

## APPROVED Minutes of the Zoom Parish Council Meeting held at 7pm on Wednesday 16<sup>th</sup> September 2020

<p><b>Present:</b> Cllr John McDonald (JMcd) (Chairman); Cllr Adrian Taylor (AT); Cllr Rebecca Trowell, Cllr Jane Mayhew(JM); Cllr Graham Zacharias (GZ); Cllr Tony Marshall</p> <p>Cllr Jeremy Hunt (JH WSCC); Cll Henry Potter (HP CDC) Terry Edwards and 2 members of the public also attended.</p>																																
<p><b>Agenda Item 1 – Apologies for Absence</b> – Deborah Harwood, who is taking a six month sabbatical for personal reasons. Robert Mayne.</p>																																
<p><b>Agenda Item 2 – Co-Option of New Councillors</b></p> <p>Terry Edwards gave his personal statement and was then it was proposed that he be co-opted as a Councillor, this was proposed by AT and seconded by JM. The decision was unanimous.</p>																																
<p><b>Agenda Item 3 – Declaration of Interests/ Declaration of Interests/ Dispensation Requests</b></p> <p>To receive Declarations of Interest in respect of matters contained in this Agenda, in accordance with the provisions of the Localism Act 2011 in respect of Members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers.</p> <p>To consider any Dispensation Requests received by the Clerk not previously considered.</p> <p>Regular declarations – Members Interests: John McDonald – Trustee and Treasurer of Singleton Playschool</p> <p>There were no further declarations of interest or dispensation requests.</p>																																
<p><b>Agenda Item 4 - Minutes of the last Parish Council Meeting</b> - To approve as a correct record the Minutes of the Parish Council Meeting held on 15<sup>nd</sup> July 2020. It was <b>Resolved</b> that the minutes were agreed and signed by JMcd. The vote was proposed by AT and seconded by TM, the vote was unanimous.</p>																																
<p><b>Agenda Item 5 – Chairman’s Report</b> = JM outlined how meeting times can be reduced by only debating agenda items. All other information will be covered in the reports. This was agreed by all Councillors.</p>																																
<p><b>Agenda Item 6– County Councillor Report</b> – Mr Jeremy Hunt, Chichester North Division, WSCC</p> <p><b>Recorded Cases</b></p> <p>In the 14 days between 30<sup>th</sup> August to 5<sup>th</sup> September 139 people in West Sussex tested positive for the coronavirus. This is an increase from the previous period and a considerable increase from early August.</p> <table border="1" data-bbox="137 1290 1259 1659"> <thead> <tr> <th></th> <th>10th August to 23rd August</th> <th>11th August to 24th August</th> <th>12th August to 25th August</th> <th>13th August to 26th August</th> <th>14th August to 27th August</th> <th>15th August to 28th August</th> <th>16th August to 29th August</th> </tr> </thead> <tbody> <tr> <td>West Sussex</td> <td>88</td> <td>88</td> <td>89</td> <td>90</td> <td>84</td> <td>91</td> <td>98</td> </tr> <tr> <th></th> <th>17th August to 30th August</th> <th>18th August to 31st August</th> <th>19th August to 1st September</th> <th>20th August to 2nd September</th> <th>21st August to 3rd September</th> <th>22nd August to 4th September</th> <th>23rd August to 5th September</th> </tr> <tr> <td>West Sussex</td> <td>105</td> <td>110</td> <td>105</td> <td>102</td> <td>110</td> <td>120</td> <td>139</td> </tr> </tbody> </table> <p>In the latest seven days of data (30<sup>th</sup> August to 5<sup>th</sup> September – note this excludes the most recent days to allow for test results to be sent).</p> <p>We continue to monitor all our cases in West Sussex and publicise key messages about how people can help us to control the virus. The <a href="#">Keep West Sussex Safe</a> information campaign is running across the county with a particular focus where there are areas of concern. We encourage Members and partners to signpost residents to the <a href="#">West Sussex County Council webpages</a> with all the latest information. A <a href="#">weekly update report</a> with local data is available on our website.</p> <p><b>Testing Capacity</b></p> <p>We have been notified that the laboratory capacity to test for Covid-19 has been reached. This has resulted in a decrease in the availability of Covid-19 Pillar 2 (community) testing in areas of the country</p>		10th August to 23rd August	11th August to 24th August	12th August to 25th August	13th August to 26th August	14th August to 27th August	15th August to 28th August	16th August to 29th August	West Sussex	88	88	89	90	84	91	98		17th August to 30th August	18th August to 31st August	19th August to 1st September	20th August to 2nd September	21st August to 3rd September	22nd August to 4th September	23rd August to 5th September	West Sussex	105	110	105	102	110	120	139
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with a low incidence of Covid-19. The South East region has the lowest incidence of the virus at present, therefore we are a low priority for Pillar 2 testing. West Sussex County Council has raised the issue with the Government but has been informed that this will possibly take some time to resolve (four to six weeks). We are urging the Government to take action as a matter of urgency. At the moment however, with a relatively low incidence of Covid-19 in West Sussex and no outbreaks, things are stable. However, we are monitoring the situation carefully. Please note: Pillar 1 testing (those with a clinical need and health and care workers) continue as normal as these tests are analysed in hospitals.

#### **Tangmere Testing Centre**

As part of the Government's UK-wide drive to increase accessibility to testing, the Department of Health and Social Care has opened a new drive-in Covid-19 testing centre at Tangmere airfield. West Sussex County Council owns the land where the testing centre is located and has worked closely with the Department of Health and Social Care in making the site available. Testing will also continue to be conducted at the Gatwick regional testing centre, as well as at mobile testing units and through home delivery kits.

#### **Shielded and Community Hub**

The Community Hub remains in operation providing support seven days a week from 8am to 8pm. The function of the Community Hub remains the same with the additional brief to address any financial hardship suffered as a result of the pandemic, using funding from DEFRA. Following partnership discussions, we have implemented a model to maximise efficiency and ensure support reaches those who need it most. Funds will be administered through existing structures and a newly established referral mechanism managed by the Community Hub. The Community Hub function also links into the existing food and supplies contractual arrangements.

#### **Criteria for accessing hardship fund support**

Statutory sick pay claimant (no other benefits)

New applicant for Universal Credit

Move to Temporary Accommodation (including Refuge)

Bereavement (restricting access to funds)

Professional referral following assessment of need

Our website continues to be updated with additional frequently asked questions so that residents can access information and guidance online. Access to the Community Hub website and other information can be found at <https://www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-advice-and-information/>

#### **West Sussex Record Office: Reopening**

The Record Office [reopened](#) to the public on Tuesday 18th August for two days a week (Tuesdays and Wednesdays). Spaces are limited to ensure safe social distancing with all seats booked and documents ordered in advance. The archives are quarantined in the strong rooms for 72 hours before and after use. Work is also being undertaken on our remote service offer to mitigate the effects of the current restrictions.

#### **Libraries**

Currently all 36 libraries are open on around 40% of normal hours and every library is open for a limited time on Saturday (limited hours because Covid-secure practices are quite staff intensive – making sure people sanitise/wear a mask and are asked to fill in Test and Trace contact details and some jobs like shelving and finding books on shelves for the highly popular request service can't be done whilst customers are in the building).

#### **Care homes**

There are 235 care homes for older people in West Sussex. The care homes provide around 8,608 beds. A third of these are commissioned by the County Council with the remainder commissioned through other local authorities, health or funded directly by residents. The number of older people's care homes with a confirmed case of COVID has decreased from 20 to 17. Learning disability and mental health services with confirmed cases remains the same with 14 services affected. Local data on care homes reports admissions are currently restricted in:

10 care homes for older people,  
13 extra care settings,  
29 care homes for mental health/learning disability,  
0 domiciliary care providers, and  
2 supported living settings.

The issue still causing the most concern for care homes is the regular testing under pillar 2, which has been impacted by limited laboratory capacity. The Council will be following up this issue with care homes in order to escalate those homes which have been unsuccessful in securing regular tests. [Latest guidance on residential care, supported living and home care guidance is available online](#)

#### **Hospital capacity**

There is adequate acute hospital and community bed capacity in West Sussex. Hospital discharge hubs and a combined placement team continue to operate, as well as working with the CCG to secure appropriate levels of domiciliary care, care/nursing home beds and voluntary services to support effective discharge.

#### **Local Issues.**

I am very pleased that the pavement between West Dean and Singleton has finally been cleared. I have noticed that it is now used by a lot of cyclists!

In regard to the footpath running up Budds Hill, this was inspected at the end of July and a request for the site to be added to the C19 vegetation clearance list was submitted. These works are usually batched before submission to the contractor for pricing, so it will probably take a while to process and will then be subject to resources being available once the quote is back. I will update you in due course, but at the moment I have no further information.

Similarly, with the railings opposite the end of Town Lane, the details have been sent onto our contractors and we are currently awaiting pricing costs. Once we know the cost we will make a decision with regards to progression, and maybe in a better position to provide potential timescales. We are also pursuing cost recovery from the relevant insurance company in this case. When I get any further information I will update you.

As I am sure you are aware, the Pop-up cycle lanes in Chichester have been causing some serious traffic congestion. There has been some misinformation around about how and why these happened, so I just wanted to put the record straight from the County Council's perspective. These lanes were part of an emergency response proposed by the government in order to create safe space for active travel and encourage people to cycle rather than use the car. The government initiative was of course in response to the huge drop off of traffic during the months of lock down, when travel by car was reduced greatly and people enjoyed cycling and walking safely on many of our roads. Following this period there was a call by the public to do more encourage everyone to cycle more and for highway authorities particularly to provide more safe space for cyclists. In order to achieve this the Government, on May 9th, launched a £250m package as an emergency response to create a new era for cycling and walking as part of their recovery plan from COVID-19. This money was to come in two tranches, the first of which was to provide temporary pop-up cycle lanes and some possible road closures, which may or may not become permanent. The tranche one funding for each authority was not announced until 1<sup>st</sup> June, and WSCC was awarded £784k. However, in order to receive this funding – which was specific to these pop-up cycle lanes - we were given about two weeks to design and plan around seven or eight schemes across the County, which then had to be installed within three months. These schemes also had to be approved by the Department for Transport (DfT) before the funding was released. WSCC collaborated closely during the design phase with our Chichester District Council colleagues, as well as consulting with key partners including, emergency services, bus operators and cycle groups. In normal times schemes of this nature could take many months, if not years, to develop and be subject to various stages of public consultation. This was obviously not possible given the timescale limitations set by the DfT.

Having explained the thinking behind these schemes I hope you will understand that WSCC, in close collaboration with CDC and others, planned these schemes with the best of intentions. Unfortunately they

are clearly not working as intended. The traffic queues have become intolerable at times and these queues are having a serious impact on air quality for people living on these routes. To add to that, the amount of use by cyclists would appear to be negligible. I am also very concerned about a serious impact on businesses in the City centre. It seems obvious to me that people will vote with their feet (no pun intended) and if they can't drive into their local market town – after all, Chichester is a rural area - then they will go elsewhere. Whilst I fully support the principle of more designated cycle roots these are clearly not right, and I am continuing to press for their removal as a matter of urgency. I am assured that we are monitoring the situation, but there is some pressure to let the trial run a little longer. As I said earlier, this scheme was implemented with the best of intentions, but I believe we should now accept that a large part, particularly around Northgate, is not working and it needs to be removed as a matter of urgency. I fully accept, as I am sure you and many others do, that we need to do more to try and encourage 'safe' cycling around the City. We now need to go back to the drawing board and, using the knowledge we have gained from this scheme, start again. Unfortunately, this is a city designed by the Romans who didn't take account of cyclists, so this is not an easy task!

The County Council continues to work hard to understand the long-term financial implications of Covid 19 – which I'm sure you can imagine are going to be immensely challenging. Currently we are working on our budget for 2021/22 and our MTFs from 2022 to 2025. This is complicated by not yet knowing the level of government funding beyond the end of the current financial year and we are not likely to know this until the Autumn budget, or even as late as the Local Government Finance settlement in early December. Obviously, budgeting is currently a real challenge, not only because we don't know the funding we will receive, but because of all the uncertainties around the economy, unemployment levels and of course whether or not we get a second wave of Covid-19.

We webcast all our public meetings – which are still being held virtually – and you can find a list of September's meetings, including our next full County Council meeting this Friday - 18<sup>th</sup> September - on our website @ <https://westsussex.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

Lastly, we are also continuing to issue our Town and Parish News, as well as regular press releases (<https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>). Please check these sites regularly, particularly both our Coronavirus website and the CDC coronavirus website, for regular updates.

Gay Godfrey raised several issues regarding Road Safety. There was a lot of discussion and it was decided to form a sub-committee to put together a Community Highways Scheme. A detailed plan would need to be submitted to WSCC Highways. These applications are considered at CLC meetings and they choose 2 schemes for funding by WSCC, however, these are not taking place at the moment. Boxgrove and Rogate have received funding through this scheme, therefore it would be a good idea to consult with them. It may be necessary to consult with a highways specialist. It would also be a good idea to involve the Police. JM suggested we should engage with West Dean Estate. It was agreed that GZ and GG would head up the sub-committee. JH will talk to Chris Stark regarding traffic calming ideas. GG also asked JH if it would be possible to obtain funding for a cycle path between West Dean and Singleton to enable access to the Centurion Way. JH reported that it would be very unlikely as WSCC don't own the land along this part of the A286, so they would be unable to install a cycle path.

**Agenda Item 7 – Councillor Report** – Mr Henry Potter, Goodwood Ward

In addition to the Government White Paper on future Planning, there have been changes to the Planning Permitted Development Rights made by the Government and these were implemented on 31st of August and much of what is written into the new regulations is not good. For example, demolition of. Block of flats to replace with new no longer requires permission. The addition of extra stories to a dwelling needs no permission and extensions, side or rear, providing they are within the limit of + 30% of the original footprint are permissible free of planning permission. Thankfully though, the Article 4 Direction relating to Conservation Areas appears to be unaffected. As part of the review of the CDC Local Plan, all Councillors

<p>we're recently briefed on the Housing and Economic (Employment) Land Availability Assessment for the Chichester District. The details of this briefing are not publicly available yet but once the reports and comments from Members have been accounted for and adjustments made the document will be open to consultation for the public to comment on, probably by the end of the month. However I can add that the disproportionate housing numbers for our District are being challenged with the Housing Minister, by Gillian Keegan, our MP, and Officers and Cabinet Members of the District Council, and earlier this week a letter was sent to the Housing Ministry, copied to our MP and the MP for Arundel and SouthDowns, Andrew Griffiths, signed by Eileen o Lintell our Leader and Susan Taylor, the Cabinet Member for Housing. Andrew Griffiths MP gave a tremendous speech to the House on this very subject and it can be viewed on the. Government website or even on You Tube! I recommend that you try and look at it, it really was an impassioned plea to Central Government to halt this unsustainable approach to Housing planned for the South of England which is just too excessive and the process for allocations must be changed. With the SDNPA and other AONB's occupying 70% of our District the algorithm doesn't work. In our case the "one size fits all" Policy cannot apply. Fortunately for the communities within the SDNP you are unaffected by most of these planning issues as the Park Authority have their own policies.</p> <p>HP reported that there would be an additional Covid Testing Site at The Grange, along with Tangmere and Chichester University.</p> <p>With regard to the Centurion Way, there is no programme to link Singleton with the Centurion Way and that the Bat Surveys of the tunnel at West Dean and Cucumber Farm have not been carried out yet.</p>	
<p><b>Agenda Item 8 - Council Matters</b>  <b>Council Matters</b>  Planning – Agree deadlines for response by councillors. It was agreed that all councillors would respond to TM's briefing note within 4 days and respond within 3 days from final draft for approval.  Clerks Salary – Formally approve. This matter was proposed by JMcd and seconded by GZ. The decision was unanimous.</p>	
<p><b>Agenda Item 9 - Village Matters – Decisions Required</b>  IGAS – see GZ report, agree the way forward. It was agreed to arrange a site visit and to ask Philip Maber to prepare a list of questions before the visit.</p>	
<p><b>Agenda Item 10 - Finance</b>  Review of Expenditure v Budget, approval of the Accounts and Bank Reconciliations for the period ending 31<sup>st</sup> August 2020. Accepted and agreed.  Balance in Current Account (07/09/20) – £5,078.18 – This includes £2,700.03 Flood Action Funds)  Balance in Savings Account - £7,497.86  VAT to date - £884.74 (not claimed)  The Clerk reported at the second instalment of Precept of £8,971.00 had been received. Also £250.00 for the VE Day bench has been received.  Payments for Consideration - Data Protection Fee - £40.00. Zoom Subscription for September - £14.39.  Zurich Insurance Renewal - £545.18. The payments were agreed.</p>	
<p><b>Agenda Item 11 - Planning = See Separate Sheet</b></p>	
<p><b>Agenda Item 12 - Public Open Forum</b> – 15 minutes is allowed for the public to ask questions relating to this agenda or matters affecting the Parish. No questions, although other matters were raised by councillors.  JM asked for more information about the Parking Project. RT gave detailed information about the parking project. There was a discussion about the ownership of the piece of land at The Leys. JH believes that WSCC own that piece of land. JMcd is going to arrange a meeting with Hyde to discuss the piece of land opposite 1-4 The Leys and also talk to the School about the School Parking area. JH suggested that a grant called Safer Routes to School could be worth researching. GG suggested that the Parish Council should make a decision about prioritising projects, e.g. road safety/parking project. It was agreed that more information was needed before proceeding with either project.</p>	
<p><b>Meeting Closed at 20.25</b></p>	

**Confirmed that these minutes are a true and accurate record of the meeting**

Signed: JOHN MCDONALD

Name & Position: CHAIRMAN

Date: 18<sup>th</sup> November 2020