



AGREED Minutes of the Parish Council Meeting held at 7pm on Monday 22nd July 2024

<p>Present: Cllr Deborah Harwood (DH); Cllr Tony Marshall (TM); Cllr Jeremy Rigby (JR); Cllr Sam Cox (SC); Cllr Karen Nash (KN); Cllr Peter Gattrell (PG) Cllr Jeremy Hunt (JH WSCC); Cllr Henry Potter (HP CDC) 9 members of the public also attended.</p>	
<p>Agenda Item 1 – Apologies for Absence – GZ</p>	
<p>Agenda Item 2 – Chairman Update – DH attended the Goodwood Aerodrome Meeting, complaints about aircraft were received from two people, one in particular submitted many complaints and Goodwood will be speaking to the individual, interestingly there are never any complaints about the Spitfire only other aircraft. Drones were discussed and PG has researched drone law and this will be discussed later. DH gave a huge thank you on behalf of the parish council to Jane Mayhew who has done a great job on tidying up the willow house in the playground, this is very much appreciated as it saved the parish council having to pay a contractor to do this.</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 and Annual Parish Meeting held on Monday 20th May 2024. It was Resolved that that the minutes were correct, with the amendment as requested by GZ – Agenda Item 1, DZ should read GZ and Item 4, at the end of Henry Potters report, after the word ‘circulated’ it should read ‘to all members of the Planning Committee by the new owner’. JR proposed and all councillors agreed, DH signed the minutes.</p>	
<p>Agenda Item 5 – County Councillor Report – Mr Jeremy Hunt, Chichester North Division WSCC Obviously everyone has been distracted by the recent elections, but I would like to reassure you that the work of your County Council, supporting you and your residents, has gone on uninterrupted. Heading into the summer break here are a few updates, including some which I hope will help support your parishioners, including your youngest residents and their parents, so please spread the information as widely as possible.</p> <p>Finance: Although we are only just into the fourth month of the current financial year, we are well into formulating our budget plans for 2025/26 and our four-year Medium Term Financial Strategy through to 2022028/29. An update on these plans - and the financial challenges we are facing - will be presented at Public Cabinet on July 23rd at 10.30 at County Hall. Papers will be published ten days in advance of the meeting on our website: https://www.westsussex.gov.uk/about-the-council/how-the-council-works/committees-and-decision-making/cabinet/</p> <p>Highways Update. A further package of multi-million-pound road repairs and improvements has started in West Sussex, proactively tackling our current pothole issues and also investing in larger-scale resurfacing across the county’s 4,000km road network. Following additional funds being added to last year’s budget for highways maintenance, West Sussex County Council is committed to</p>	

tackling the impact of persistent, severe weather on the highway with both reactive and proactive measures. This financial year, in addition to our base budget for highways maintenance and operations of £43.8million, we have invested:

an extra £4million to support highway maintenance, including pothole repairs.

an additional £7million to increase our carriageway resurfacing and treatments programme to more than £20million, enabling highways teams to deliver one of their largest programmes of works to date.

a further £2million to tackle the significant carriageway patching backlog across the county following the very wet conditions over the last six months. This work will start in early summer to maximise the best working conditions.

The county council has so far received £4.3million (£2.161m in 2023/24 and £2.161m for 2024/25) from additional government funding announced in 2023. We are using this funding to deliver additional carriageway resurfacing works, with delivery having already started and the programme due to run to September 2024. A further £10million from council funds has been committed for next year (2025/26) to continue the work needed to make our highway network more resilient for the future.

These latest figures for highway repairs and improvements show that we're not just talking about the challenge - we're taking action. Our highways teams are continuing to work hard to fix the issues, completing [multi-million-pound improvement programmes](#) and demonstrating our commitment to our [Better Roads campaign](#). We have teams of highway officers out on the network identifying and assessing safety-related defects including potholes, both through routine inspections and by responding to customer reports. Our safety repair gangs are then tasked with fixing the safety defects. During this busy period, we are currently fixing around 1,000 safety defects a week. Last year, our safety repair teams completed more than 46,000 safety defect repairs, of which approximately 30,000 were potholes. This is an increase of more than 5,000 from the previous financial year. In more rural areas, we used three Velocity spray injection patchers to repair more than 23,000 further defects while also delivering proactive patching covering 26,000m², which is equivalent to covering more than 130 tennis courts.

Our Planned Delivery team worked across 189km of roads in the last financial year, which were either completely [resurfaced or had surface dressing, micro-asphalt treatments, or large-scale areas of patching](#) and completed:

75 full resurfacing schemes were completed, totalling approximately 43km. The new road surfaces are more durable, making them more resilient to potholes, and smoother, which lessens road noise. Surface dressing was used at 31 sites, with 66km of roads treated. Surface dressing involves coating the road in bitumen and chippings and relies on the action of the traffic using the road to embed the chippings. It is used as a cost-effective method to prolong the lifespan of suitable roads.

277 sites received micro-asphalt treatment, covering a total of 69km. This treatment delays the need to do more significant work and minimises disruption to residents and road users.

11km of large-scale areas of patching were completed at 48 sites.

We are responsible for maintaining around 4,000km of road: A and B roads are ordinarily inspected monthly, C-class and main distributor roads on a three or six-monthly basis and declassified roads are typically inspected annually. However, our highways officers cannot be everywhere, so the public's help in spotting and reporting concerns are really appreciated. Details, including [an online reporting form](#), are on our website. If a pothole is an immediate risk to public safety, you should call 01243 642105. We also have information on our website explaining the process of [identifying and repairing potholes](#). For more information go to: www.westsussex.gov.uk/roads-and-travel/roadworks-and-projects/road-projects/better-roads-road-funding-information/

WSCC Here to help - Advice and practical support with the cost of living. West Sussex County Council and its partners are here to help, offering practical support and advice to anyone who needs it. Drop into any of our 36 libraries for free; information, books and enquiry service

Information and advice

Internet access and help to get you online

Events and activities

Access to support from a range of partners, for example health and wellbeing, or financial advice

To find out more go to [library support online](#).

Contact our Community Hub/Household Support Fund - Our Community Hub is open seven days a week and offers information and advice across a broad range of support available. You can call us or fill in a contact form online. You may be eligible to access help from the Household Support Fund, which is available through our [Community Hub](#) and can help support eligible residents who are struggling with costs towards fuel or food bills. For full details, including how to apply, see the Community Hub pages @: [Community Hub](#) You don't have to be receiving benefits to access help from your local council. If you do receive benefits, they won't be affected in making an application via this scheme.

West Sussex Records Office. Explore the history of West Sussex via our Record Office's new website, giving residents even better access to the history and heritage of the County. Visitors to the website can be transported to years gone by from the comfort of their own home through access to digital records. The online catalogue uses a specialist digital preservation system enabling users to search through the records and access up to 36,000 images available to view, download and purchase. West Sussex has a rich history and our new website has made it easier to access this history, by modernising the way residents can access services through the use of digital channels and technology to make it as simple as possible. To help users to get the most out of the new website, advice on searching the catalogue is available, along with new research guides and further information about the collections. There are also new pages on all the Record Office's projects and latest news.

The online shop also has a host of books DVDs and CDs available to purchase, some of which can't be found anywhere else. Residents can also visit their local library to use a public computer, and staff will be able to help get you started on the new website. For those in need of a little extra help, the library offers digital support with the chance for a one-to-one session with a digital volunteer. Contact your [local library](#) for further information.

For those residents who still want to make a visit to the Record Office in person, the website is still a handy tool. The new Reader Order Management system can let the team know what documents you'd like to view in the [Searchroom](#) by requesting up to three items in advance, helping customers make best use of their research or study time when they visit. You can also use the website to find out what events and talks are taking place and book your place online. Start exploring today at <https://www.wsro.org.uk/> .

And for our younger residents - Marvellous Makers is coming to a library near you. Children of all ages can visit your local West Sussex Library and join Amelia, Riley, Bob the dog and friends as they get creative to complete the 2024 Summer Reading Challenge, Marvellous Makers.



With free materials from the library and online via the website, the challenge encourages youngsters to keep reading over the holidays by offering rewards, including a medal and certificate if they complete the challenge and read six library books of their choice. Children can take part any time from Saturday 13 July – Saturday 14 September. All that participants need is a library card, which are available from all West Sussex libraries. After registering online for the challenge at arena.westsussex.gov.uk/src, children receive a special code word. They then reveal this to staff at their local library to get their Marvellous Makers fold-out poster and first set of scratch-and-sniff stickers. The main challenge is for children aged 4-11 years, but younger children can take part in the Mini Challenge, collecting stickers as they share library books over the summer and receiving a special gold sticker and a certificate when they finish. Last year was a huge success, with 11,500 children and young people in West Sussex taking part in the challenge. I hope families will be inspired by this year's creative theme.

We are also looking to recruit volunteers aged 14 and over to support staff in promoting the Summer Reading Challenge, developing their skills and gaining valuable experience working with children and families. Applications can be submitted at www.westsussex.gov.uk/src.

Local Updates

Charlton 20MPH Scheme - Initially this scheme was rejected by our officers as it didn't score high enough for a Communities Highways Scheme. However, following discussions I had with Cllr Marshall, I had further discussions with our highways team. I have now persuaded them that a village wide TRO scheme would actually be the best - and cheapest - way forward. They have looked into this and agreed with me that such a scheme makes perfect sense. I am therefore pleased to confirm that a community TRO scheme for a village wide 20mph limit will now be going through due process. The first steps is for our highways team to collect some speed data, so expect to see some speed loops through the village - hopefully - soon. The TRO is not guaranteed, but these are very positive steps forward and, at this moment, I can see no reason why it won't get approved. I have updated Cllr Marshall. Speed loops will be installed and will be in situ for 2 weeks. Drivers need to drive slowly over them so that it records that average speed is generally 20mph in the area, it does not help the cause if you speed over them.

WSSC Residents Newsletter. Lastly, just a reminder from my last parish update, that every month we issue a Residents Newsletter, which is sent to all residents who subscribe to our free email service. Signing up for our email alerts means you don't need to check our website to find out the latest information. Instead, it will be delivered free, straight to your inbox. To subscribe just go to:

<https://public.govdelivery.com/accounts/UKWSSC/subscriber/new>

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/>

And lastly, if you have any issues relating to the County Council that I might be able to help you with, please don't hesitate to contact me.

Jeremy Hunt – West Sussex County Council Member for Chichester North
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JH reported that Southern Water are ploughing on with work on lining the private laterals in East Dean, they have completed 379 metres out of 700. The contractors are happy to talk to people about how the work is progressing. Work should be completed this summer.

Agenda Item 6 - District Councillor Report – Mr Henry Potter, Goodwood Ward

At the Cabinet Meeting on June 11th, Members agreed to recommend to full Council the release of £420,000 from reserves to cover the cost of specialist Professional Services to support the Planning Authority in defending Planning appeals. In addition a further £74,000 was agreed, again from reserves, to provide funding for legal and expert advice during the years 2024/25. The reason being, the Council has received a number of speculative Applications for housing some of which have become subject to Appeals. These appeals are sometimes very costly and time consuming hence the need for substantial funding. Whether this will be worthwhile remains to be seen since the new Government plans to increase housing supply by unsustainable numbers.

Also during the same Meeting, Cabinet agreed the release of £206,206 towards the cost of replacing the public toilets in Tower Street, Chichester.

Interestingly, the very following day, 12th June, the Planning Committee voted to defer a decision on the demolition of the toilets until the decision was agreed by Full Council. There has been much aversion by the public to lose these toilets, but there is evidence of subsidence to the foundation of the building so something must be done. I fully supported the recommendation to demolish the block, knowing that the money had been set aside for the replacement. There appeared in the Chichester Observer 3 weeks ago a rather derogatory letter questioning my support for what is obviously the best option, demolish and renew which is supported by most of the responders to the future of these very necessary toilets.

The Council have begun a 'Let's Talk' consultation period for members of the public to engage in debate regarding the Climate Emergency Action Plan beginning with an on line session which took place on July 1st. Face to face meetings are planned, in Petworth at the Leconfield Hall, the Grange Centre in Midhurst and at the Assembly Rooms in North Street Chichester, on Thursday 25th July from 3.00 pm until 5.00 pm.

A great opportunity to voice your views on Climate Change. I understand refreshments will be provided. Even more detail will be found in the next copy of the Councils 'Initiatives' magazine.

Finally, an advance warning has been announced the northbound carriageway of Westhampnett Road will be closed, for a period of 8 weeks commencing on 12/08/24, in order to reinforce the Highway support wall of the River Lavant. The closure will be between St James Road and Church Road, but restrictions will be lifted each Friday afternoon for each weekend and for additional days to accommodate the Goodwood Revival Meeting. Several bus services will be re-routed. The southbound carriageway into the City is supposed to be uninterrupted for the duration of the works. I'm sure this will cause absolute chaos around the Eastern entrance to the city and the retail shopping Parks. But then what would Chichester be without roadworks everywhere!

HP reported that Goodwood are well under their allowance for aircraft landings and that they are licenced for jet aircraft to land, however, this is a very rare occurrence. DH reported that the biggest issue for Goodwood is the new housing development at the end of the airfield and asked why

planning are allowing this development. JH stated that the planning inspector approved the development and accepted the developers assurance that the homes wouldn't be affected by noise. The developers have tried to get one of the section 106 regulations removed but this was refused so they are having to carry out some re-design.

Agenda Item 7 – Public Open Forum

An MOP raised the issue of the weeds along the A286 on the roadside where the white railings run along to the bus stop. It is unsafe for the parish council or MOP's to clear these weeds and standard weed killer is ineffective. JH asked that this issue be reported by the parish council using the WSCC online facility, a response will be issued on the site and the parish council can track this.

Another MOP reported that he is pushing The Western Sussex Rivers Trust to upgrade the current river water protection zone 3 because of the threat from Star Energy injecting toxic liquid waste into the Hastings Beds sandstone aquifer. HP reported that CDC have agreed funding of £180,000 over the next three years for vital river restoration, this includes the River Lavant. DH asked about the Water Monitors who carry out water testing. This is being carried out in Charlton, however, the proposed Monitor for Singleton is not able to carry out the testing. DH asked that the results obtained from Charlton be forwarded to Philip Maber. The MOP also asked that the parish council add the Singleton Oil Wells site to their Emergency Plan. This was discussed and it was felt that the parish council do not have the facility to handle an emergency at the oil field and that this would be covered by the Emergency Services. He also reported that The European Clean Air Force made a third visit to the site and recorded increased methane being released into the atmosphere. The information was passed to the Environment Agency, Health and Safety Executive and West Sussex Fire and Rescue, all have replied but showed little concern. The MOP raised his concerns, DH acknowledged that we are all concerned about the oil field and the previous MP was not very effective with regard to this matter. She suggested that Andrew Griffith, our recently elected MP be invited to a parish council meeting to discuss Star Energy. JH reported that Andrew Griffith has previously undertaken a lot of research into this matter. JH asked for the responses from the agencies mentioned above and the video that was shown at COP 26, be forwarded to him via the Clerk and also be circulated to all councillors. JR reported that WSCC have a Resilience and Emergency Team and would have the site recorded as a site of potential danger. HP asked if the SDNP had been informed of the European Clean Air Force report, the MOP confirmed that they did receive a copy.

The recent chaos caused by traffic from the Goodwood Festival was raised, in particular the fact that the traffic was not being stopped from exiting down Knights Hill which caused the villages to become grid locked, this was exacerbated by Town Lane also being grid locked, for some reason this was much worse than previous years. DH reported that she would be having a meeting with Goodwood to discuss this matter. JH also has a meeting scheduled with Goodwood to discuss this matter.

The matter of grass and hedges being overgrown was raised, it was pointed out that the village and other signs were not visible in certain places. It was asked if it was possible for someone to be employed to clear these areas. JH pointed out that if you go onto the WSCC website the grass cutting schedule is available for all to see. WSCC are not responsible for hedges that is the landowners responsibility, WSCC are responsible for vertical cutting but not horizontal. Concerned parishioners do clear certain areas and it was suggested that if anyone is concerned perhaps others who have the appropriate tools could help with this issue. There will be a Village Clear Up in the Autumn, date to be discussed during the next Agenda item.

A resident has raised a concern about an excessive amount of camper vans parking overnight at the Trundle during the Festival of Speed. This land is owned by Goodwood and therefore their

responsibility. It was reported that there was human waste left on this site. This is a Goodwood issue as the land doesn't belong to the parish. DH will speak to The Partridge about their camper van arrangement as this is also getting out of hand and there have been complaints. KN will investigate the law around the parking of camper vans.

Finally, don't forget the Village Fete is taking place on the 10th August, all are welcome.

Agenda Item 8 – Village Matters

Drones – 2 complaints have been received about drones, permission is required from the SDNP to fly a drone in this area. PG has researched the legislation around the flying of drones. It was agreed to publish information on the legislation/licences in the Valley Diary and on the parish council website. Charlton Dog Waste Bin – The proposal to move the general-purpose bin at the bottom of Levin Down in Charlton was discussed and it was agreed that the most suitable position would be at the end of North Lane, given the amount of poo bags that are left in that area. TM objected to this position. KN will research the cost of moving the bin and permissions required.

School Parking – JR reported that we would need to raise £50,000 to complete this project and the work would need to be carried out in the school holidays. Therefore, this project will not happen this year. Southern Water have agreed to reinstate the area, however, is it fair to get them to carry out the work, only for it to be destroyed once the schools return. Highways will only repair the area if the ruts are of a certain depth, which would only apply to one small section of the area. If the complete area was repaired either by SW or WSCC it would deteriorate within a very short period of time. Do we accept it will always be a quagmire or accept SW's offer to restore the area. JR asked the question as to whether we would feel it was appropriate to put some planters along the edge of the road as suggested by Mike Dare. These would need to be 45cm from the kerb and be low maintenance. This would have a knock-on effect of cars parking elsewhere and the road could be reduced to a single lane during school drop off and pick up, this could cause a safety issue. This was discussed and it was agreed that JR would put the proposal to WSCC Highways and obtain a price for 6-8 planters.

Village Design Statement – TM spent a lot of time working on this document and each time he submitted it a different person suggested different changes. The VDS is not a legal document and SC felt the priority statement linked to the local plan, that he submitted to the SDNP some time ago covered much of what was covered in the VDS. It was therefore agreed that no further time would be spent on the VDS and that it should be published on the parish council website. TM will circulate to all councillors for any comments before it being published on the website.

Southern Water Landscape Repairs – SC has contacted SW to try and find out when the work would be carried out. SW also said that they would be hiring a road sweeper to deal with the debris on the edge of Charlton Mill Way and they suggested that if the cars outside Bankside could be moved then they would also take the sweeper along that section of road. It was suggested that if there was any soil left over from repairing the area outside the school, could it be left somewhere to contribute to filling the planters, if this idea goes ahead.

Playground Repairs – Annual Inspection has been received and circulated to all councillors. SC proposed that we look at the moderate items, there are no high-risk items. With regard to the rocker, it was agreed to remove it. Quotes have been received for providing a safety surface around the roundabout. Two quotes have been received for wet pour, which was suggested to be the best material to use, the best price is £3,293. JR contacted a colleague who is responsible for school playgrounds and she suggested rubber matting which would be considerably cheaper. DH proposed that we ask Goodwood if they could fund the wet pour, VN to contact them. With regard to the other moderate items, a local handyman has been approached to see if he is willing to take on the other repairs and VN will also contact a company that handles playground repairs. JR will talk to SC about the signage. SC/PG will carry out quarterly checks using the checklist supplied by VN.

Jubilee Gardens – DH has arranged for Josh Collins to give an opinion as to whether the trees need lopping, he can advise but not sign off on the suggestions. We would need to get another company

<p>who is able to provide a certificate for the work. He will remove the lower shoots and possibly the lower branches if that is what is required. DH awaiting his feedback.</p> <p>Date for Village Clean Up – SC reported that he has asked on several occasions for feedback from the parish about work that needs to be done, no response has been received apart from the weeds on the A286, which hopefully highways will do. Southern Water have agreed to clean the pavement by the W&D Museum. SC reported that the earliest date he would be available is Saturday 2nd November, he is happy to coordinate for an earlier date but would not be available to take part. The 2nd November was agreed, an entry will go in the Valley Diary asking for suggestions of any areas that need work or alternatively any areas that residents would prefer not to be touched.</p> <p>KN asked about the church green bin, Rev Sarah has organised for it to be emptied. TM misunderstood he thought that the bin being discussed was a general waste litter bin, which he then reiterated was his concern about moving the bin in Charlton, in that rubbish may be left outside the bin and not in the bin. It was pointed out that none of the council bins in the village have ever had any rubbish left outside of the bin. DH closed the discussion down as this had already been discussed in Agenda Item 8.</p>	
<p>Agenda Item 9 – Finance</p> <p>Total in Current Account (16/07/24) – £11,796.22</p> <p>Savings Account - £7,124.91</p> <p>Current Reserves (held in the Current Account) – Playground Repairs £2,000 + £2,000 in 2024/25 budget.</p> <p>General Maintenance £100.00 + £500.00 in 2024/25 budget.</p> <p>School Parking – Grant awarded from Star Energy of £2,000 (not claimed yet)</p> <p>Balance in Savings Account – £7,124.91</p> <p>Funds Received since 20/05/24</p> <p>Interest on Savings Account - £26.54</p> <p>JR suggested that the maintenance reserve should be used for the larger jobs.</p>	
<p>Meeting Closed – 20.50</p>	
<p>Confirmed that these minutes are a true and accurate record of the meeting.</p> <p>Signed: DEBORAH HARWOOD</p> <p>Name & Position: CHAIRMAN</p> <p>Date:</p>	