

**Minutes of the Meeting of Chidham & Hambrook Parish Council  
held in the Village Hall on Thursday 7<sup>th</sup> July 2016**

- Present:** Cllrs Archer (Chairman), Collins (Vice Chairman), Littlefield, Hyde, Leighton, Sheppard and Wilkinson.
- In attendance:** The Clerk, Cllr Cullen (CDC), six members of the public.
- Apologies for absence:** Cllr Cecil, Cllr Towers, MacDougall, Cllr Plant (CDC), Cllr James (WSSC)

**51-16 Apologies for absence:**

Apologies were received from Cllrs Cecil, Towers, MacDougall, District Cllr Plant and County Cllr Ms James.

**52-16 Declarations of Interests and Granting of Dispensations if any:**

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

**53-16 Public Open Forum:**

- (a) Diana Beale from Cobnor spoke about how the seabanks had been attacked by Storm Katie from the south, removing significant chunks of casing and undermining footpaths. She was seeking support and help from the Parish Council including support with putting pressure on Natural England.
- (b) Genesis Town Planning had been invited to attend the Parish Council Meeting to discuss their proposed development at the former Greenacres Nursery, Main Road, Hambrook but did not attend. The Chairman informed the Council of the historical context of this development site.
- (c) Mr Towersey outlined his proposal to build a residential dwelling in the style of a Victorian style signal box on a plot of land adjacent to Broad Road and next to the Nutbourne Level Crossing. It was noted that the plot of land was within a greenfield site and outside the Neighbourhood Plan Settlement Boundaries. Mr Towersey was advised that, if he wished to take the matter further, the next step for him to take would be to draw up plans and to seek pre-application advice from the District Council prior to making an application.

**54-16 To receive relevant Reports from:**

**(a) The Chairman's Verbal Report**

The Chairman reported that a site meeting with Leigh Edwards of Mildren Homes was attended by four Parish Councillors and the Clerk at the Mildren Homes housing development in Broad Road, Hambrook on 4<sup>th</sup> July 2016 to discuss the transfer of the allotments/community orchards and open space to the Parish Council.

It was agreed that Mildren Homes would instruct their solicitors to draw up a draft contract and plans for consideration and discussion. The Parish Council would meet its own legal costs for the transfer. It was recommended that troughs were installed rather than the proposed standpipes at appropriate locations in both the Community Orchard and Allotments areas. Mildren Homes had already laid the paths across the Open Space and undertook to compact them well to facilitate the use of buggies and wheelchairs on them. Mildren Homes also agreed to clear undergrowth and low overhead branches and to upgrade the surface and edges to FP258 running along the western edge of the site. These works had already been started by Mildren Homes.

The Chairman reported that an Extraordinary Parish Council Meeting had taken place on 6<sup>th</sup> July to discuss projects to put forward for Operation Watershed 3 funding. It had been determined that most of the identified projects needed further research before submission for funding. It had been agreed that the Footpath and Drainage Working Group in conjunction with the Clerk would obtain further information and costings. The Chairman would then put together the final proposals in the required Operation Watershed application format.

## **(b) District Councillor's Report**

Cllr Cullen had submitted a report which was taken as read. Cllr Cullen expressed his shared concern that it would now appear that the retail unit at the Chidham Place Garage Site will no longer be a convenience store or food outlet. He confirmed that the mobile HWRS will be closing at Hambrook; however there will still be a recycling facility at Selsey.

## **(c) County Councillor's Report**

The report of County Cllr Ms James (Annex I to these minutes) was received and taken as read.

## **(d) Police Report**

PCSO Lemm had sent an email confirming that the Council from now on needs to request a visit from one of the PCSO Team. Up to date crime reports would be available on the Website. Cllr Leighton volunteered to contact a PCSO and obtain an update on crime reports as required.

## **55-16 Finance and Corporate**

### **(i) The Clerk's Financial Statement**

The Clerk had submitted a report (Annex II to these minutes), showing the financial position of the Parish Council as at the end of May 2016.

**Resolved that** the financial statement be agreed as a true and accurate statement of the Council's finances.

### **(ii) Payments for July 2016**

**Resolved that** the payments listed for July 2016 be authorised (Annex III to these minutes).

It was agreed that the Staffing Committee would discuss the Clerk's overtime and propose a forward strategy for dealing with additional work over the standard hours.

### **(iii) Staff Pension – Auto Enrolment**

A report on Pension's Scheme Regulator requirements for establishing a Pensions Scheme was received by the Parish Council (Annex IV to these minutes). It was identified that the Parish Council need to put this into place before 2 August 2016

**Resolved that** the Parish Council register for the *NEST* Pensions Scheme.

The Clerk would research alternative Pension Schemes for future consideration.

### **(iv) Meeting Date for Finance and General Purposes Steering Group**

**Resolved that** a meeting of the Finance and General Purposes Working Group would be held on Monday 18<sup>th</sup> July at 2.00pm.

It was agreed that the Financial Risk Assessment document would be discussed as an Agenda Item at this meeting

## **56-16 New Homes Bonus Funding**

(a) The costings received to date for the proposed projects were noted. The quotation for the improvements to the flooring at the Village Hall was identified by the Clerk as out of date and she would obtain three further up to date competitive quotations for inclusion in the New Homes Bonus Funding Proposal.

(b) Councillors had been in contact with those responsible for various buildings in the Parish to determine whether they would agree to the siting of defibrillators on the building.

**(c) Resolved that** the Parish Council would put forward the following proposals for New Homes Bonus Funding:

- (i) PROPOSAL ONE: Three defibrillators to be located at strategic locations throughout the Parish.
- (ii) PROPOSAL TWO: Improvements to the Parking Layby outside Maybush Copse.
- (iii) PROPOSAL THREE: Four Blackout Blinds and Improvements to the flooring at the Chidham and Hambrook Village Hall

The three proposals to be submitted to CDC by 29<sup>th</sup> July 2016.

#### **57-16 Neighbourhood Plan**

Cllr Collins confirmed the timetable for the run up to the Referendum on 13 September 2016. Three flyers with different logos were circulated to Councillors to consider for printing and distribution (See Annex V to these minutes).

**Resolved that** Version 1 of Flyer No 1 be approved for printing and distribution.

It was agreed to look at future modifications and improvements to the Parish Council logo for the future.

#### **58-16 Retail Outlet at Chidham Place**

The Chairman updated the Council. He acknowledged the overwhelming sense of disappointment and annoyance amongst Parish Residents and Councillors upon learning that the developers 77 Property Ltd had exchanged contracts for the retail outlet at the former Chidham Garage site with St Wilfrid's Hospice, instead of the much anticipated convenience store/grocery retailer. It was emphasised that these feelings were in no way a reflection on St Wilfrid's Hospice as a charitable organisation but because the need for a convenience/grocery store had been clearly identified as part of the Infrastructure Development Plan for the Parish. The Chairman confirmed that he had been in communication with St Wilfrid's Hospice and was awaiting a response from the Chief Executive upon her return from holiday. It was agreed that the Parish Council would await this response before further communication with other parties (see Annex VI to these minutes).

The Parish Council discussed how to respond to these developments.

**Resolved that** the Council pursue communications with all parties concerned regarding this matter and ultimately seek the involvement of the media if deemed appropriate.

#### **59-16 Planning Matters**

##### **i) Planning Report**

The Planning Working Group report (see Annex VII to these minutes) was received and taken as read. An amendment to the original version circulated with the Agenda was noted.

##### **ii) Planning Applications to be decided**

**Resolved that** all the Working Group's recommendations be adopted regarding Parish Council responses to the current planning applications.

##### **iii) Delegated District Council decisions to be noted**

**Resolved that** the delegated decisions of CDC be noted

**60-16 Footpaths**

The report by Cllr Sheppard (see Annex VIII to these minutes) was received and taken as read.

It was agreed that Cllr Sheppard would edit her article for submission via the Clerk for inclusion on the Village Website.

**61-16 Chidham School Parking**

The report by Cllr Collins (see Annex IX to these minutes) was received and taken as read.

**62-16 Chidham Lane Traffic**

The report by Cllr Archer (see Annex X to these minutes) was received and taken as read.

**63-16 Clerk's Report**

The letters sent regarding WSCC consultations on the Closure of HWRSs and Draft Mineral Plan were acknowledged as received and read (see Annexes XI and XII to these minutes).

**64-16 Items for inclusion on the next Agenda**

Waste Management – Cllr MacDougall

New Homes Bonus Funding Proposals

Operation Watershed 3 Proposals

**65-16 Date of next Meeting**

4 August 2016 at 7.00pm in the Village Hall.

There being no further business the meeting closed at 9.30 p.m.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chairman