

Minutes of a meeting of the Community Forum held on Thursday, 21st January 2016 at Petworth Town Council offices, Petworth

Present and apologies (in italics):

The Common Parish of Sutton and Barlavington	Attended: David Neave
Bignor Parish Meeting	<i>Apologies sent</i>
Bury Parish Council	<i>Apologies sent</i>
Duncton Parish Council	Attended: Chris Davies
East Lavington Parish Council	Attended: Vivien Gosden
Ebernoe Parish Council	Attended: Ann Tyrrell
Fittleworth Parish Council	Attended: David Brittain
Graffham Parish Council	<i>Apologies sent</i>
Kirdford Parish Council	
Loxwood Parish Council	
Lurgashall Parish Council	Attended: Ray Cooper
Northchapel Parish Council	<i>Apologies sent</i>
Petworth Town Council	Attended: Chris Kemp
Plaistow and Ifold Parish Council	
Stopham Parish Meeting	Attended: Brian Barttelot
Tillington Parish Council	<i>Apologies sent</i>
Wisborough Green Parish Council	<i>Apologies sent</i>
Sussex Police	<i>Apologies sent</i>
WSCC	Attended: Cllr Janet Duncton
CDC	Attended: Cllr Eileen Lintill, John Ward, Shona Turner , Philip Coleman, Michael Rowlands <i>Apologies sent - Cllr John Elliott, Cllr Josef Ransley, Cllr Nick Thomas</i>

1. Introduction by the Chairman

Mr Chris Kemp, Chairman of Petworth Town Council opened the meeting and welcomed everyone.

2(a). Apologies for Absence

As above

2(b) Minutes of previous meeting and matter arising

The Minutes of the last meeting (12th November 2014) were approved as a correct record.

Matters arising

The Fire Service Review – Cllr Mrs Janet Duncton reported that the year was nearly over and that the fire and rescue and community firemen are happy with the new system. This new system included new shift patterns and equipment; it also focuses more on preventative measures. They are currently advertising for firemen and have had a good response. Janet is happy to give updates as and when required to the Forum.

3. Feedback from Chichester in Partnership (CIP) – Cllr Mrs Eileen Lintill

Cllr Mrs Eileen Lintill explained that the healthy partnership had merged into CIP as it was recognised that both involved the same stakeholders. A result of which is that the remit has now widen.

- Working with community groups
- Financial exclusion strategy which links in with debt awareness (it is Debt Awareness week this week).
- 4th March 2016, CIP annual conference, 1pm at CDC Council Chambers, East Pallant House. It actually starts at 12.30pm with lunch and the special guest is Tracey Foster from the Department of Communities and Local Government (DCLG) who will be talking about community resilience and building active communities. You can have your say with regards to the new Community Strategy and it is a good event to network. If you wish to attend please email Jenny Jones at CDC. jjones@chichester.gov.uk

Chichester in Partnership website www.chichesterinpartnership.org.uk

4. An Update from Sussex Police

Craig and Heide were unable to attend the meeting and had sent a short report which Chris read out. (Attached to covering email)

PCSO Heide Hay – 07917073577 heidi.hay@sussex.pnn.police.uk

PCSO Paul Isaac – 07775406783 paul.f.Isaac@sussex.pnn.police.uk or

<http://www.sussex.police.uk/help-centre/your-local-district/chichester//local-team/WC3NH24>

It was discussed that PCSO Paul Isaac does attend incidents etc and he always urges Parishes to report incidents. Due to low resources, the Police are no longer able to ‘hang around’ so unless incidents are reported, the Police will assume people are happy. By reporting incidents especially cybercrime, we can help the Police to understand what is happening.

The PCSOs are under review until March this year; would Community Wardens therefore be beneficial in this area? It was pointed out that although Horsham and Chichester do have Community Wardens schemes, both of which are very different, and CDC’s are very successful. ‘Policing’ is the least of their duties plus the Parishes also have to contribute financially.

Was this topic worth ‘clustering’, having an ad hoc meeting with those Parishes interested? It was decided to see what happens to the PCSOs after the review.

Shona mentioned that at the North West Community Forum the previous night, policing had also been a topic of discussion and they had decided to invite Katy Bourne, Police and Crime Commissioner to a meeting, hoping that she could answer their concerns. The NW Forum had asked whether the NE Parishes would be interested in joining the meeting. As they would, Shona will inform the NW Forum.

5. 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 the 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 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 2016: Consultation (Parishes/WSCC/Political parties/other stakeholders/public)
- Late March 2016: BRP/ Cabinet/Council approve submission to LGBCE

Questions were asked in relation to parishes being split, identity of parishes being lost and the importance of equalities. Philip explained it was unlikely that Parishes would be split in this area and that natural boundaries will be considered, along with community patterns.

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 please also 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

6. **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.

CDC is also responsible for marine incidents (and WSCC if the incident has wider implications) but if the incident is a river then the Environment Agency would take the lead, along with incidents involving pollution. However, a normal water course would be the responsibility of WSCC. It was suggested that if there is a river within the Parish, it would be useful to find out who is responsible for it, in case of an emergency.

Michael mentioned what parishes can do, they have local knowledge and in particular where vulnerable or elderly people are. Some training is provided by the Sussex Resilience Forum, it is part of the 'What if' project which is currently being developed. This project will be useful as it will not only provide training but also basic equipment.

In Emergency Planning, the Local Authority has a statutory obligation whereas Parish Councils do not. Due to the rural location of some of the Parishes and communities, it is more difficult/takes longer 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.

A template is available on the Sussex Resilience Forum webpage

<http://www.sussexemergency.info/our-community> this gives some idea but basically, it should be generic and not too fixed and could consist of:

- Who to contact
- What your facilities are
- Who to telephone for help
- A list of resources

It may be a good idea to pass a copy of the plan to CDC as there is always access to CDC.

In response to questions on whether funding was available. CDC does not; however, Scottish and Southern Energy (SSE) do have some funding (contact details provided in covering email, plus a leaflet on their funding).

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
Tel: Mob: 0776 8846406
Email: mrowland@chichester.gov.uk

7. Share Common Issues and Problems.

Discussed above.

8. Future topics

Parishes to offer Shona topics for the next meeting

9. Any other Business

Thank you to Petworth for the refreshments and chairing the meeting.

There being no further business, the meeting closed at 8.45pm

Date of Future Meeting – 2016

November, exact date and venue yet to be decided. Tillington PC did offer to host the next meeting, however, this was on the assumption the meeting would be held in the summer months, Shona to check to see if the venue is available.