

**Minutes of the Meeting of Chidham & Hambrook Parish Council
in the Chidham & Hambrook Village Hall on 6th April 2017 at 7.00pm**

Present:

| | |
|------------------------------|----------------------|
| Cllr Cliff Archer (Chairman) | Cllr Linda Wilkinson |
| Cllr Andy Collins | Cllr Ina Littlefield |
| Cllr Geoffrey Hyde | Cllr Stephanie Cecil |
| Cllr Jane Towers | |

In attendance: The Clerk: Caroline Davison, Cllr Penny Plant (CDC),
Cllr Jonathan Brown (CDC)
Cllr Ms Sandra James (WSSC)
Two residents – Rachel Perri and 1 other

203-16 Apologies for absence:

Apologies for absence were received from Cllr Jacky Sheppard.

204-16 Declaration of Interests and Granting of Dispensations if any:

- a) There were no declarations of interest
- b) There were no dispensation requests

205-16 Minutes

Resolved that the Minutes of the Meeting held on 2nd March 2017 be approved as a true and accurate record and signed by the Chairman.

206-16 Co-option of New Parish Councillor

The Chairman thanked both candidates for attending the Meeting and for expressing interest in becoming a Parish Councillor. Representations were made by each candidate in turn.

The Parish Council agreed to waive standing orders and to hold a secret ballot to elect the new Parish Councillor. As the outcome of the secret ballot was a tied vote the Chairman used his casting vote to elect Mrs Rachel Perri. The new Parish Councillor signed her Declaration of Office and joined the Parish Council for the rest of the Meeting.

207-16 Public Forum

The Clerk had received an email from a resident of the Parish, who was unable to attend the Meeting in person due to work commitments, expressing concern that the new ticket machine at Nutbourne station had been vandalised and asking how the Parish Council would be responding to this matter. It was acknowledged that this was a regrettable act of mindless vandalism and opinion expressed that hopefully it was an isolated incident. It was noted that there is a CCTV camera in place and that this was a matter for Southern Rail to investigate in conjunction with the British Transport Police.

208-16 Reports

a) Chairman of the Parish Council's Report

The Chairman expressed sincere appreciation and thanks on behalf of the whole Parish Council to Myles Cullen for all his considerable work and efforts whilst in post as District Councillor. Mr Cullen sadly had to step down on health grounds.

The Chairman reported that the Chidham Lane Sign at the junction with the A259 that had been in a dire state of repair had now been replaced. Thanks were expressed to the District Councillors for expediting this work. It was noted that the Hamstead Meadow sign still needed replacement and a request was given to the District Councillors to progress this.

The Resident's Association (CHANE) were thanked for organising its much-welcomed and very well attended Village Open Day which was held at the beginning of March. It was estimated that approximately seventy residents attended the event. It was noted that the Parish Council had a large stand which was busy for the full five hours of the Open Day. Its displays included:

Copies of the Neighbourhood Plan; Two large maps of the Parish; Plans of the upcoming Open Spaces in Broad Road, Hambrook; Information displays on the work of the Parish Council, community orchards and allotments in Broad Road; New Bus Shelter on A259; New Defibrillators for the Parish; Public Art Funding Proposals including example photographs and a request for suggestions for Public Art in the Parish; New Homes Bonus Funding request for suggestions and Notice of the Parish Councillor Vacancy with Invitation to Potential Co-optees. Thanks were expressed to the Parish Councillors for making the Council's presence a success.

The Chairman had circulated a report with the Agenda identifying progress with Chidham Lane Tidebank Repointing and White Cottage Drainage Works (see Appendix I). In addition to his report the Chairman noted he would be closely monitoring the White Cottage Drainage Works as they progress alongside the Parish Ditch Warden, Robin Yeld. Paul Cann, Senior Engineer Arun District Council, had also confirmed that he would be keeping a close watch on the construction work as he had drawn up the initial design and had waived the need to pay for a Land Drainage Consent Application under the Land Drainage Act 1991. The Chairman reported that he had attended the CDC and All-Parishes Meeting the previous evening. One of the presentations had been on the Government White Paper on Housing and the upcoming review of the Local Plan. From this presentation it was noted that the Government White Paper stressed the importance of the Neighbourhood Plan. The consultation on the process of reviewing the Local Plan was scheduled to take place this Summer starting in May. It was emphasised that Neighbourhood Plans would also need to be reviewed but that this should not happen too soon in the Local Plan Review Process. The sum of £9,000 had been made available for development of each new Neighbourhood Plan. The question was raised as to whether grants would also be available for reviewing Neighbourhood Plans and the CDC had agreed to check this and report back. As usual the presentations from the All Parishes Meeting will be placed on the CDC website and distributed to Parish Councils.

A reminder was given that the Annual Parish Meeting would take place on Thursday 18th May 2017 at 7.00pm to 7.30pm in the Chidham Village Hall.

Finally the Chairman noted that clearance had taken place of the vegetation which had been causing damage to the rear of the Chidham Lane Bus Shelter. He advised that the bus shelter itself would require maintenance in the next few months.

b) District Councillors' Reports

Cllr Penny Plant thanked the Parish Council for its comments in respect of Myles Cullen. Cllr Jonathan Brown (CDC) noted that further to the presentation at the All Parishes Meeting on the Government White Paper and CDC Local Plan it would be beneficial for there to be future consideration as to how parishes might work together to achieve long term infrastructure implementation.

c) County Councillor Report

The County Councillor did not produce a report for this Meeting. It was noted that she was currently within her 'purdah' period for forthcoming County Council Elections.

209-16 Hambrook Waste Recycling Site

The proposals by Cllr Ms Sandra James WSCC for reopening the Hambrook Waste Recycling Site one day a week with the provision of five skips were considered.

Resolved that subject to sufficient information being presented to the Parish Council in the next six months the Parish Council will then evaluate whether to support this project in principle. This information to include:

- i) Provision of a full financial and logistical appraisal of the project
- ii) Evidence of the support of all other Parish Councils in the locality
- iii) The financial impact on the Parish Council's budget and the Council Tax payers in Chidham & Hambrook as it would have to be funded by an increase in precept to meet the Parish Council's share of the full amount.

210-16 Finance and Corporate

a) The Clerk was preparing End of Year Accounts for the Financial Year 2016/17.

b) **Resolved to** authorise March 2017 payments (See Appendix II).

c) Finance & General Purposes Working Group

i) It was reported that the Finance & General Purposes Working Group met on 27th March 2017. Proposed revisions to the Community Facility Audit were discussed. It was noted that the sum of £12,390 had been allocated for projects in the Chidham & Hambrook Parish. A list of proposed projects received to date including projects at the school, St Wilfrid's Hall and Maybush Copse was discussed. Updates were given on current and proposed projects and negotiations in respect of the Open Space Areas.

ii) **Resolved to** make the revisions to the Community Facility Audit proposed by the Finance & General Purposes Working Group following its Meeting on 27th March 2017 (see Appendix III to these minutes).

iii) It was noted that the date of the next Finance & Working Group Meeting had been changed and would now be held on Tuesday 25th April 2017 at the revised time of 7.30pm.

d) **Resolved that** the Clerk be authorised to make stage payments upon receipt of invoice to B&M Plant Hire Ltd for contracted works to White Cottage Ditch. It was noted that the

monies for this project secured through Operation Watershed Funding had already been received and were being held as earmarked reserves.

- e) A report from the Clerk was received which detailed a number of essential policies that Chidham & Hambrook needed to adopt (see Appendix IV):

Volunteering Policy(Appendix A)
Discipline and Grievance Policies (Appendix B)
Equal Opportunities Policy (Appendix C)
Complaints Procedure Policy (Appendix D)
Media Policy (Appendix E)

Concern was expressed by individual Parish Councillors about the content of the Media and the Equal Opportunities Policies. It was reported by the Clerk that these had been based on standard policies and NALC guidelines. Cllr Penny Plant CDC stated that in her opinion they were 'perfectly standard'. Strong opinion was expressed that the Media Policy contravened 'freedom of speech'.

- i) **Resolved that** the Policies as set out in the attached report be adopted.

It was agreed that the Parish Council would look at how it can revise the content of its Media policy over the next six-month period, looking particularly at those concerns raised by individual Parish Councillors and also seeking their input into the revised policy document.

- ii) **Resolved that** a Complaints Committee be established at the Annual Meeting in May to comprise of the Chairman, Vice Chairman and nomination of three members from whom the third member of the Committee will be available to appoint as the need arises.

211-16 Planning Committee

- a) The Minutes of the Planning Committee Meeting held on 14th March 2017 and the Extraordinary Meeting of the Planning Committee held on 21st March 2017 were received and noted (see Appendices V & VI).

- b) There were no other matters reported other than those in the Planning Committee Minutes.

- c) **Policy on Engaging in Early Discussions on Development Projects**

A report from the Clerk was received in respect of adoption of a Policy on Engaging in Early Discussions on Development Projects.

Resolved that the policy as set out in Appendix F be approved and placed on the Council's website. This Policy to be reviewed after a six-month period.

212-16 New Homes Bonus (Parish Allocations) Scheme 2016

The Clerk reported that there would be press releases in the Village Magazine and the Parish Newsletter as well as posters for the webpage and noticeboards inviting residents to put

forward ideas for community projects to be funded through New Homes Bonus Funding. The deadline for submissions of project ideas would be 30th June 2017, for Parish Council consideration as to which projects to put forward at its Parish Council Meeting on 6th July 2017. Proposals for these projects would then be submitted to the CDC by its cut off point of 28th July 2017.

213-16 A27 Forum

A report from Cllr Andy Collins was received and taken as read. The Parish Council discussed methods to obtain feedback from the local Community in respect of its way in which they would wish their views on the A27 to be represented and also ways to establish the overall consensus of opinion held by residents. It was agreed that Cllr Andy Collins would speak briefly at the Annual Parish Meeting.

Cllr Andy Collins commented that he would not object to another Parish Councillor taking the lead with issues surrounding the A27.

214-16 Community Open Spaces

The Chairman of the Play and Open Spaces Advisory Committee (POSAC) advised that a date for a final site meeting was due to be set with Sam Stone of Taylor Wimpey prior to completion of contracts for transfer of the Open Space area at Hawthorne Meadow to the Parish Council. He advised that negotiations in respect of the Open Space area at the Mildren Homes Site were still much further away.

It was reported the bridge in the play area was damaged and emergency repairs had been authorised. The bridge was currently taped off using emergency tape. The need for replacement signage at the play area had been identified particularly those signs indicating exclusion of dogs from within the play area.

215-16 Public Art

Resolved that the S106 Public Art funding be used for the creation of three village murals on the northern face of the Chidham Village Hall.

216-16 Annual Parish Meeting

It was agreed that the Chairman would communicate with Parish Councillors in respect of the arrangements for the Annual Parish Meeting by email.

217-16 Clerk's Report

i) Defibrillators

It was reported that the Chairman was working with the Old House at Home to obtain the necessary Listed Building Consent to locate the third defibrillator on the front of the building. Once this consent had been obtained then the funds would be released and all three defibrillators could be installed.

ii) New Bus Shelter at Barleycorn North

A meeting had been scheduled between the Clerk and Highways to discuss the replacement of the new bus shelter at Barleycorn North.

iii) New Parish Council Website

It was noted that the Clerk is actively researching suitable website designers and providers and obtaining quotations.

- iv) **Parish Council Noticeboards**
The noticeboard outside the Chidham Village Hall is earmarked as the first of the three to be replaced and revised quotations are currently being obtained.
- v) **Community Noticeboard outside Play Area**
The identified noticeboard for this location is no longer in production therefore further research into the most suitable noticeboard for this location was being undertaken.

218-16 Items for inclusion on Agendas for Future Meetings

No Agenda items were put forward however Parish Councillors were requested to submit items for the next Parish Council Newsletter to Cllr Andy Collins.

219-16 Meeting Dates

- a) It was noted that the next Council Meeting would be the Annual Meeting to be held at 7.00pm on Thursday 4th May 2017 in the Chidham Village Hall.
- b) It was noted that the Annual Parish Meeting will be held on Thursday 18th May 2017 in the Chidham Village Hall at 7.00pm for a 7.30pm start.

There being no further business the meeting closed at 9.35 p.m.

Signed: _____ (Chairman) Date: _____