

Minutes of a meeting of the Community Forum held on Wednesday, 20th January 2016, Lodsworth Village Hall.

Attendance and Apologies (in italics):

Bepton Parish Council	<i>Apologies sent</i>
Cocking Parish Council	Attended: David Imlach
Easebourne Parish Council	Attended: Jose Galego
Elsted and Treyford Parish Council	Attended: Andrew Shaxson, <i>Apologies sent - Andrew Leno</i>
Fernhurst Parish Council	
Harting Parish Council	Attended: Andrew Shaxson
Heyshott Parish Council	Attended: Simon Laking
Linch Parish Meeting	
Lodsworth Parish Council	Attended: Caroline Neville, Deryck Hamon
Lynchmere Parish Council	Attended: Sandy Moore <i>Apologies sent – Sylvia McCallum</i>
Midhurst Town Council	Attended: Brendan Flynn, Stephen Morley
Milland Parish Council	<i>Apologies sent</i>
Rogate Parish Council	
Stedham with Iping Parish Council	<i>Apologies sent – Eddie Lintott</i>
Trotton with Chithurst Parish Council	<i>Apologies sent – Carola Brown</i>
West Lavington Parish Council	Attended: Keith Elmy <i>Apologies sent – Tony Jones</i>
Woolbeding with Redford Parish Council	Attended: Steve Granger
Sussex Police	<i>Apologies sent – Heide Hay, Craig Dunlop</i>
West Sussex County Council	
Chichester District Council	Attended: Cllr Francis Hobbs, Shona Turner <i>Apologies sent – Cllr Gillian Keegan Cllr Denise Knightley Andrew Frost</i>

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| 1. | Introduction by the Chairman
Andrew Shaxson opened the meeting, welcomed everyone and thanked Lodsworth Parish Council for hosting the meeting. |
| 2 | Apologies for absence
Minutes of previous meeting and matters arising
Minutes of last meeting – 8 th July 2015 were accepted as a record of the previous meeting. |

Matters arising:

- The date given for the SALC meeting was incorrect in the minutes. However, Andrew did attend that meeting and will refer to it later in AOB.
- Caroline Neville was asked about the issue regarding Riverside Surgery closing for half a day a month for training. A notice is now displayed on their website but it is not very visible. It was noted that the surgery is currently running a customer satisfaction survey.

3. An Update from PCSOs Sussex Police

Neither Heide nor Craig were able to attend the meeting and had sent a short report which Andrew read out.

Contact details

PCSO Heide Hay – heidi.hay@sussex.pnn.police.uk or <http://www.sussex.police.uk/help-centre/your-local-district/chichester//local-team/WC3NH21>

PCSO R Craig Dunlop - Robert.Dunlop@sussex.pnn.police.uk or <http://www.sussex.police.uk/help-centre/your-local-district/chichester/local-team/WC3NH20>

Following on from Craig's report, Sandie Moore, with her involvement from Neighbourhood Watch, raised the subject of general policing in the area and the uncertainty that now surrounds it. The Midhurst Police station is not going to be based at The Grange and there are only 3 PCSOs now instead of 4. From the discussion that followed, it was decided that Andrew, as Chairman of the meeting, would contact Katy Bourne, Police and Crime Commissioner, inviting her to attend a meeting to answer some of the questions and concerns that had been raised. It was also decided that Shona would ask the North East Parishes Community Forum to see if they would like to attend the same meeting.

4. Electoral Review of Chichester District - Philip Coleman, CDC

Philip began his presentation by explaining that the review was a member led project which received majority support from the Council. It was felt that with the volume of ward works and new management structures within the council, along with the difficulty in recruiting new councillors that it would be a good time to carry out a review. A number of other councils similar to Chichester have already completed reviews and the boundary commission were open to the idea.

In March 2015 the Council resolved the following:

That the proposal on council size for a reduction in the number of councillors to approximately 35 or 36, to be implemented for the district council elections in 2019, be approved for submission to the Local Government Boundary Commission for England (LGBCE).

The LGBCE emphasised that they will try to disturb parishes as little as possible. They cannot change parish boundaries or the number of members on a parish council (Only CDC can do that).

Fewer councillors implies bigger wards, so if a parish is too small to be a district ward on its own (as most are) it will need to be included with a neighbour(s). If a parish is too big to be a district ward, it must either be split (warded), as Selsey and Chichester currently are or form a multi-member ward on its own or with neighbours.

Timetable for review:

- December/January: Brief Community Forums and City Council
- January/early February 2015: Warding workshops: Chichester City/Rest of the South/North
- Mid February 2016: Boundary Review Panel (BRP) approves draft warding scheme for consultation
- Late February/March 2106: Consultation (Parishes/WSCC/Political parties/other stakeholders/public)
- Late March 2016: BRP/ Cabinet/Council approve submission to LGBCE

Questions:

Would Parishes be split? Only if the Parish is too big, it would be warded/split or would form a multi-member ward. (Fernhurst and Lynchmere). Chichester and Selsey are currently the only Parishes that have been divided and warded.

Why are the dates of 2020/21 being used and not 2026 to be in line with the local plan? 2021 was given by the Boundary Commission as it is felt that it becomes more speculative if you go more than 6 years ahead.

Please let your District Councillors know if you have any view or ideas about the boundaries. In addition, from the 26th January you can put your views to the Boundary Commission but also please let Philip and your District Councillor know.
<https://www.lgbce.org.uk/current-reviews/south-east/west-sussex>

Contact details

Philip Coleman, Member Services Manager
Member Services, Chichester District Council
Tel: 01243 53 4655
Email: pcoleman@chichester.gov.uk

5. Emergency Planning - Michael Rowland, CDC

Michael began his presentation by giving an overview of how the district council respond in an emergency. He mentioned how parish councils can play their part, especially with resilience plans.

The way the district council responds to an emergency is guided by the Sussex Emergency, Response and Resilience document which has been put together by category one responders. This shares out responsibility to each agency and delegates tasks dependent on the emergency event.
<http://www.sussexemergency.info/>

The district council has a role in providing shelter and welfare, often in rest centres. This can be a temporary centre, such as village halls or pubs for example, which is near the locality of the incident. However in a large-scale evacuation, the district council will open up a leisure centre, either in Southbourne, Chichester or Midhurst. Another role is restoring aspects to a 'new normality' after an emergency, which may include other council officers from various departments such as environmental health. Transport from evacuations may be used via the County Council in terms of buses or other forms of public transport.

Michael mentioned what parishes can do, which included local knowledge in particular, where vulnerable or elderly people are and encouraged parish councillors and volunteers to take part in training, provided by the Sussex Resilience Forum. The training is part of the 'What if' project which is being developed and will be useful as it will not only provide training but also basic equipment.

Questions:

A question was asked whether CDC's responsibility to local marine incidents eg. an oil slick would also include water courses. This responsibility falls with the Environment Agency. It could, if the incident was bigger, be the responsibility of WSCC or if it became a major incident, then it would fall to Central Government.

In Emergency Planning, the Local Authority has a statutory obligation whereas Parish Councils do not. Take Lodsworth for example, due to its location, it is more difficult for the emergency services to reach them. In order to help the Community to look after itself, the Parish Councils are encouraged to create emergency/resilience plans.

With regards to questions raised on what should an emergency/resilience plan consist of: There is a template available on the SRF webpage <http://www.sussexemergency.info/our-community> this gives some idea but basically, it should be generic and not too fixed.

It could consist of:

- Who to contact
- What your facilities are
- Who to telephone for help.

Plus a list of resources and it may be a good idea to pass a copy of the plan to CDC

In response to a question on whether funding was available. Not from CDC, however, SSE provides some funding (new contact details provided in covering email, please also refer to our last minutes). Lynchmere have recently suffered from a power cut and SSE provided generators, soup kitchen etc to enable the community to live as normal until the issue and been located and fixed.

Chichester Local Committee (CLC) North has £9,000 available until April. This funding could be used to purchase a generator but not the fuel! The closing date for this is early February, with the meeting being held in March and although a Parish Council cannot apply for this funding, a Village Hall could.

Michael hopes to come back to present at future Forum meetings, perhaps on more 'specialised' aspects of emergency planning and is also happy to visit individual parishes particularly as he does not know the district very well.

Contact details

Michael Rowland, Emergency Planning Officer
Health Protection, Chichester District Council
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Email@ mrowland@chichester.gov.uk

6. Future topics/General discussion

Rural Broadband – requested by Cocking Parish Council as Lord Brown had answered them and they would be 'live' with a faster connection within 18 months.

After some general discussion on the various issues everyone was experiencing with their broadband connections and mobile phone signals, it was felt that it would be a good idea to continue to feed issues back to the Forum and it might also be beneficial to have a map of broadband. (Andrew thought he still had one).

Smart meters for electricity had also been an issue as they required a mobile phone signal. The SDNPA had taken on this issue and there was a fund to help support communities with digital access, however this was just for small business and some parishes do not have small business. It was asked if Brandon would pass on the Forum's concerns.

Winter plans – an issue has arisen with the salt bins. Although the Parish had found a local farmer who was happy to help with storage etc. The Farmer has now been informed by WSCC that he is not allowed to assist unless he has been told by WSCC that he could. This matter should be taken to Cllr Michael Brown, WSCC as it was not an issue that the Forum could deal with.

7. Any other Business

Andrew referred to a couple of meetings:

SDNPA – 6 monthly meeting for Parishes – did not take place.

SALC – Chichester District meeting that was held recently and Andrew had attended. Although it was good of them to invite the 'northern' Parishes, the meeting had no benefit for the Parishes in this area and Andrew suggested that it might be more useful to hold a meeting for the 'northern' parishes, if it was felt that this was a good idea. As it was felt that it was, Andrew will look into this and the North East Parishes community forum could also be invited to attend.

The date of the next meeting is to be in July, although an actual date and venue are yet to be decided.

In addition, topics for this meeting are to be decided nearer the time.

The meeting came to a close at 9pm.