabout in Westhampnett Road, the bids are appreciably higher than three years ago. There is as yet no indication of which route the waste water from these homes will be directed but the waste water from this new development will be expected to be absorbed at Easthampnett but as I mentioned earlier, this WWTW is nearing capacity already.

The Council supported a Summer Street Party in the City recently hosted by the Business Improvement Development team and was hailed as a great success as was the first Party held in 2019.it occupied East and North Streets in the City and, though I didn’t attend myself, there were lots of fun things to do and food and drink facilities abounded.

The CDC meeting with the Parishes took place last Thursday 9th and this was a virtual meeting once again as will many of future Council Meetings Only important meetings which require decisions to be made will be held openly, Full Council Meetings, Planning and Overview and Scrutiny Committees and the monthly Cabinet meetings are among these. So, more working from home has proved to be acceptable and will be the way forward in the future. I think we have been successful with our virtual meetings and the opportunity to attend these should always be available.

Finally a few statistics I’ve picked up recently from various Meetings which may interest you.

Chichester District has a population of approximately 128,000 in an area covering 303 square miles, a density of 400 per square mile, living in 58,360 homes and 27% are aged over 65. 67% of the District is within the South Downs National Park. There are 7,600 Businesses in the District and the average income is £28,000 per annum with the average house price at £405,000, clearly unaffordable on that level of average income. In 2019 there were 7,500 reported crimes and again in 2019 there were 2,200 Planning Applications received and dealt with.