



## DRAFT Minutes of the Annual Parish Council Meeting and Annual Parish Meeting held at 7pm on Monday 20<sup>th</sup> May 2024

<p><b>Present:</b> Cllr Graham Zacharias (GZ); Cllr Tony Marshall (TM); Cllr Jeremy Rigby (JR); Cllr Sam Cox (SC); Cllr Jeremy Hunt (JH WSCC); Cllr Henry Potter (HP CDC) 60 members of the public also attended.</p>	
<p><b>Agenda Item 1 – Apologies for Absence/Resignations – JW, MC</b> GZ formally thanked Joanne Ward and Mat Chesshire for all their efforts.</p>	
<p><b>Agenda Item 2 – Co-Option of New Councillors –</b> GZ proposed that Deborah Harwood be elected to the council, this was seconded by JR. TM proposed that Karen Nash be elected to the council, this was seconded by SC. JR proposed that Peter Gattrell be elected to the council, this was seconded by GZ.</p>	
<p><b>Agenda Item 3 – Election of Chairman –</b> GZ proposed that Deborah Harwood be elected as Chairman, this was seconded by JR and all councillors agreed.</p>	
<p><b>Agenda Item 4 – Declaration of Interests/ Dispensation Requests -</b> There were no declarations of interest or dispensation requests.</p>	
<p><b>Agenda Item 5 - Minutes of the last Parish Council Meeting –</b> to approve as a correct record the Minutes of the Annual Parish Council Meeting held on Monday 18<sup>th</sup> March 2024. It was <b>Resolved that</b> that the minutes were correct, all councillors agreed, GZ signed the minutes.</p>	
<p><b>Agenda Item 6 – Public Open Forum</b> DH requested that any questions relating to Southern Water be raised after their presentations.</p>	
<p><b>Agenda Item 7 – Finance Report</b> Balance at year end 31/03/24 - £5,076.18 of which £2,100 transferred to reserves. Balance in Current Account (16/05/24) - £16,954.70 Reserves – Playground Maintenance - £2,000, School Parking Project - £100 Useable Funds in Current Account - £14,854.70 Balance in Savings Account (16/05/24) - £7,098.37 Funds Received since 18/03/24 – Precept £13,304.00. VAT Reclaim £642.81 of which £454.16 was VAT reimbursed to the Village Hall</p> <p><b>Annual Audit</b> (a) the Annual Governance Statement (Section 1) was approved by all councillors. (b) the Annual Accounting Statement (Section 2) was approved by all councillors.</p>	
<p><b>Agenda Item 8 – Planning</b> The planning report was circulated prior to the meeting and no questions were raised.</p>	
<p><b>ANNUAL PARISH MEETING</b></p>	
<p><b>Agenda Item 1 - Chairman’s Annual Report</b> GZ reported that most of the major projects have been successfully completed, the playground upgraded and we have money in the budget for ongoing maintenance; the CHS Scheme has moved forward significantly with the project due to start on the 9/12/24. The Leys parking is complete except</p>	

for the addition of EV Chargers which are a requirement of the Rees Jefferies grant. See update from SC below. Ongoing projects are the Centurion Way and the School Parking Project, please see reports below. DZ thanked all the councillors for their time and commitment and also the Clerk for keeping us on the straight and narrow.

DH thanked GZ for the sterling work that he has carried out over the last 18 months.

**Agenda Item 2 – Update on Projects for 2024/25**

Charlton Gates/20mph – The Charlton gates are currently on hold until the situation with the proposal to have a speed limit of 20mph throughout the whole village has been resolved.

Moving of Charlton Bins – a detailed case was sent to CDC requesting that the bin from the foot of Levin Down be moved to just inside North Lane (beyond the layby, so as not to attract litter in the layby), but they are unwilling to make any changes that would require the bin-lorry to deviate from its current route.

School Parking – Meeting held with the headmistress of Singleton School, they are in favour of the project but are unable to contribute to the costs. The cost of this project is £50,000 and we are in the process of trying to raise funds in order to proceed. A grant application to the UK Prosperity Fund was unsuccessful. An application has been submitted for £15,000 to the SDNP Community Infrastructure Scheme, the decision will not be made until October'24. Star Energy have donated £2,000. We will be approaching local stakeholders to try and raise the necessary funds. The project is unlikely to proceed until March'25.

CHS Scheme – There is a provisional start date of 9<sup>th</sup> December'24, the project will run into January'25. The details of the scheme are available on the parish council website – [singletonparishcouncil.co.uk](http://singletonparishcouncil.co.uk), alternatively you can request a copy by emailing the clerk – [singletonparishcouncil1@gmail.com](mailto:singletonparishcouncil1@gmail.com)

Centurion Way – Widening of the path along the A286 will begin in the next few months. The work on the path from Singleton Station to the Southwest bridges will commence in the summer. It has been agreed that the route from Cucumber Farm to Littlewood Farm will follow the route of the original planning permission. With regard to the link from the ramp at the top of Hat Hill, the SDNP are not able to lead on this project but are willing to give the parish support in the form of advice and funding opportunities. JR will be attending a meeting to gain more information.

The Leys Parking/EV Chargers – The feasibility study has been completed and it has been agreed that Connected Kerb will install three chargers, we are still awaiting information on the timing of the project.

**Agenda Item 3 – Mr Jeremy Hunt, Chichester North Division - WSCC**

**Good evening,** to highlight everything that West Sussex County Council have done over the last year would make an extremely long report! Hopefully my regular updates at your PC meetings have covered some of the key things we are doing that impact on local residents. If there are any particular issues that you wish to raise with me, or there is anything related to the many services we provide that you feel I might be able to help you with, then please get in touch. My contact details are at the end of this report.

In the meantime I have just highlighted a few key areas of our work that I hope will interest you.

**The Revised Council Plan and Budget 24/25.** I'm pleased to say that West Sussex finances are in a sound position. Yes, there are ongoing challenges, especially with the ever escalating costs of social care. That is across all age groups where we care for around 900 children, as well as supporting families with young children, right up to looking after our elderly residents. Our spending on adult social care alone accounts for nearly 35% of our overall net revenue budget. Of course, that includes not just the elderly, but about 50% of our ASC budget goes to looking after the many working age adults that need our care and support.

And just for your interest WSCC, in this current financial year, will be investing the following sums across the County supporting all the residents, especially those who, for whatever reason, need a helping hand. We are proposing to invest:

£961m - managing schools and education

£507m caring for adults (both elderly and working age) & keeping people healthy

£204m children's social care and supporting young people

£91m protecting the environment, recycling and waste disposal

£83m maintaining our highways

£38m running the F&RS

£22m supporting local communities

£3m supporting the local economy

That is total spend of just over £2bn in 2024/25 - the cost of running all the services we provide in order to support all our residents.

**Highways.** The condition of our roads continues to be a concern, not only to many residents, but also to the County Council. This is not only a concern to us here in West Sussex, but it is a concern right across the country. In their 2024 Annual Local Authority Road Maintenance Survey Report (<https://www.asphaltuk.org/wp-content/uploads/ALARM-survey-report-2024-FINAL.pdf>) the Asphalt Industry Alliance predict that the one-time repair costs across England and Wales would now cost £16.3 billion and would take a decade to complete. To address highway maintenance Local Authorities (LA's) do receive annual maintenance grants from the government. Additionally, the government announced last Autumn that LA's would receive an extra £8bn for highway maintenance from the funding that was reprioritised following the cancellation of the northern part of the HS2 rail project. The West Sussex share will be £67m. However, welcome as this is, the payment will be spread over the next 11 years. So, to try and address the current state of our roads the County Council, over and above the government funding, are investing an additional £10m in revenue spending on highway maintenance, as well as a further £20m of capital into our road improvement programme. That is in addition to the extra £20m we have already invested over the last two years. So altogether, over and above the normal grant funding we receive from the Government, WSCC will be investing an additional £50m of our money into the counties roads over a four year period. So just to give you an update, between October 2023 and February 2024, we had more rain in 5 months that we would normally have in a whole year. March didn't show much improvement, and in fact in some West Sussex areas we saw 3 times the rain we normally expect. In these conditions potholes can form as water seeps under the road surface and saturating the substrate which leads to a hydraulic fracturing effect as vehicles pass over. At this moment, our teams are working over-time and our contractor's gangs are working twilight shifts, as well as Saturdays, to try and manage the increased number of safety repairs. In addition, we have 'find and fix' gangs who are predominately operating in urban areas and, now that the weather is improving, we have three Jet Patchers working in more rural areas. Although we still have to carry out the odd emergency repair where we just fill the hole on safety grounds, we continue to focus on quality 'Sides Sawn and Sealed' repairs. Although these repairs take longer, they should last longer. Inevitably, with the amount of water we have on the network some repairs may fail. Please don't forget to report any highways issues on our website @ <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/>

**Drainage.** In terms of drainage, in our normal cleansing programme we have cleansed 90,000 gullies this year. In addition, we have 4 gully suckers operating across the network carrying reactive work to alleviate flooding issues. They have tackled over 600 jobs on our highest priority sites. I would add

that due to the amount of rain - and the very high ground water levels over the winter - many gullies that appeared blocked were in fact just full up, with nowhere for the water to go. However, please report any blocked gullies, potholes or other highways issues on our website @ <https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-maintenance/flooding-drainage-and-gullies/>

And just by way of a final update:

## In March 2024 our Highways Teams...



Received 9600 enquiries from the public, of those 6000 related to potholes



Delivered 4300 safety repairs, of these 3200 were for potholes.



Completed 320 find and fix jobs  
(this is a proactive approach to roads with multiple potholes)



Repaired 810 safety potholes by the Velocity Jet Patcher which equated to around 460sqm

**Carers Support.** WSCC is reinforcing its ongoing support for people who care for family members, friends, and neighbours with a new five-year contract to offer them information, guidance, and emotional help. The contract, which began on 1 April, has been awarded to [Carers Support West Sussex](#), a local charity with expertise and specialist knowledge in supporting unpaid carers. The county-wide service will provide a dedicated Carers' Helpline, carer support groups and a dedicated specialist service to young adult carers aged 18 to 25. It will offer access to Carer Wellbeing Workers who can provide information, help and guidance and enable carers to be identified as early as possible in their caring journey. Carers will also be able to receive support from Carer Assessors and Welfare Benefits' Advisors over the telephone or at seven local hubs, at five acute hospital and eight community hospital sites in West Sussex and at East Surrey Hospital, which is managed by Surrey and Sussex Healthcare NHS Trust. Visit the [Carers Support West Sussex Carers Hub](#) to find out about the help you can access if you are a carer who provides unpaid support to someone who couldn't manage without your help because of old age, a disability, an illness, mental health problems or an addiction. You can register as a carer by visiting the [Carers Support West Sussex website](#) or by calling 0300 028 8888.

**Are you SCAM savvy?** In West Sussex, during the last three months of 2023, a total of £3.5 million was lost to fraudsters, with 53% of victims being over the age of 75. In the same time frame the top three fraud types were courier/impersonator fraud, dating and romance scams, and sextortion which is classed as a form of blackmail. To support residents from becoming victims of fraud, West Sussex County Council's Digital Safety Team has organised another round of their popular 'Are you scam savvy?' online and in-person sessions, which were launched last year. These free 1.5-hour sessions are open to anyone who wants to keep themselves, or friends and family, from falling victim to different types of scams, both online and offline.

The remaining dates available for the online only sessions are:

Wednesday 22 May: 1pm - 2.30pm

Friday 5 July: 11am - 12.30pm.

In-person 'Are you scam savvy?' sessions will also be taking place in three West Sussex Libraries across the county. Unfortunately most have already taken place, but there is one session left.

Monday 17 June at Shoreham Library: 10am - 11.30am .

If you can't attend the library events in person, there is also the opportunity to view these online.

Booking is essential to attend any of the in-person or online sessions and free tickets can be ordered through [www.eventbrite.co.uk](http://www.eventbrite.co.uk) by searching for 'Are you scam savvy?'

If you can't attend any of the sessions, you can still visit [www.westsussex.gov.uk/staying-safe-online](http://www.westsussex.gov.uk/staying-safe-online) where you can find more information on how the Digital Safety Team can support you, your family or business to keep safe online.

**Local Issues:**

**Communities Highways Road Safety Scheme.** I was delighted to support this scheme right from the first 'walk through' we had a couple of years ago. Cllr Marshall and others have worked tirelessly on this scheme, together with the support of our Highways officers, and it was finally approved earlier this year. It is currently in the build programme for the current financial year, and I have been advised that subject to any other highway pressures delaying our teams, it is likely to be very late 2024 or early 2025.

**Charlton 20mph Scheme.** Currently there is ongoing dialogue between Cllr Marshall, myself and our highways team about the scope of this scheme. If I have any news before the Annual Meeting I will update you then.

**The Leys Car Park.** After discussing this project with the PC over many years, and with many hours of work by your Clerk and the support of WSCC Highways officers, I am delighted that the car park was finally brought to fruition, last year. I was delighted to give this project my full support.

**Halnaker Windmill.** I know this is not actually in your parish, but as a local landmark I thought you might appreciate an update. As you are no doubt aware, we had to remove the sweeps a couple of years ago on safety grounds, due to a failed spar. Last September, following an extensive report from the Millwrighting and conservation officer for Kent County Council and a subject expert from the Society for Protection of Ancient Buildings, the County Council approved the funding to carry out the necessary repairs to the windmill, including the restoration of the sweeps. We were hoping to carry out the restoration work this summer but, unfortunately, a single roosting bat was spotted by our ecologist during a visit earlier this year. Hopefully, we will be able to complete the work next summer.

**WSCC Residents News Letter.** Lastly, every month we issue a Residents News Letter 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. Some of our topics include:

Emergencies - extreme weather alerts and school closures

Your Council - County Council meeting dates, agenda and minutes

Service eNewsletters such as:

WSCC newsletter, a general update about the council and its services

West Sussex recycles

Staying safe online

Environment and climate change

Highways, transport and planning.

To subscribe please go to: <https://public.govdelivery.com/accounts/UKWSCC/subscriber/new>

I also note that very helpfully a link to this newsletter is provided on the village website.

**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/>

**Agenda Item 4 – Mr Henry Potter, Goodwood Ward**

The new administration assumed leadership of the Council in May last year with so many new Members who embarked on a major learning curve on how CDC 'works'

The review of the District Local Plan continued but still faced with major issues regarding the poor infrastructure in the District. No financial assistance from National Highways resulted in a new policy whereby additional funding will be sought from developers to contribute towards the agreed necessary improvements to sections of the A27. This had been set at £3,400 per bedroom for all development which will have an impact on increasing traffic on the A27 but this has been revised to a figure of £8,000 per dwelling. This seems to me to be less fair considering there is demand for 1 and 2 bedroomed dwellings including small bungalows for downsizing. There are exceptions for example, care and retirement homes where occupants are unlikely to have cars. As I've said in the past, just as CIL charges did, this new levy will add to the cost of new housing and borne by the buyer, not the developer. It has emerged that the allocation of 635 new dwellings per annum is unachievable and a figure of 535 seems more likely. Of course this will depend on the findings and decision of the Planning Inspectorate at examination.

Sadly, and against much public opinion, Car Park fees have been increased, the public consultation on this proposal took place last year September and October and the increase was based on the ONS inflation figure, at that time, of 11.1%. However, when the proposal came before Council in March this year, inflation had fallen to 4.3% yet the suggested increase was still approved and implemented. The fees for all types of taxi and private hire Licencing, though untouched since 2018, it was proposed that these fees be increased by 35% to the dismay of the Taxi Trade. However it was agreed by the General Licencing Committee that this increase be phased in over two years, lessening the impact of such a large increase on operators.

The continuing incursion of Council owned land and Car Parks is slowly being addressed by introducing earth bunds around open spaces at Sherborne Road and New Park recreation ground. Consideration is being given to how to prevent occupations of Northgate and Market Road Car Parks and it is already agreed to release £50,000 from reserves to recruit a Gypsy and Traveller 'Liaison' Officer to engage with members of the travelling community to hopefully bring this nuisance under control. The cost to the public purse for evictions and the clear up afterwards is enormous and intolerable. Time will tell if this investment is wise and effective.

The Council's Budget was set and agreed at a little over £15 million and the precept increase for a Band D householder works out at approximately 5 pence per week, a very modest rise.

The Council's 'Green' Agenda towards Climate Change is continuing with installation of solar panels at our Leisure Centres and the further purchase of Electric Vehicles for the Parks Maintenance teams, though a diesel truck had to be replaced like for like because an electric vehicle was unable to tow trailers.

Two new city street sweepers are now operating with favourable support from the operators but not such good news regarding the two Refuse Collection Freighters. One has been frequently breaking down, the charging period is lengthy and the initial cost is eye watering! In excess of £400,000 each! A diesel equivalent is about half that figure.

The recent discovery of Roman and even earlier Iron Age artefacts and remains on the land at Tangmere has thrown a spanner in the works. The excavation and associated works are expected to continue until late 2026 and considering Outline Planning Permission was granted in 2020 this strategic development is well behind expectations. However, the Compulsory Purchase Order for parts of the site is yet to be completed.

And finally, we received notice on May 3rd that the reviewed Local Plan has been submitted to the Planning Inspectorate for consideration, this is good news as pending his decision, which is likely to take several months, the Plan will carry some additional weight when considering future Planning Applications.

Heaver Commercial are pressing ahead with the proposal to create a 'Commercial Logistics Hub' in Boxgrove Parish but abutting Westhampnett Parish. The original proposal was for 60,000 sq. mts. of warehousing and office space including car parking but the most recent plan undergoing a

Environmental Impact Assessment is for 44.000 sq. mts. it isn't shown that there is a need for this, and the impact on traffic using the A27 and surrounding roads will be colossal and especially as the Rolls Royce Motor Cars extension has gained approval. It certainly doesn't fit in with the Reviewed Local Plan which, of course, is now under review. HP confirmed that at the latest planning meeting the Sunnyhurst drainage scheme was approved, he added that he was very disappointed about a letter that was circulated containing derogatory statements about the parish council and in particular the chairman. He has raised the issue with CDC legal department.

**Agenda Item 5 – Speakers**

**Southern Water** – 8 members of SW attended the meeting. Joff Edevane and Floyd Cooper gave presentations. The presentations are available on Singleton and Charlton Parish Council website – singletonparishcouncil.co.uk. Joff Edevane reported that our area is one of the top two problem areas, the issue being groundwater infiltration into the sewers, SW are giving our area high priority. Having scanned and sealed the sewer pipes in the past, they will now be sealing the joints with Tubergel where a problem is found, this will include the private lateral pipes and will involve gaining permission from homeowners. If this doesn't completely solve the problems the next stage would be to install wetland areas to filter the overflows. This method has proved very successful in Andover where they had a similar problem to the ones in East Dean, Charlton and Singleton. SW is willing to arrange a visit to Andover or set up a meeting via Teams. Lavant have a wetland and the intention is to install others if necessary. SW will also be checking surface water connections on properties to ensure they are not connected to the sewers, they should run into soak-a-ways. There are other ways of solving this problem with specially designed planters and also by the use of water butts.

Homeowners can check their pipes that drains rainwater from roofs, however, SW will help with this. Work will start to seal the pipes in East Dean in late June and should be finished by late September, there may be a need to install a wetland solution. The intention is to start the Charlton and Singleton work in April 2025, this could be sooner if the finances are secured. Floyd Cooper is responsible for the day to day managing of groundwater, Glen manages the teams on site. Communication has been very sparse until recently, going forward regular communication will take place through Teams meetings, PC to advise who should attend these meetings.

Floyd Cooper covered work that has been done between 2014 and 2020, he explained that electro scanning has been carried out, this gives information on the pipes whatever the conditions and is therefore much more successful than cameras. 8.1 kilometres of pipes have been scanned, 6.4 kilometres of pipe has been lined and there is still 1 kilometre to be lined. He answered the question about the pipe across the meadow between Charlton and Singleton, saying that there is not a problem with water infiltration in this pipe, the current issue is that the pipe is blocked, however there is a section that still needs the joints sealed. The reason there was sewage spillage in Singleton near the school is because the flow through the over ground pipe was too much, SW had to adjust the flow so that the amount of the sewage being pumped into the manhole did not overwhelm the pipe. A question was raised as to why has this winter been the worst ever in East Dean if largely there is not a problem with the pipes. It would appear that blockages behind the pub in Charlton, across the meadow and on the A286 have caused a lot of problems. SW are working hard to clear these blockages. TM asked if a slide could be provided to show the work that has been completed since 2020, SW will supply this. The pumps will be removed by the 31<sup>st</sup> May and SW will repair all the damage caused by their tankers and pumps. A member of the public asked that the tanker drivers be more courteous with regard to noise, lights and response to residents, SW will try and manage this. The only vehicles now in Charlton and the A286 will be jetting or carrying out inspection work. TM asked even though the groundwater has dropped why are the pumps still being used. Floyd explained that there is still a lot of water in the sewage pipes. Another member of the public asked when the important chalk stream will be restored. It was explained that this comes under the jurisdiction of the

<p>Environment Agency. HP confirmed that 180,000 has been given to Arrat now known as Western Sussex River Trust to restore rivers. DH thanked SW and made it clear that if the work that is due to be carried out in 2024/25 does not solve the problem, we will expect them to return to a Parish Council Meeting to explain themselves.</p>	
<p><b>Meeting Closed – 21.30</b></p>	
<p><b>Confirmed that these minutes are a true and accurate record of the meeting.</b> Signed: DEBORAH HARWOOD Name &amp; Position: CHAIRMAN Date:</p>	