

## **Reports for Parish Council and Annual Parish Meeting on Wednesday 21<sup>st</sup> July 2020.**

### **Tony Marshall Southern Water**

I received the full Electro Scan report on the sewers within the parish. This identifies stretches of sewer that urgently need repair/replacement. In particular, a 90m stretch where it crosses the Leys field, which, based on 1 foot head of water, the report says would leak nearly 157k litres per day (around 110 litres per minute).

The Electro Scan surveys estimate leaks from the pipeline; hence the estimated 1ft head of pressure. But when the ground floods and the water flows *into* the pipe, the pressure is higher, due to the water level above the pipe. The leakage rate is proportionate to the square root of the pressure; this means that, for example, 4 times the pressure results in twice the leakage rate (2 being the square root of 4). But the pipe is probably at least 6ft underground and the Leys field in winter is often flooded - so the leakage rate is likely to be around 400k litres/day or 280 litres/minute (four and half litres per second).

And that's just the worst 90m stretch - when you add in the rest of the leaks identified in the report, then using the same 6ft head of water, the total water ingress within the parish is over 1.6 million litres per day: over one metric tonne of water every minute.

I've yet to spell this out to Floyd Cooper - of course he has the report and he (or someone at SW) will be able to work it out for themselves. But I've told him enough to make it clear that we can read and interpret the Electro Scan report and, as will be seen from my latest correspondence with him, he's now promised to fix up a meeting - I'm awaiting his confirmation that this will be to make progress and not just a PR exercise.

### **Parish Design Statement**

Jane and I have discussed the descriptive narrative - the section that will precede the Design Guidelines - and we have agreed amendments. The next step is to circulate this to councillors to read and comment, with a view to gaining agreement of Council to endorse this section.

Apart from a short introduction still to write, that will then just leave the Appendices to be agreed - listing 'Cherished views', 'Cherished open spaces', plus anything else we feel deserves its own list.

### **Jane Mayhew SDNP Liaison**

Contacted Chris Patterson regarding Singleton walking maps published on the SDNP which published that there was a car park area and public toilets near the tea room in Singleton! Chris responded promptly to advise he will chase up who is responsible for this.

### **Parish Design Statement**

Tony has prepared the first draft which I have given my feedback on. It would be great to support Tony to get this finalised and submitted

### **Head of Social Events Working Party**

No events planned however with Covid restrictions ended we can now start to plan future fundraising events. Any suggestions welcome.

### **Head of Playground Working Party**

Successful meeting of the working party during which the framework of the new playground plan was largely agreed. I am still in the process of gaining quotes for the perimeter track and surfaces for various pieces of equipment.

I contacted Chris Patterson, SDNP and he offered advice on 'language to use' in the proposal and who to contact for grants to help finance the project.

I visited Easebourne play park and I was hugely impressed by their design and the sustainable materials used. I plan to contact the Easebourne PC as they created the park and hopefully will share their knowledge of suitable materials and contractors.

I have contacted the headmistress at Singleton School and arranged a date when I can harvest willow cuttings for the willow wigwam.

### **Member of Maintenance Working Party**

No actions yet as I was unable to attend the meeting dates suggested by Barry.

Few more plants planted by the village pond wall. The new shrubs are establishing well as are the weeds which I am regularly removing. The bees love the catmint which is a joy to see as well as the newly hatched moorhen chicks.

### **Village Hall**

Attending the AGM. The village hall committee have kept me informed via a WhatsApp group of topical issues.

### **AOB**

The recent flash flood clearly demonstrated the need for the emergency plan to be understood by all PC members especially in relation to sand, sandbags, high vis jackets and how to access all these.

Fortunately, Viv was able to advise where the sand and sandbags were however I believe that the Charlton sand box could not be opened.

### **Rebecca Trowell**

#### **CHS Funding**

We had a great response from the questionnaires that we designed and circulated to residents in the community. 136 responses in total with an overwhelming acknowledgement that speeding issues exist within the village. We also had significant support for a 20mph limit around the school as well as over 50% support for the other traffic measures we set out as possible solutions. We have now designed a second questionnaire to go to non-residents and these will be circulated this week. We are currently analysing the resident's data and will then be doing a feedback session on 4<sup>th</sup>

September to allow the community to see what measures we will be taking forward for funding. Once this is complete we will need to discuss our proposals with highways and all other stakeholders to fully work up and formalise the detail of each measure being supported and then we will be in a position to make the applications.

### **Gateways**

The gateway project has been delayed slightly because the Chichester volunteer person has gone off sick with a hand injury. We are looking at paying for the installation. The committee agreed at the meeting last week that we were in support of helping the weald and downland being accoladed on the signage where possible and we are working with the highways to come up with a solution that is suitable for all parties. The signage will be drawn up and distributed so we can vote on the final look in the coming days.

## **SID**

Again, we are now looking at other installation options to ensure that the SID doesn't delay any longer due to the funding constraints with Igas. We will vote on the type of SID we would like to see in the villages at the meeting and this can then be ordered and installation arranged. The posts have been provided free of charge.

## **Funding**

We are now receiving funds from a number of areas which is fantastic news and progress for the projects we are wishing to move forward. Viv will create a spreadsheet of funding, so it is clear what is provided and for what project.

## **Playground**

The overview of the project has been circulated and needs to be voted on in the meeting. The quote needs to be finalised and also the funding approach. Once this is agreed funding can start. We have already drawn up an initial application for lottery fund but there will need to be several avenues sought for funding to cover the cost of the changes we wish to make.

## **Barry Shrimpton**

### **Maintenance & Improvement Programme Working Party**

Updates below:

New Working Party (Est' June 2021).

### **Purpose**

- To manage the Maintenance programme of works
- Ensure contracted works are carried out in a timely and professional manner
- To identify areas of improvement and seek approval from the Parish Council
- Ensuring safety protocols are followed

### **Programme of Works**

#### **Playground Maintenance**

Ensure the safety and good maintenance of Singleton Village Playground  
Record and Perform weekly maintenance check

#### **Parish Maintenance**

Ensure the maintenance and safety of Parish equipment, structures and land including bus shelters, fencing, gates, litter and dog bins, roadside verges, public footpaths & bridleways, seats, signs, playing fields, village green, village pond and flagpole.

#### **Roads / Pavements / Potholes**

Periodically walk the village and boundaries to check for any issues.

#### **Pond**

Monitor the pond, ensuring that it is maintained as per the Sussex Wildlife recommendations

#### **Closed Cemetery**

Liaise with Goodwood concerning any maintenance required

**Jubilee Garden**

Monitor and report any maintenance required

**Rights of Way / Footpaths**

Report any issues with footpaths to the appropriate person

**Defibrillator**

Perform Regular checks and report any issues to the Community Heartbeat Trust

**Sussex Wildlife Trust / Levin Down**

Responsible for reporting any issues with Levin Down

**Notice Boards**

Ensure Notice Boards are properly maintained

**Miscellaneous**

Green Spaces, Railings, Village Clean-Up, Litter Picking, River Clearance

**Date of Inaugural Meeting**

26<sup>th</sup> July 2021

**Peter Williams**

**Report regarding the Singleton & Charlton Emergency plan (including flood plan)** The Emergency and Flood Action Plans - These are currently separate documents, which I feel should be combined, as a flood is an Emergency and therefore only one plan with one team or group responsible is needed. Many of the same people, both from within the Parish and outside emergency services and resources are the same. One easy to use document should detail the plan for the various emergencies types already identified and include quick and easy to locate contacts for the various aspects of any emergency I will undertake this work over the coming weeks, making it a priority due to the nature of it Emergency equipment - I have yet to complete the assets register, but suspect that some equipment listed in the current flood action plan and emergency plan is missing, or at least not located where it should be. The recent flooding highlighted the need for easy and fast access to equipment such as sandbags. Someone was unable to access the sandbags in Charlton, for the simple reason that the padlock was upside down and therefore very difficult to set the numbers correctly. I have now turned this the right way up I needed to access the emergency shed for hazard tape after flood, but was unable to as the code for the gate to access the sheds needs to be entered 'backwards', reading right to left, instead of the more obvious left to right. While these are minor details to address and publicise, if they prevent or delay access to emergency equipment, then we are rendered unable to assist, which could easily result in far more damage (in the case of a flood) than necessary. I will undertake to review access to and register of all emergency equipment, enabling the PC to publicise locations and access for all to use While keeping the majority of emergency equipment centrally (to Singleton at least) seems like a good idea, this leaves Charlton with nothing but some sand bags and a pair of 'road closed' signs kindly looked after by a Charlton resident. I would therefore like to investigate the possibility of distributing equipment more equally. I will do this and put suggestions forward to the PC once the asset register of emergency equipment is complete On a similar note, all the high visibility clothing is stored in the emergency shed. While there should be a stock in there, I feel that if each Councillor was given a set to keep at home, then they can easily wear this when leaving home to attend any emergency, rather than 9 people arriving at the shed at different times, unlocking and locking the gate and shed, then looking for their size etc. Perhaps the PC could also consider issuing at least a hi viz vest if not full kit, to those reliable

Parish residents who turn out to help on a regular basis. Let's keep our team safe while helping others! Proposals for PC to consider: 1 - Combine the Emergency plan and Flood Action plan into one comprehensive document 2 - Issue all Parish Councillors with High Visibility clothing 3 - Issue regular helpers with at least a High Visibility vest/ waistcoat

### **Graham Zacharias**

#### **Potholes**

4 individual problems reported on the LWS website. Notification received yesterday that remedial work has now been carried out. I have yet to confirm this.

#### **IGas**

Philip Maber continues to raise legitimate questions of SDNP and the EA in particular relating to their ongoing operations and relicensing application. It is proposed that myself, Barry and Philip get together, hopefully with the additional presence of Jeremy, to review the current status and options going forward. I will attempt to convene this meeting at an early opportunity.

#### **CHS and Playground WPs**

Covered in detail in Rebecca's report.

#### **Environment Agency**

Still awaiting a response from the EA regarding their timetable for review and reassessment of the flood risk mapping for our area.

### **Robert Mayne**

#### **Henry Smith Charity**

The main Henry Smith Charity has confirmed the renewal of both the standard and supplementary grants for 2021. The Trustees of the local Singleton & Charlton Charity will be meeting over the summer, when meetings in person, rather than remotely, can once again take place. The funds are used to support local people and organisations.

#### **Installation of a Defibrillator in Charlton Telephone Kiosk**

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

#### **Roads, Pavements, Potholes in Charlton**

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

#### **Sussex Wildlife Trust/Levin Down**

Nothing to report.

### **Clerk**

#### **Finance Report**

Balance in Current Account (12/07/21) - £14,899.27 (This includes £6,600 from Henry Smith which will be transferred to the Charity bank account.

Balance in Savings Account (12/07/21) – £7,502.58

Payment for Consideration – TEEC 12 months website hosting and domain name for 2020 & 2021 - £131.98

## Jeremy Hunt – County Councillor

- First of all, although it has been just over two months since the CC elections, I haven't had the opportunity to say how delighted I am to be representing you once again as your Cllr, and to thank you all for supporting me - well almost all I'm sure!! But that doesn't matter because whether you supported me or not, it is my pleasure to support all of you in my division. That is what I have done since I was first elected in 2013, and it is something that intend to continue to do over the next four years. Finally, I am very pleased to say that I am continuing in my role as Cabinet Member for Finance.
- Despite us having now 'officially' passed 'release day', we are still facing a number of challenges across the county, particularly around the economy. This will be especially critical as furlough winds down and we could well see unemployment increase. Supporting the economy is one of the key pillars of our new Council Plan, which are:
  - **Keeping people safe from vulnerable situations.**
  - **A sustainable and prosperous economy.**
  - **Helping people and communities to fulfil their potential.**
  - **Making the best use of resources.**

The full plan can be viewed at [www.westsussex.gov.uk/media/15919/our\\_council\\_plan.pdf](http://www.westsussex.gov.uk/media/15919/our_council_plan.pdf)

- We are currently reviewing the future of the CLC's as obviously we haven't been able to hold them in person during the pandemic. So in June we held a 'Talk with us and meet your Local Councillor' virtual meeting, details of which were quite widely circulated. Whether that is the way forward will be reviewed once this round of meetings is completed across the county. Obviously, you will be updated with any further developments. Also, just to confirm that we no longer have our Community Infrastructure fund (CIF) so unfortunately no further grants are available.
- I'm sure your Clerk is circulating our monthly on-line **Town and Parish Newsletter**, which contains a lot of useful information. But just to pick up on a few points from our latest issue which might be of interest to your residents:
- **Solar Together -**

Spread the word that a county council-supported scheme to help residents install high quality solar panels and battery systems will re-open in the autumn. Through [Solar Together Sussex](#), residents can get a high quality system installed to generate and store clean electricity and reduce their carbon emissions.

The scheme is run by Sussex councils in partnership with [iChoosr](#), who use a 'group buying' approach to ensure that prices are competitive and systems are fitted by reputable, accredited installers. The previous Solar Together Sussex scheme, which opened in autumn 2020, is on course to install more than 500 solar PV systems by the end of this summer.
- **Help us to shape the future of transport in West Sussex**

Now is the time for you and your residents to have your say on the future shape of transport in West Sussex. The West Sussex Transport Plan (WSTP) is being reviewed to

set out the county council's approach to managing and investing in the transport network from 2022 to 2036.

We are hosting two webinars to introduce the Draft Plan and officers will be available to respond to questions. These will be on 22 July, 10am to 11.30am, and on 8 September, 2pm to 3.30pm, via Microsoft Teams. If you would like to attend one of these webinars, please email [lt@westsussex.gov.uk](mailto:lt@westsussex.gov.uk).

Anyone without internet access, or wanting more information about the consultation, can phone 01243 642105, leaving their name, telephone number/email address and interest (for example, whether they are a resident, business owner, transport operator and so on) or email [lt@westsussex.gov.uk](mailto:lt@westsussex.gov.uk).

The consultation runs until Friday 08 October 2021. Take part [here](#).

- **Safe against scams**

Join us to find out about useful information and resources to help keep your residents and yourself safe from scams. More than ever before, we have been relying on technology to enable us to work, learn and connect with each other. Inevitably, criminals have exploited and used our increased digital lives to their advantage. The pandemic has seen a rise in scams including: telephone, courier and romance fraud which have all become an increased concern in West Sussex. Not only is there the financial impact on victims but the emotional impact can be even more significant. To help raise awareness of these different types of scams, how to spot them, and what to do if you become a victim, the West Sussex Community Safety & Wellbeing Team alongside Trading Standards are running free monthly scams awareness webinars for you to attend.

Tuesday 27 July 2021: 10.00 – 11:30am - book [here](#).

Tuesday 27 July 2021: 18.00: – 19:30pm - book [here](#).

#### **Just a couple of local updates:**

- With regard to the land issue at the Leys, despite not receiving final, final confirmation from Hyde that they accept that the first half of the grass area is under highways control, I spoke to our legal team last week and I can say with a high degree of confidence that they now accept that the plans we have of the 'highway area' are essentially correct. I would suggest therefore that, if you want to move forward with your parking plans, the best approach would be to set up a site meeting with the Area Highways Manager to discuss how to proceed.
- Secondly, I see from the minutes of your extraordinary meeting that your various road safety plans are moving forward and of course please keep me updated so that I can help promote the scheme at my end. If there is anything else I can do, please let me know.
- Thirdly, I understand that the suspect drains in the middle of the village were attended to earlier this month. I hope that helped in the recent heavy rain, although I did note that the run-off from Goodwood land down North Lane looked pretty bad.

- And finally, a reminder to keep with all our news and campaigns which can be found at:  
[www.westsussex.gov.uk/about-the-council/news-and-campaigns/](http://www.westsussex.gov.uk/about-the-council/news-and-campaigns/)

### **Henry Potter – District Councillor**

The District Councils Annual Report has just been published for the year 2020/21 and it shows that the clear priority has been to support our Residents, Businesses and Communities throughout the ongoing Corona 19 restrictions and the recovery stage which, needless to say, isn't over yet! Over the past 16 months CDC has distributed over £70 million of Central Government funding in small business support grants in three phases, the last of which closed on June 30th. Other grants were made to the public by way of a special Hardship Fund for those receiving Council Tax Reduction payments, and arrangements were hastily put in place to provide accommodation to get rough sleepers off the streets. At one stage there was only one rough sleeper who refused any help whatsoever. Although the offices at East Pallant House were closed to the public, the Customer Services team have managed successfully to deal with the thousands of enquiries either on-line or over the phone. These enquiries were magnified by the questions about safety during the crisis. It has been decided that CDC will continue to observe Covid 19 advice for the foreseeable future within the Offices at East Pallant house. This includes wearing face coverings when not seated and screened separation of attending Members at Meetings. A motion has been proposed by a Member to reopen negotiations with Government Departments to address the transport issues around Chichester. This motion has been added to the Agenda for the Full Council Meeting on Tuesday 20th July. It includes a request that the consideration of the northern bypass be added to the list of options for solving the Transport problems which seem to be worsening almost daily and the day when the closure of the Oving Road Traffic lights is ever nearer.

The 5 yearly review of the Councils Taxi Licencing Policy and the Entertainment Licencing Policies have been presented to the Cabinet and will be approved and adopted by Full Council at the next meeting. The only major change in the Taxi Licencing Policy is to reduce, in a phased manner, the age of the vehicles used as taxis which will be limited to 10 years old.

A few words about the closure of the Centurion Way between Binderton bridge and the West Dean tunnel. This will remain closed off to the public until every Ash tree has been assessed for bat and dormouse habitation, and then safely felled. This will continue until late October when hibernation of these species takes place when the remaining Ash trees will be felled. Access will be restored from Binderton to the West Dean access (north of the School) but NO FURTHER until the bat survey is complete.

The extension northwards to the Southdowns Way is unlikely to progress for a good number of years due to certain lack of finance not helped by the impending purchase of the Seven Sisters Park from East Sussex County Council. This is requiring considerable investment in the Visitor Centre, car parking improvements and toilet facilities. This I learnt from my question to the Policy and Resources Committee at the SDNPA on Thursday last week.

WSSC have allocated £414,681 to the District Council towards the Covid Outbreak Management Fund. This money is from Government issued payments to upper tier Authorities and together with a sum of £146,955 paid directly to District or Borough Councils gives a total Budget of £561,636. The purpose of this funding is to support 'test, trace and contain' activities, and support for local economies and public health. Any funding not used by end of March 2022 will be returned.

And finally, I'm both pleased and sorry to learn of the £90 million fine which has been handed to Southern Water for discharge breaches. Pleased that they have been penalised and severely reprimanded, but sorry that this hefty fine, as I'm sure it will, have a major impact on their budget to improve their services elsewhere in the District, so the "mini filtration plant" which has become such a regular feature beside the East Dean Pond and in Charlton may become the 'norm' in future years. Please stay aware and be safe!