

Chichester District Association of Local Councils

Chair: Cllr Andrew Shaxson (Harting & Elsted and Treyford Parish Councils)
Clerk: Anna Beams
Tel: 07724 545699
Email: admin@wsalc.co.uk

Minutes of the Annual General Meeting of Chichester District Association of Local Councils held on Thursday 27th June 2024 at 7pm via Zoom.

Present:

Cllr Henry Potter	Boxgrove Parish Council
Cllr Stephen Johnson	Chidham & Hambrook PC
Cllr David Imlach	Cocking Parish Council
Cllr Pamela Kensington	East Wittering and Brackesham PC
Cllr Anne Tyrrell	Ebernoe PC
Cllr Helen Marshall	Fishbourne PC
Cllr Andrew Shaxson	Harting / Elsted and Treyford PCs(Chair)
Cllr Louise Tucker	Lavant Parish Council
Cllr Caroline Neville	Lodsworth PC
Cllr Jane Price	Plaistow & Ifold PC
Cllr Amanda Tait	Southbourne PC
Cllr Pete Drummond	Wisborough Green PC
Cllr Sophie Winship	Wisborough Green PC
Cllr David Guest	
Cllr Catherine Payne	
Trevor Leggo	WSALC, CEO
Anna Beams	Secretary
Andrea Smith	Chichester District Council

1. Welcome

The current Chair welcomed members to the meeting.

2. Apologies for absence

Apologies were received and accepted from Cllrs Nicolette Pike (West Wittering PC and CHC representative), Richard Hitchcock (Westbourne PC), Timothy Firmston (Birdham PC), Charles Britton (East Lavington PC), Lizzie Robinson (Woolbeding with Redford PC), Alun Alesbury (Stoughton PC and SDNP representative), Nigel Ricketts (Westbourne PC) and Heyshott Parish Council.

3. Election of Chair

On a proposal by Cllr Charles Britton, seconded by Cllr Helen Marshall, it was **AGREED** by the majority that Cllr Andrew Shaxson be appointed as Chair.

4. Election of Vice-Chair

On a proposal by Cllr Andrew Shaxson, seconded by Cllr David Guest, it was **AGREED** by the majority that Cllr Charles Britton be appointed as Vice-Chair.

5. Approval of the minutes of the previous meeting held on 27th February 2024

The minutes were **APPROVED** as a correct record to be e-signed by the Chair.

6. To appoint 3x representatives to WSALC as agreed by the WSALC Board

Cllrs Andrew Shaxson, Charles Britton and Amanda Tait volunteered to continue as representatives to WSALC.

On a proposal by Cllr Pete Drummond, seconded by Cllr Stephen Johnson, it was **AGREED** by the majority to appoint all three as representatives to WSALC.

7. CDC Climate Action Emergency Action Plan briefing

Andrea Smith, Chichester District Council, provided an update on Chichester District Council's Climate Action Emergency Action Plan consultation (appendix A).

The Chair noted that there was not much emphasis on planning. Andrea advised that the Planning Team have suggested options within the consultation and will attend the online event taking place on 9th July which will focus on planning. She further advised that each online event will focus on a different area.

Questions were raised regarding what has been spent to date on the Action Plan. Andrea explained that the figures are reported and published bi-annually.

Further questions were raised during the meeting which Andrea subsequently provided answers to which are appended to these minutes. (appendix B)

Andrea ended her report by explaining that there will be an opportunity to ask questions at the face to face and online sessions (listed in appendix A).

The Chair thanked Andrea for attending.

19:31 Andrea Smith left the meeting.

8. Annual Subscription

The Chair explained that councils in Chichester have not paid a subscription for some time. The West Sussex Association of Local Councils (WSALC) increased their grant to the district associations to £1000 per year in 2021 which has provided CDALC with sufficient funds to cover costs.

There are no costs anticipated whilst meetings are being held online other than secretarial costs and it was therefore **AGREED** that no subscription will be levied for the financial year 2024-25.

9. CDALC Steering Group update

The Chair referred to the notes of the meeting of the Steering Group held on 30th April. (appendix C). He added that no clear conclusion had been reached at the meeting in respect of encouraging council engagement with CDALC.

The Chair suggested that connections with neighbouring parishes are important and that CDALC meetings could be used as a vehicle to share best practice and solutions to common issues.

It was noted that it has been difficult in the past to engage with the District Council and ask them to attend CDALC meetings.

A full discussion about various local issues took place and it was concluded that it was not necessary to re-convene the Steering Group but that the focus should be on encouraging attendance at CDALC meetings. It was suggested that those attending the meetings are given a platform to raise issues or positive stories from their councils.

10. Update from Chief Executive of WSALC, Trevor Leggo

West Sussex County Council

- Trevor has recently met with Councillor Joy Dennis, WSCC Cabinet Member for Highways. It was explained at the meeting that Cllr Dennis's aim is to improve communications with parishes and give parishes special status for reporting. Parishes are currently given the same status as members of the public. A trial will be held using five parishes in the Arun district before a wider roll-out. The County Council will ask for a mobile number from each parish council that can be used as a contact for issues that need to be communicated urgently to parishes. Councillor Dennis confirmed that a Highways Officer will attend CDALC meetings if invited.
- Of the 140,000 roadside gulleys in West Sussex, 90,000 have been cleaned and cleared in the last 12 months, the remaining 50,000 are on a lesser frequency of cleaning.

Police Matters

- Trevor recently met with Jo Shiner, Chief Constable Sussex Police with a view to discussing ways to improve attendance at the bi-annual police focus groups. The proposal is to incorporate the focus groups into District Association meetings. Trevor will take the proposal to the next WSALC Board.
- The Sussex Police Immediate Justice Scheme is aimed at dealing with vandals by seeing them payback to the community through unpaid work and repairing damage they have caused. Councils need to ensure that they have projects ready for them to

do such as litter picking and ditch clearing. Should offenders refuse to undertake the work, they will be put in front of the Magistrates Court.

- PCSO numbers are currently lower than they could be. Jo Shiner explained to Trevor that Sussex Police has to maintain Police Constable numbers and therefore, the process whereby PCSO's must serve 2 years before progressing to Police Constable has been relaxed. It is difficult to replace PCSOs leading to a shortfall.
- Sussex Police are dealing with increased numbers of people suffering from mental health issues. Approximately one-thousand personnel hours were spent in the last year attending people with mental health issues.

WSALC & ESALC Newsletter

- The newsletter was launched last week. Clerks were asked to circulate to all councillors and to submit good news stories for future publications. Mandy Jameson, previously the Communications Officer in the Police and Crime Commissioners Officer is compiling and editing the newsletter.

Elections

- The Pre-Election Period has caused a lot of confusion this year amongst town and parish councils. Trevor advised that the period is not designed to stagnate the work of a local council.

11. SDNP Report

In the absence of Cllr Alun Alesbury, a report was made by the Chair, Cllr Andrew Shaxson, SDNP representative for West Sussex.

Management

- Cllr Shaxson reported that the AGM will be held on 9th July and that he is not aware of any changes to the top.
- Vacancy, East Sussex parishes - candidates known in February however the one elected, Cllr Paul Bevan former CEO of SEERA, has still not been ratified by the Minister due to election being called. He has trained and attended workshops but cannot yet be an active planning committee member.
- Chief Executive - It is projected that the recommended replacement will be ratified at a meeting of the NPA on 22nd August. In the meantime, Tim Slaney is holding the fort.
- Director of Landscape Strategy – the officer appointed at the end last year has resigned, there is currently no-one acting as interim. The new CEO will be responsible for replacing her.
- Finance – flat rate budget settlement as anticipated. The finances are sound.

Various

- CIL allocation discussion will take place on 9th July. It will include suggestions for projects park-wide, spreading payments across SDNP area and relevant projects.

- Angel Hotel – there is no visible sign of movement towards rebuilding or redevelopment. If the SDNPA had not used its planning powers, working in conjunction with CDC and WSCC, the road might still be closed and the town in a parlous commercial state.

Meetings / consultations

- Local Plan Community Engagement consultation – the start has been delayed by the calling of the general election, it will now commence on 8th July for eight weeks. Almost all the relevant papers are already in the public domain – published by 14th March planning committee.
- Parish Meeting – will take place virtually on 2nd October at 6pm. It will cover relevant topics with a lot of time allocated to questions. The last meeting on 13th March used this formula effectively.
- A strategic workshop took place on 20th June. SDNPA members spent many hours considering issues relating to Climate Change, the SDNPA and their scope for addressing issues.

12. CHC Report

In the absence of the CHC representative, Cllr Nicolette Pike, the report circulated with the agenda was taken as read. (appendix D)

The deputy representative, Cllr Amanda Tait, apologised for not being able to step in as she had only received the report today.

Cllr Mead-Briggs expressed his disappointment that the report failed to mention Storm Kathleen which caused considerable disruption and damage in the local area. Cllr Tait advised that she will raise this with Cllr Pike and also at the next advisory meeting.

The Chair suggested that it would be useful to invite a member of the relevant body to the next CDALC meeting to update on storms and the ever worsening situation and increased risk of flooding.

13. Matter of concern to your council

Cllr Tait reported that Southbourne Parish Council are now inviting developers to attend Council meetings to take part in pre-application discussions.

Cllr Drummond (Wisborough Green PC) queried whether any other councils have had experience of Grampion Conditions. Nobody present at the meeting had any direct experience. It was suggested following a full discussion that Steve Tilbury, planning advisor to WSALC, is approached to provide a briefing on his views.

14. Date and format of next meeting

The next meeting will take place by Zoom on Tuesday 10th September at 7:00pm

Meeting closed at 9:01pm

Andrew Shaxson
Signed: [Andrew Shaxson \(Sep 12, 2024 20:25 GMT+1\)](#)

12/09/2024
Dated:

Chairman






CDALC Minutes 27 June 24

Final Audit Report

2024-09-12

Created:	2024-09-12
By:	Anna Beams (anna@mulberrylas.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9np9AgaaBiiQ1cqxMXa3bAS2gpXxnUHe

"CDALC Minutes 27 June 24" History

-  Document created by Anna Beams (anna@mulberrylas.co.uk)
2024-09-12 - 09:18:03 GMT
-  Document emailed to Andrew Shaxson (a.shaxson@harting-pc.gov.uk) for signature
2024-09-12 - 09:18:06 GMT
-  Email viewed by Andrew Shaxson (a.shaxson@harting-pc.gov.uk)
2024-09-12 - 19:24:29 GMT
-  Document e-signed by Andrew Shaxson (a.shaxson@harting-pc.gov.uk)
Signature Date: 2024-09-12 - 19:25:25 GMT - Time Source: server
-  Agreement completed.
2024-09-12 - 19:25:25 GMT