

# Chidham & Hambrook Parish Council

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**Clerk to the Council: Caroline P Davison**

## MEETING OF THE PARISH COUNCIL

Members are hereby summoned to attend the Meeting of Chidham & Hambrook Parish Council to be held at **7.00 pm on Thursday 6 October 2016** in the Chidham & Hambrook Village Hall.

*Caroline P Davison*

Caroline P Davison - Clerk to the Council

## AGENDA

### Part I

1. **Apologies for absence.**

2. **Declaration of interests.**

a) To receive Declarations of Interest in respect of matters contained in this Agenda, in accordance with the provisions of the Localism Act 2011 in respect of Members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers.

b) To consider any Dispensation Requests received by the Clerk not previously considered.

3. **Minutes**

Approve and sign the Minutes of the Parish Council Meeting held on 1 September 2016.

4. **Public Open Forum**

a) Philip Couchman has asked to speak to outline options for a proposed extension to Cobnor Cottage, Chidham

b) Patrick Barry has requested to speak regarding his revised planning proposal for land north of the Avenue in Hambrook

c) Kerry Simmons from Genesis has asked to speak in relation to the proposed development on the former site of the Greenacre Nursery

5. **Reports** - to receive relevant reports (5 mins each report including Q&A) from the:

a) Chairman - verbal report

b) District Councillors

c) County Councillor

6. **Neighbourhood Plan Referendum** - to receive a report from Cllr Collins

7. **Chichester District Council - Southbourne by-election** - to receive a report from Cllr MacDougall and consider his proposals and to agree any action required
8. **New Electoral Arrangements for CDC** – to receive a report from Cllr MacDougall and agree the Parish Council response to be submitted in respect of the consultation.

9. **Planning Committee**

At its meeting on 1<sup>st</sup> September 2016 the Council considered a report from the Clerk but deferred a final decision to this meeting (minute number 93-16 refers).

- a) To agree to the establishment of a Planning Committee with the Constitution and Terms of Reference as set out in attached document.
  - b) Subject to the establishment of a Planning Committee being agreed at the meeting:
    - i) to appoint seven Members to the Committee.
    - ii) to appoint a Chairman of the Committee for the remainder of the municipal year
  - c) To note the first meeting of the Planning Committee will be held on Tuesday 1<sup>st</sup> November 2016 at 7.30pm.
10. **Play and Open Spaces Advisory Committee 'POSAC'** – to receive a report from the Clerk including the recommended Terms of Reference and Constitution for a new Play and Open Spaces Advisory Committee.
- a) To agree the establishment of a Play and Open Spaces Advisory Committee with Constitution and Terms of Reference as set out in the attached report.
  - b) Subject to the establishment of a Play and Open Spaces Advisory Committee being agreed at the meeting:
    - i) to appoint a maximum of seven Members to the Committee.
    - ii) to appoint a Chairman of the Committee for the remainder of the municipal year
  - c) It is recommended that this Advisory Committee is also able to co-opt members from the wider community who may have particular skills or experience which may be of benefit to the committee. It is recommended that the Clerk on behalf of the Parish Council prepare a press release for the Parish Council noticeboards and webpage inviting individuals with an interest in joining the Advisory Committee to put their names forward, with agreement on a maximum of three to be co-opted by the Committee.
  - d) To note the date and time of the first POSAC Meeting as Tuesday 8<sup>th</sup> November 2016.
  - e) Subject to POSAC being established it is recommended that the system of Playground Inspections will be considered at its first meeting and proposals reported back to Council. Otherwise this matter will be brought to Council in November.

11. **Dates for Meetings of Committees, Advisory Committees and Working Groups until end of Municipal Year 2016/17** – to receive the schedule of dates from the Clerk for Meetings up until end of municipal year.
12. **Finance and Corporate:**
  - a) To receive and approve the Clerk's Financial Statements
  - b) To authorise payments for October 2016.
  - c) **Finance and General Purposes Working Group**
    - i) To note the date and time of the Finance and General Purposes Working Group Meeting to include half yearly review of financial position against this year's budget. This meeting to be held on Tuesday 18<sup>th</sup> October 2016.
    - ii) To note the date and time of the Finance and General Purposes Working Group Meeting to recommend a budget and precept for the Financial Year 2016/17 for Council Approval at Parish Council Meeting in early December 2016. This meeting to be held on Tuesday 15<sup>th</sup> November 2016.
  - d) **Hall Hire Costs Chidham & Hambrook Village Hall**

To note the cost for hiring the Village Hall to hold meetings of committees and working groups and to agree to this expenditure. The expenditure for all additional meetings to be reflected as an amendment in the budget for the second half of the financial year.
13. **Operation Watershed 3** – to receive an update report from Cllr Archer and decide on any actions therefrom.
14. **Planning matters**
  - i) To receive report of Planning Working Group
  - ii) Planning Applications – Parish Council's responses to be decided
  - iii) Delegated Chichester District Council decisions to be noted
  - iv) **Surface Water & Foul Drainage Supplementary Planning Document (SPD)**

To note that the Council has received this document for consideration when determining future planning decisions.
15. **Traffic Regulation Order for Drift Lane** – to receive a report from Cllr Leighton and agree the Parish Council response to this proposed TRO in Drift Lane.
16. **Local Rail Service** – to receive a report from Cllr McDougall and to consider a Parish Council response.

17. **Chemroute** – to receive a report from Cllr McDougall and to consider whether to invite representatives from local Parishes and their respective County Councillors to discuss resurrecting the 'Chemroute' project
18. **Re-organisation of Policing Arrangements for the Parish** – to receive a report from Cllr McDougall and to consider his recommendation that the Clerk writes on behalf of the Parish Council to both Katy Bourne, the Police and Crime Commissioner and the Chief Constable of Sussex Police to express the concern of the Parish Council at the new arrangements and the consequent loss of the high level of community connection with the policing service resulting from there no longer being a dedicated local PCSO.
19. **Items for inclusion on Agendas for Future Meetings**
20. **Date and time of Next Meeting:**

7pm on Thursday 3<sup>rd</sup> November 2016 in the Village Hall.

21. **Exclusion of the Press and Public**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

## **Part II**

22. **Payroll Bureau**

To consider the recommendations in the attached report from the Clerk regarding the appointment of a Payroll Bureau to administer payroll and pension payments for employees of the Parish Council.

### **Filming of Parish Council meetings and use of social media:**

During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting

**THE PUBLIC HAVE A RIGHT TO ATTEND COUNCIL MEETINGS  
AND ARE MOST WELCOME**