

**Minutes of the Parish Council Annual Meeting
held at Kirdford Village Hall on Monday 21st June 2021 at 7.30pm**

Present:
Cllr Mrs A Gillett
Cllr Mr T Brooks
Cllr Mr D Gerrard
Cllr Mrs N Goddard
Cllr Mr D Irwin
Cllr Mr A Persson
Cllr Mr T Piedade

In attendance:
Members of public: 0
Cllr Janet Duncton
Parish Clerk

111. Apologies for Absence: Cllr J Nicholls due to personal commitments.

112. Disclosures of Interest:

Cllr A Persson declared an interest in relation to the Martin Grant Homes development at Plaistow Road as the Chair of the Bramley Close Residents Association who are in negotiations with Martin Grant Homes.

Cllr A Brooks declared an interest in relation to the Land South of Townfield as this plot is adjacent to his home.

113. Public Participation:

None.

114. Approval of Meeting Minutes

To resolve that the minutes from the Parish Council Meeting held on 17th May 2021 be signed as a correct record. Approved.

115. Reports from District and County Councillors

Cllr Janet Duncton

Cllr Duncton reported the following:

As is normal when a new Council is elected and this time at County with a large number of new Councillors, our time has been taken with a lot of training all on Microsoft Teams of course but we are beginning to have some face to face meetings. Goodness knows if by the time of full Council we will all be allowed into the Council Chamber but I would love to hope so. Some of the new Councillors I haven't yet met. There you are though it's been the same for all. I just so prefer meeting and getting to know my fellow Councillors.

County continues to improve on its Childrens Services and all Councillors have recently had a briefing from our Commissioner who is keeping a close eye on our progress. He is happy that we are proceeding well and that our Childrens Services will not be taken into a Trust although this will be reviewed in 12 months to make sure that all is going in the right direction.

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The 3 Children's homes in the Worthing area are now ready and very well done for the youngsters that will live there. The next phase is being worked up and that will be in the Crawley area. Likewise with the Fire & Rescue Service, all the items picked up by HMI for Fire & Rescue have been dealt with and as with Childrens this does not mean we sit back on our laurels there is always much to do.

On the subject of Fire & Rescue. The new Fire Station site at Broadbridge Heath has Planning now and ready to go. This will involve the closure of the Horsham Fire Station which if you know it is right into the edge of town not far from the Hospital. This facility will provide the opportunity for training which means that we will also be able to hire it out to other Fire and Rescue units from anywhere that wants to us it in the Country.

The state of some parts of the Highways is quite unacceptable. I will agree with you but believe me when I say that we are doing our best and I report all road damage like Potholes when they are reported to me or indeed when I see them for myself. What the long term is for all the poor roads I don't know but on the up side there is a new system now for dealing with Potholes which I haven't seen in action but have been told does a much better job. Lets hope.

My other pet hate is white lining especially when it is directional. I did speak to one of the Highway Officers and said about this especially at say Roundabouts. You need to know clearly which lane you should be in. It's alright for those of us who know exactly where to go but for strangers and when we get foreign visitors back in the Country the road signage needs to be clear. My other pet hate at the moment is the dirty state of the signs. Now I know we can do some of these ourselves and I do the big sign as you enter Petworth from the north, not that regularly but when I think it needs it. Probably shouldn't but what do you do it it's not being done. The worst I have seen is in Storrington, a large sign, partly hidden with lots of instructions on it and absolutely filthy. Sorry just a hobby horse at the moment because I think it looks so poor. You can be assured that I have spoken these thoughts to the Local Highways Officer so you never know.

At County it is time to start looking at the budget for 22/23. With this in mind and many new members we started last week with the first of our workshops. Several more to come and us members then find out that some of the things that we wanted to do are not possible or indeed are possible but not in the way we had hoped for. When we set the budget like everyone else our books have to balance so it's a case of you win some you lose some. It's quite a learning curve with the whole turnover being in the region of a billion pounds pa. It can be daunting

For those Parishes that I am the District Councillor for I know that Gareth will do you a full report. For my part I would like to add the Chichester District Council have done a really good job of fund distribution during this pandemic. They were top in the Country for the way they dealt with Grant applications etc. Whilst on the CDC the new accommodation for the homeless in Chichester is well on target. Not sure of the finish date at the moment but I know it's doing well. For those of my Parishes within the South Downs National Park just a quick word.

Last Wednesday I spent the day with the at the Seven Sisters Country Park in the Cuckmer Valley. Although not yet signed off the SDNP are purchasing the Park and there many idea's for it customer experience including updating the Visitor Centre, providing some holiday accommodation and also improving a converted Barn there for camping by providing an updated facilities block and generally tidying the place up. It is a beautiful site. You need to be quite fit, the hills are very seep in that area but it's worth the effort. It is a beautiful valley.

Keep safe all of you and hope to see you soon.

Janet Duncton
County Councillor Petworth division
CDC Councillor Loxwood ward

Cllr Gareth Evans

Lagoon 3 – Plaistow and Ifold and Kirdford Parish Meeting with CDC Officers

The last review meeting took place on Tuesday 25th May following the expiration of the enforcement. The key points from the meeting were as follows:

- Shona Archer (CDC enforcement) has visited the site and confirmed that no works have started or were imminent. She noticed some bubbling on the surface of the Lagoon (as per other visits)
- The reported potential sale of Lagoon 3 has fallen through as they were not prepared to take the risk without testing the contents. They had hoped it could be spread on the land but legacy of lagoon 2 being tankered raised concerns.
- It is believed that the current owner now plans to test what is in the lagoon and then sell the lagoon.
- CDC would not pause action for this sale and will continue with enforcing action.
- CDC said that they will be liaising with their legal team and would feedback to the group as to the next steps
- Planning Committee will be updated, and this will appear as an agenda item
- Report to cabinet and council will follow.

Following the meeting a chronological statement was requested which details how the lagoon came into existence up until today. It was also requested that neighbouring landowners were kept fully informed as they will be impacted by any aspect of decommissioning. The request again was put to CDC to test the contents of the lagoon themselves in order that residents could be reassured of their safety regarding the contents of the lagoon.

There will be a further review meeting next month.

Townfield, Kirdford Planning Application (Update)

The proposed development application in Townfield, Kirdford is still ongoing and is currently in limbo pending feedback from Natural England in respect of the North Sussex Water Supply Zone issue. I am expecting interim advice by the end of June which will give a clearer indication of whether this application will be refused or permitted. As a consequence, the application has been extended to July 31st. I remain in weekly contact with the Planning Officer assigned to this application in order that I can get across in the strongest terms the sense of feeling in the community regarding this wholly unsustainable application.

Land East of St Peters Church Application, Wisborough Green

At the time of writing CDC still needed to carry out an HRA/AA in consultation with Natural England and it was anticipated that determination of this application would not be until late July/early August at the earliest. I remain in contact with the officer and will update as I hear more information.

Wisborough Green Market

On Saturday 12th June we welcomed back the Wisborough Green Market by the pond and whilst volunteering as the resident photographer I was able to catch up with many people who I had not seen face to face for some time! Well done to all the Wisborough Green Market Committee for a

very well organised event which was fully Covid compliant and had the most wonderful array of stalls to tempt all.

CDC Related Updates

Southern Water

The CEO of CDC attended a water summit which was led by Southern Water to help drive water quality improvement and identify key information that would be helpful for local residents. The water summit was a positive step towards working together to help protect the harbour for future years to come. The Chairman of the Summit, Profession Helm, set out four steps to turn the opportunities into outcomes which are as follows:

1. Agree to conduct a natural capital baseline, and to re-run it at regular intervals to show empirically how the assets are being enhanced.
2. Agree to identify from all parties the enhancement opportunities and options.
3. Agree to define the prizes for 2030 and 2050.
4. Analyse the various revenue streams and create a revenue model to sit alongside the baseline and enhancements.

To maintain urgency and to help move this agenda forward, Southern Water has offered to fund the delivery of the natural capital baseline. This is a fundamental piece of work. They have begun the procurement process and will work with partners to ensure the scope of works will provide the data needed to provide an accurate baseline to measure actions against.

Southern Water is also arranging a follow up meeting to allow the consideration of the chair's note and agree the pathway forward.

The Local Plan

If you would like to be kept up to date with matters relating to the Local Plan there is a regular newsletter being produced newsletter. Please visit the link below in order to sign up www.chichester.gov.uk/localplannewsletter

There are three newsletters so far – all of which can be found on the website under the same web page as above, and CDC will be launching a series of videos to explain the process as well.

Social Housing Tenants (what you can expect from your new home)

For tenants moving into a social housing property the Council has produced a guide detailing the Council's expectations for properties at the beginning of the tenancy. Properties falling short of this standard should be reported to the landlord through one of the two routes set out above.

https://www.chichester.gov.uk/media/32456/Letablestandards/pdf/Letable_standard_leaflet_web_accessible_version.pdf

Next month's guidance will look at complaints about anti-social behaviour and to explain the various tools and powers registered housing providers have to resolve these.

More funding for warmer and more energy efficient homes

The council has been successful in a second consortium bid for the Government's Green Homes Grant Local Authority Delivery scheme. Homes with low energy efficiency and a household income below £30,000 could be entitled to a free Government grant of up to £10,000 to be used to upgrade their property with solid wall insulation; loft insulation; first-time energy efficient double glazing; first-time gas central heating and air-source heat pumps; smart heating controls; and solar panels. The financial support available is to help residents save money on their energy bills and make the district's homes more environmentally friendly. The grants are available up until the end of

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September 2021. Residents who wish to make an application should contact the councils delivery partner, Warmer Homes at www.warmerhomes.org.uk/ or call 0800 038 5737.

Tree Chichester District

As part of CDC's DEFRA funded Subsidised Tree Scheme to increase tree planting across the district, they are launching the free tree phase of the project in July. In July, applications will open for residents, community groups, landowners, schools, parish councils and businesses to apply for free trees. People can apply for trees to be planted on their own land, or land owned by someone else provided they have landowner permission. Trees will be offered in bundles of 10 or 20, will be suitable for the soil they will be planted in and will be provided with biodegradable guards and stakes. For further information, please see <https://www.chichester.gov.uk/treescheme>

Surgeries

I hope with restrictions lifting to return to offering my regular surgeries. More details on this will follow. In the meantime if you would like to contact me about anything please call me on 07958918056 or email gbevans@chichester.gov.uk I am happy to come to you (socially distanced of course) or organise an online meeting/telephone call.

Covid update

We are moving well towards lifting of further restrictions on May 17th. As part of this step, the Government will look to continue easing limits on seeing friends and family wherever possible, allowing people to decide on the appropriate level of risk for their circumstances. This means that most legal restrictions on meeting people outdoors will be lifted. Indoors the rule of 6 or two households will apply.

Most businesses in all but the highest risk sectors will be able to open. Indoor hospitality will also reopen, but customers will still have to order, eat and drink while seated. Other indoor locations will also open include indoor entertainment venues such as cinemas and children's play areas; the rest of the accommodation sector, including hotel, hostels and B&Bs; and indoor adult group sports and exercise classes.

The Government also announced plans for residents to have access to Lateral Flow Test. In my teaching capacity I have been doing Lateral Flow tests twice weekly since January and can vouch for how quick and easy the process is.

There are multiple ways to get a lateral flow test, including:

- a home ordering service, which allows people to order lateral flow tests online to be delivered to their home.
- collection at participating pharmacies.
- collection at a local PCR test site during specific test collection time windows.
- assisted lateral flow test sites. For a full list of options, including how to order the tests,

please visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

Local Elections

As you are aware, the elections are taking place on Thursday 6 May. This year's elections have been especially complex due to the range of safety measures that had to be introduced and considered. However, CDC staff have gone above and beyond to make sure that everything is in place.



Southern Water

Following the very useful meeting with Southern Water and OFWAT at last months Overview and Scrutiny meeting (chaired by the Leader of the Opposition Adrian Moss) things are starting to move in the right direction with the many concerns that have been raised in the Loxwood Ward and across the district. Approximately 90 different questions were raised at this meeting.

Since that meeting I can report that the CEO, the Leader, the Cabinet Holder for Planning and the Director of Planning met with the Chief Executive of Southern Water for a follow up meeting to discuss various issues that we have raised regarding water quality. The CEO will provide you with an update on this shortly which will be circulated when it arrives. One of the outcomes of this is that Southern Water are organising a water summit, which will take place at the end of May. The event will bring together a range of organisations, including Southern Water, the Environment Agency, Natural England, the World Wildlife Fund, the Harbour Conservancy and other environmental groups, to identify long term solutions for the water quality in both Chichester and Pagham Harbours. It is hoped that this will result in a set of agreed actions that all organisations can work towards. The CEO is organising further meeting with the Chief Executive of Southern Water to help shape the Summit.

Enabling Grant 2021

The enabling grant has now been launched. We have already been receiving a good number of applications from a diverse range of businesses. You can access the guidance notes and application form at <https://www.chichester.gov.uk/enablinggrantscheme>

New Homes Bonus (Parish Allocations) Scheme 2021

The Grants and Concessions Panel have recently approved the 'Indicative Allocation' for the above scheme, which has now been confirmed to all Parishes. The total fund for this year's scheme is £251,500, and 25 Parishes are eligible to apply (up from 23 last year). As with previous years, applications will need to be submitted by the end of July 2021 for consideration at a special meeting of the Grants and Concessions Panel in September 2021. Between now and then, officers will be in contact with eligible parishes to discuss potential projects, and offer advice and guidance before they apply.

Advice from Natural England – Update from Tony Whitty

In recent months there has been a difficulty in officers successfully engaging with Natural England (NE) and an inconsistency in advice provided by NE in response to planning applications.

Following a meeting between the Planning Portfolio Holder and the CEO of Natural England, Development Management officers were contacted by Rebecca Pearson from NE and have since had a productive meeting about moving forward with their advice and the working relationship between our two organisations. Rebecca has been tasked with leading on the nitrate issues and her contact and meeting was very welcome.

In summary:

- NE accepted that there are clearly issues with regard to consultation and that they were looking to form a better working relationship with CDC.
- The 'no comment' letter received for some applications is what NE call a 'No capacity' letter. NE explained that they send them as last resort, where resourcing issues mean that they are not able to respond to all consultations. CDC officers have suggested that in such cases it would be preferable to ask for an extension of time to the original consultation, if necessary (much as the

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Environment Agency do). It was also requested that should such letters be sent in future, that they make it clearer as to whether the issue lies with NE resourcing or a lack of information submitted with the application itself.

- Officers agreed to work together to investigate interim solutions to manage nitrates, until CDC has a strategic mitigation scheme/new local plan in place.
- NE receive multiple queries on the same issues from CDC officers and would like to provide a Frequently Asked Questions document to help officers and our customers. It was agreed this would be a good idea and we will provide key issues to include in the list.
- CDC Officers suggested a checklist be included in the local validation list to make it clearer exactly what information needs to be included within a Nitrates Statement (details of preferred mitigation, management etc).

Local Matters

Northchapel - On Saturday I volunteered at the Northchapel Village fundraiser Breakfast helping to serve tea, coffees and breakfast food. This event was in aid of raising money for a wheelchair inclusive roundabout for the playpark. They were blessed with good weather and raised in the region of £700

Loxwood – I maintain my regular meetings with the Stoptheclaypit group. The application has not get gone into WSCC so there are no further updates regarding this.

Wisborough Green – You will be aware of an application having gone in for 25 houses. This has received a high number of objections and has now been red carded so will likely go to committee if officers are minded to approve. I requested that the assigned officer do a site visit which Jane Thatcher has agree to. If you would like to view this application you can here

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QPASOZERMPLO0>

Wisborough Green Market - I would like to invite you to visit the Wisborough Green Market making its post-lockdown return on Saturday May 8th (this time around the Pond). I will be volunteering on that day as well so would be lovely to see you

Kirdford – An application for a 75 home development has gone in. At last check there were in excess of 160 objections and as this has also been red carded it will go to planning committee if the assigned officer is likely to approve. Details for this application can be found here

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=QOMPYKERM5S00&activeTab=summary>

116. Correspondence.

None received.

117. Chairperson's Announcements

It was noted with great sadness that Mavis Thompson had died.

The Chair asked that thought be given to updating the Kirdford village sign, with suggested items being HRH Queen Elizabeth's Golden Jubilee, Kirdford Growers closure, Kirdford community shop opening, 2012 HRH Queen Elizabeth Diamond Jubilee celebrated, 2018 WW1 Centenary commemorated, 2019 Peter Gaisman's 100th birthday, 2019 Oak trees planted on Butts Common to thank Reg Thompson and Jennifer Robertson for their dedication to the village.

The Red Cross have asked if they would be able to lay a wreath for Remembrance Day at the War Memorial. The Church Warden had been asked if it was necessary for the Church to grant permission.

It was noted that celebrations for HRH Queen Elizabeth II's platinum jubilee celebrations would be held in Kirdford on Saturday 4th June 2022.

It was noted that, if Government COVID-19 guidelines permit, Kirdford bonfire would be held on Friday 5th November 2021.

118. Census

It was noted that Census was now complete and was now in the enforcement stage.

119. COVID-19 Update

It was noted that numbers as at 20 June showed a 57% increase with 408 cases, 3 in the ward. It was also noted that the district was below average on administering vaccines.

120. Finance

- a. Bank reconciliation (Appendix A) – this was approved.
- b. Monthly financial report - (Appendix B) – this was approved.
- c. Payments for approval (Appendix C) – these were approved.

121. Planning:

Plaistow Road Development

Cllr Persson provided a spreadsheet of conditions applied to this development to enable monitoring of adherence.

Kirdford

KD/21/01807/FUL - Case Officer: William Price

Mr Martin Stephenson

Belchambers Farm Staples Hill To Plaistow Road Kirdford RH14 0NL

Construction of a replacement ancillary storage barn following the demolition of an existing storage barn.

O.S. Grid Ref. 501252/127562

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QUDFLDERJA300>

The Parish Council had no objection to this planning application.

Request for Diversion of Part of Footpath 614-1 at Stroods Cottage - PRE-ORDER CONSULTATION

It was noted that this was a Horsham Council decision.

Decisions

The following decisions were noted.

Kirdford

KD/20/02896/ELD

Mrs Elaine Whitcombe

Foxleigh Farm Staples Hill Kirdford RH14 0JL

Existing lawful development certificate for the continued use of redundant agricultural barn as a storage barn (Class B8).

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QJL8IWERI400>

KD/21/00959/PLD

Mr P Wycherley

Staples Hill Cottage Staples Hill Kirdford RH14 0JL

Erection of detached car port, work shop and store building ancillary to the house

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QQKYEAERG1U00>

Enforcement Notices:

None received.

Enforcements to be followed up at The Workshop, Kirdford and Gownfold Farmhouse.

122. Townfield Meadows

It was noted that there was an indefinite extension to the deadline for providing submissions to Chichester District Council in relation to any investigations Natural England were making regarding water supply.

It was noted that the Habitats Regulations Assessment (HRA) which was undertaken by the developer should have been undertaken by Chichester District Council.

It was noted that an informal Parishes Working Group had been established to include Kirdford, Ebernoe, Loxwood, Plaistow & Ifold, Wisborough Green and Northchapel.

123. Planning Enforcement / TPOs

A full response was still awaited from CDC with regard to reported planning breaches.

No response had been received with regard to TPOs lodged with Chichester District Council on trees bordering the land west of Cornwood.

124. Great Common Pavilion

It was agreed to obtain the services of an architect to help with the design of a new pavilion.

125. Neighbourhood Plan Update

It was agreed that Troy Hayes Planning would be contacted to confirm the revised Neighbourhood Plan had been submitted to Chichester District Council.

126. Speed Signs/Village Gates

It was noted that the license had been approved by Highways and an installation date was awaited.

A handwritten signature in black ink, appearing to be 'A.A.', is located at the bottom right of the page.

127. Clearing Grips, Culverts and Ditches

It was noted that Cllr Persson had cleared a drain of a large quantity of mud at the intersection between Village Road and Glasshouse Lane.

128. Tree Planting

It was agreed that new trees would be planted in the village for HRH Queen Elizabeth II's platinum jubilee. Locations to be identified.

129. Health & Safety

It was noted from the ROSPA play equipment inspections that various remedial works would need to be undertaken:

School Court It was agreed to remove the gazebo in the play area. The gazebo should be removed. New gates should be installed.

Butts Common: The height of the nest swing raised. Remedial works, where possible, to the wooden structures, log seats and swing frame.

Recreation Ground: Repairs to the roundabout. Hedge trimming to make the path accessible.

It was noted that a resident had made a complaint regarding drainage at the bus stop opposite the Village Hall.

130. Public Participation

None


131. Date of next meeting: 19 July 2021 at 7.30pm.

It was noted that the dates of 2021 meetings are as follows:

19 July 2021
20 September 2021
18 October 2021
15 November 2021

132. Matters for Consideration at the Next Meeting

None.


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Chairman

19.7.21.
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Date