



MINUTES OF A COUNCIL MEETING HELD ON

Wednesday 8th March 2017 at the Southdowns Manor at 20.00hrs

(following a presentation on community-led affordable housing by Holly Nicol, Rural Housing Enabler, Chichester DC)

Members present: Mrs C. Brown (chairman), Mr D Dawtrey, Mrs K Mackellar, Mr D Stiles, Mr K Tregunna

Also attending: Mr Gordon McAra (WSCC), Mr N Ryder (clerk), Mr Andrew Shaxson (CDC) and 2 members of the public.

1. Apologies: Mr J Daborn, Miss R Hodgson
2. Disclosure of Interests: None
3. Public Questions:
 - Q Who is the memorial at item 11c for?
 - A Chris Hodgson, the previous chairman of the parish council.
4. Reports from district & county councillors
 - a. GM (West Sussex CC) reported that:
 - funding is still available from Operation Watershed - after some discussion, CB undertook to look into the mechanism for applying for funding for flood handling at Trotton bridge;
 - there had been complaints about the delays and traffic bunching due to the new traffic light controls on Trotton bridge – members agreed with these and asked GM to complain to WSCC highways dept;
 - grass-cutting was due for Trotton highway verges on 27 Mar, subject to weather.
 - b. AS (Chichester DC) reported that:
 - CDC budgets had dropped sharply over the last 5 years and parishes should expect further pressure to take on more services;
 - evening charges have been introduced at some Chichester car parks (inc. the Festival theatre one);
 - the A27 upgrade project has been cancelled, but efforts are underway to restore it;
 - the SDNPA will announce updated housing allocations at a meeting on 9 Mar.
5. Minutes: The minutes from the council meeting held on 11th January 2017 were approved and signed.
6. Noticeboard replacement: It was agreed that the suggested replacement of the parish noticeboard at Fairylands would be cancelled, as the cost was not justified by the small number of residents in that area now that the new website was available.
7. Finance update: The updated budget and transactions / statements had been circulated. Quotes for work on paths at Trotton church had been accepted and work was about to start; members voted in favour of using the agreed £1,000 amenity funding and the £500 budgeted for grass cutting this year to pay for the whole project in the current financial year, and delay the grass-cutting until the new year. On current projections, the council would underspend its 2016-17 budget by up to £1,500 as a result of: £600 allowed for further facilities on the website, which were not yet required; £600 for the re[placement noticeboard, now cancelled; £250 contingency reserve, not so far required. However, DS suggested he could use this for salt / sand bins (see item 9).
8. Emergency plan: DS reported that the last emergency plan was a draft that had never been activated – WSCC knew nothing about it. However, he had arranged to meet James Trotman of WSCC emergency planning, who run a "what if?" program aimed at agencies including parish councils. He reported that most neighbouring parishes' emergency plans centre on salt/grit various forms of "good neighbour" scheme. The church joint benefice has a "good neighbour" scheme which was apparently in need of review, so this could be a further opportunity for closer joint working between the PC and the benefice. Rogate parish council had placed plastic salt bins to avoid relying on emergency deliveries which might not arrive in time. After some discussion it was agreed that DS should talk to the benefice PCC and look into finding suitable sites for salt bins and he was authorised to spend up to £1,500 on buying suitable bins.
9. Local events:
 - a. Folk concert: arrangements were in place for the folk concert on 11th March
 - b. Parish "clean-up day": it was agreed that this would be arranged on 8th April; CB would contact CDC to ask for kits and guidelines, and would prepare plans in advance; NR would ask the Keepers Arms if bags of litter

could be left in their car park until collection on the following Monday.

- a. Parish ragwort day: it was agreed that this would be on 8th July; CB would plan the areas to be cleared; there was some discussion about Himalayan Balsam and Knotweed growing beside, and threatening to damage, Trotton bridge and KT agreed to check whether this was legally notifiable – NR was to write to the householder either to say it was being reported or asking them politely to clear it.
 - b. Trotton fête and duck race: Rosie Hodgson, Katherine Mackellar, Anne Chapman and Sophie Newton had agreed to join the new committee to be formed to increase the village / church co-operation, but NR was hoping that Colleen Homan would join and he asked for any other volunteers from the council; DD and DS said they would try to help if required.
10. Parish communication: Take-up of R&T News so far was just over 50% of households in the parish, which was good but it was still reaching only half of the distribution of the Bridge newsletter, reducing its effectiveness as a communication vehicle for the council. It was agreed that example copies should be placed in the noticeboards and the defibrillator kiosk and that a leaflet drop to non-subscribers would also help. NR agreed to progress these. It was also agreed that advertising on the website and in R&T News would be added to the next agenda and that NR would consult SSALC about this.
11. Planning updates:
- a. Car-port at Spring Cottage: CB reported that the council had written to the householder to suggest that he now take all steps to comply with section 38 of the Commons Act 2006 – which would require retrospective application to the secretary of state for the environment. NR added that the parish, district and county councils have no duty or powers to deal further with this issue and that the only other redress would be through the courts.
 - b. Three new applications had been received and the planning committee would meet on 21st March to consider these. The parish council had made no objection to the application at Wembridge House in Chithurst Lane and had heard no more from the planning officer about the multiple applications for Terwick Mill house - NR was instructed to write to the officer concerned and ask whether he had now done his site visit and for him to send the details requested before 21st March.
 - c. Memorial corner: the council had now received “Consent to plant in the highway” from WSCC to create a memorial corner to former chairman of the council Chris Hodgson; Rosie Hodgson had arranged to meet commons warden Jane Wilmott of Sussex Wildlife Trust and heathlands officer Bruce Middleton of the SDNPA on the site at 13:30 on 14th March to advise on creating the wildflower meadow there; she had signed the WSCC agreement papers but NR was waiting for confirmation of insurance cover before returning this to WSCC. CB suggested that it might also be possible to register the corner as a village green with the Open Spaces Society – a small but influential body – she asked to put this on the next agenda.
 - d. Community housing / land trusts: it was agreed that this should be on the agenda for the next meeting.
12. Date of next meeting: 10th May 2017
-

13. Action points

Person	Agreed action	Item	Date by
GM	Complain to WSCC Highways re Trotton bridge traffic lights	4	ASAP
CB	Look into Operation Watershed re gulleys at Trotton bridge	4	ASAP
DS	Liaise with WSCC and benefice PCC re salt bin sites Consider buying salt bins (authorised up to £1,500)	8	31 Mar 17
CB	Contact CDC to ask for clean-up kits and guidelines & prepare plans for day	9	7 Apr 17
NR	Ask Keepers about leaving litter bags in car park for 2 days	9	7 Apr 17
NR	Liaise with Trotton churchwarden re Fête committee & invite Colleen Homan to join	9	ASAP
NR	Copies of R&T News in noticeboards and kiosk & liaise with editor re Trotton events	10	ASAP
NR	Consult SSALC re joint advertising in R&T News and parish website	10	ASAP
NR	Write to planning officer re Terwick Mill house applications	11	ASAP
NR	Check insurance coverage for memorial corner and return signed agreement	11	ASAP
CB	Consult Open Space Society about memorial corner as village green	11	30 Apr 17