

Unconfirmed Minutes – subject to change until confirmed at the next meeting

**Minutes of the Meeting of Chidham & Hambrook Parish Council  
in the Chidham & Hambrook Village Hall on 4<sup>th</sup> August 2016 at 7.00pm**

**Present:**

Cllr Cliff Archer (Chairman)	Cllr Andy Collins (Vice-Chairman)
Cllr Jane Towers	Cllr Linda Wilkinson
Cllr Jackie Sheppard	Cllr Ina Littlefield
Cllr Philip McDougall	Cllr Stephanie Cecil

**In attendance:** The Locum Clerk Imogen Whitaker, Cllr Plant (CDC), Cllr Ms James (WSSC)

**66-16 Apologies for absence:**  
Cllrs Leighton and Hyde and Cllr Cullen (CDC)

**67-16 Declaration of Interests and Granting of Dispensations if any:**

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

WSSC queried the payment of the Locum Clerk being in addition to the payment of the current Clerk's salary. The Locum Clerk said that this arrangement had been agreed by the Council prior to her appointment

**68-16 Minutes**

- a) Minutes of the Extraordinary Parish Council Meeting held on Wednesday 6<sup>th</sup> July 2016: **RESOLVED** that the Minutes were a true and accurate record and signed by the Chairman.
- b) Minutes of the Parish Council Meeting held on Thursday 7<sup>th</sup> July 2016: **RESOLVED** that the Minutes were a true and accurate record and signed by the Chairman.

**69-16 Public Open Forum**

- a) Shelagh Morgan Director of Housing at Chichester Greyfriars. Thanked the Council for inviting her to speak at the meeting. Chichester Greyfriars is a small Housing Association which was created in 1969. It currently manages 83 flats in Chichester for older people. To be eligible the applicant must be of state pension age. All the flats are rented at social rents under £400 per month which includes repair and service. 50% of the tenants come from the Chichester list and 50% from Greyfriars' own list. Ms Morgan left a copy of the Annual report, tenants' Newsletter and Allocation's Policies with the Clerk. Greyfriars has funds to purchase flats and is keen to provide homes for older people where needed. CDC has approached them asking them to purchase the four social housing flats currently being built on the Pynham Manor site in Broad Road. Ms Morgan has looked at the C&H Neighbourhood Plan (NP) but is unable to gauge the need for this type of flat in this area. The options for these flats are either social rent, shared ownership or a commercial rent. The flats are independent living, not sheltered accommodation. Ms Morgan asked if a Housing Needs survey had been completed for the NP because she had not been able to get an idea of tenure from the NP. These flats under s106 provision must be affordable housing. The tenancies are in perpetuity and the flats are only passed on once the occupant has died. Cllr Collins responded that although the NP working group had asked how many people would wish to downsize (53) they had not done a housing needs survey and these 53 were probably not social. Ms Morgan said that the Parish Council could ask for local residents to be prioritised but if there were no local need the flats would go to the next people on the Chichester list. Ms Morgan pointed out that the threshold for being able to sign onto the Greyfriars' list was £200,000 (which included equity in property). There is currently social housing in the Parish managed by Hyde Martlett and Raydon. The Chairman suggested that the Clerk and Ms Morgan communicate to establish further facts, and he thanked Ms Morgan for coming.

- b) Mr Patrick Barry (developer for land North of the Avenue) had requested to speak but was not present.

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c) A27 - Mr Tony Probert (resident) former chartered structural civil and highway engineer was concerned that Highways England had dropped the only scheme that would work – the Northern Bypass. He said that the engineers on the project agreed with him. He requested that the Parish Council put in their own views on it and say they want a Northern Bypass. He said that this option had been dropped not by the engineers but by someone in Government.

Not all of the Councillors agreed with the idea of the Northern Bypass. A resident said that the traffic on the A259 was the worse it has ever been since 1970 and if there were further problems with the A27 the traffic along the A259 would become even worse.

Cllr Archer proposed that this could be an Agenda Item for the next Meeting. Cllr Towers felt that they should be responding as individuals, not as a council.

The Chairman thanked Mr Probert for coming.

d) The Chairman had invited Mr A Payne of developers 77 Property Ltd to come to the meeting to talk about Chidham Place but he was not present.

## 70-16 Reports

### Chairman's report

- a) The Chairman reported the sad news of the death of Mr Rod Isted, the former Chairman of the Village Hall Committee who died yesterday. Rod had kept the Village Hall going for many years through an extremely difficult period and only his determination had kept it afloat. He was the mastermind behind the Hall restoration projects including the current one. The Chairman said the Councillors' hearts went out to Rod's wife Gerry, and their sons Richard, Glen and David at this difficult time and offered their deepest sympathy.
- b) The Chairman reported that farmer Charlie Foot had been driving up Chidham Lane and moved over to allow a lorry to pass. In doing so his front wheel was damaged beyond repair by the granite setts around the gulleys in the grass verge. Previously WSCC had put black and white posts there to warn drivers but these have long since disappeared. The Chairman asked Cllr Ms James WSCC whether these could be replaced. Cllr Ms James WSCC agree to bring this up with WSCC Highways as this was a safety issue.
- c) A resident Peter Backler has asked that the passing places in Chidham Lane between the Old Post Office and the Cobnor turn be firmed up with eg scalplings as during the winter they are just muddy bogs. The Chairman asked if WSCC could do this. Cllr Ms James WSCC said this would not happen as WSCC's cuts in funding precluded this.

The Chairman said that this should be added to the Infrastructure Projects List.

### District Councillors' reports

- a) Cllr Cullen had provided a written report in which he referred to the detailed documentation that has been issued by CDC concerning Community Land Trusts. Cllr Plant commented on these Trusts.
- b) Cllr Plant reported that promotion of recycling is underway by the District Council and it is implementing a publicity campaign during the week of 12<sup>th</sup> September. All Councillors will be asked to wear yellow jackets and talk to the public. Volunteers are required so if anyone is interested please contact her.

### County Councillor's report

- a) Cllr Ms James WSCC has questioned at County level the closure of the Hambrook recycling site and has managed to persuade WSCC to do a feasibility study. She is hopeful that the village may be able to retain this site and improve its use. There were persuasive arguments for keeping it and one of these was the fact that the recycling targets are not being met across the area.
- b) There is continuing pressure to combine the Police Force with the Fire Service. The Police Force is under considerable strain with far fewer PCSO's being appointed – for example only 5 of the original 19 in Crawley.
- c) Concerning the A27 Option 2 is the only real option
- d) Ongoing issues – Cllr Ms James WSCC is waiting for the Watershed forms from the Parish Council. The Chairman said that these were well on the way and would be forthcoming shortly.
- e) There has been a worrying increase in the number of children in care in the district

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- f) In response to a question Cllr Ms James WSCC said Louise Goldsmith, WSCC Leader, is continuing her campaign against the amalgamation of the West Sussex Fire service and the Police and has produced a petition

#### **71-16 Finance and Corporate**

- a) **RESOLVED** to approve the Financial Statement  
b) **RESOLVED** to approve the payments  
c) **RESOLVED** to accept the recommendation from the Clerk to amend the Financial Regulations to allow payments by the Clerk in conjunction with the Chairman up to and including £1500. (Annexe 1)

#### **72-16 Public Rights of Way**

A report had been provided by Cllr Sheppard which will be put in the Summer Parish Council Newsletter and also on the village website. The Chairman said that the Parish Council were conscious of the deficiencies of maintenance of PROW in the Parish. Cllr Sheppard gave a brief summary of her report to the meeting. The document she prepared was for an item for the web and newsletter. She has sent an email to WSCC and received in return a map of their programme of clearances. "Many of these footpaths are being cleared as we speak. "She has also put down the contact details of the Access ranger and asks for anyone to contact him directly with any problems. (Annexe 2)

Cllr Collins said that he has a complete list of these contact numbers and he will publish them in the Autumn Newsletter.

The Chairman said that the whole issue of PROW maintenance is to be progressed outside the meeting.

Cllr Ms James WSCC asked that the Council prepare to include a sum for PROW maintenance in next year's budget. The Chairman said that much discussion needed to be had on how this would be tackled in the future and will require some investigation but will be a future Parish Council item. The Chairman thanked Cllr Sheppard for her report.

#### **73-16 Retail outlet at Chidham Place**

The Chairman said that all the Councillors would have seen the letter of 1<sup>st</sup> August, from St Wilfrid's Hospice which was the outcome of lengthy discussions by all concerned. The first the Parish Council had learned of the plan to put a charity shop in the retail space and not a grocery store as promised by 77 Property Ltd, the Developer, had been when a change in condition for the planning application had come before the Council. St Wilfrid's Hospice were unaware of the history of the site or of the agreement with the Developer. The Parish Council had been promised a grocery outlet after they had objected to the planning application of two small retail outlets. The Developer had promised a grocery unit in a public meeting and had implied that it was in contact with Tesco and the Coop.

St Wilfrid's Hospice have exchanged contracts on a 15 year lease with the Developer for an "upmarket furniture store". The Chairman had been in contact with Mr A Payne, a director of 77 Property Ltd and had expected him at the meeting tonight.

The Chairman had drafted a letter to be published on the website exonerating St Wilfrid's Hospice of any culpability but stated that the Parish Council had been let down by 77 Property Ltd who broke its promise made at a Parish Council meeting that there would be a grocery store. It went on to say that the Council was unhappy that the further discussions with St Wilfrid's Hospice had not included the Parish Council. The letter ended with the Parish Council acknowledging its disappointment but that it welcomed St Wilfrid's Hospice.

Cllr Ms James WSCC objected to the proceedings and asked what purpose the letter would serve.

The Chairman issued the draft letter to the Council and asked for their views.

Cllr Towers felt uncomfortable about it and asked what was being achieved by it. The Chairman said that the Council's situation was difficult and asked what could be done about 77 Property Ltd.

Cllr Wilkinson said that the Developer should be shamed for having reneged on its agreement. The Developer had written that it was looking at grocery outlets, but it failed to come back to the Council to explain why he had changed his decision or give the Council any chance to comment, object or offer alternative solutions.

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Cllr Collins felt that the whole consultation process was designed precisely to avoid this kind of problem. The Developer promised a convenience store and did not consult after the exchange. In his view the wording in their letter must be checked for veracity.

Cllr Littlefield said that the Council could write and say they are disappointed that the developers did not come back to the council.

A member of the public said that as a resident reading the letter, she felt that other residents might blame St Wilfrid's Hospice for this change in use.

Cllr Ms James WSCC said that the whole issue was not good for the Parish Council. The convenience store was in the Neighbourhood Plan and the Charity shop was not. It was a convenience store that residents wanted. 77 Property Ltd have reneged because it is difficult to work with Tesco or other large supermarket brands. The letter was covering the Parish Council for the mistakes it has made. The plans of the development and the letter from the Developer should have been present at the meeting as it was an Agenda Item. It was a verbal statement by 77 Property Ltd that the village would have a convenience store. She berated the council for not doing anything about it and letting the developer dictate what the village should have.

Cllr Ms James WSCC felt that the press should be involved. St Wilfrid's Hospice was the honest broker in all this but further discussion should be had with them.

The Chairman said that by the time they knew about it, the contract had already been signed.

Cllr Plant (CDC) asked if the Parish Council had checked the Developer's assertions that it had contacted the supermarkets. This had been done by Cllr Collins; Tesco had no record of any contact and the Coop said that they were not looking to expand in the area.

Cllr MacDougall said that irrespective of the current financial situation the Council knows that the Developer did not pursue the convenience store option. If they had come back to the Council further proposals could have been made.

Cllr Ms James WSCC said that the Parish Council had been walked all over and that legal advice needed to be sought from SALC.

Cllr Collins agreed that this matter should be pursued.

Cllr Sheppard asked why there was no system in place to track and monitor the progress of developments in the Parish to ensure that this kind of problem couldn't happen. She said that the Parish Council were bottom of the list as far as communications were concerned, once a planning application had been approved. How did St Wilfrid's Hospice and the Developer even begin to discuss this as a viable possibility?

Cllr Ms James WSCC suggested that the Council should write to the Developer asking for a complete chronology of its actions backed up with proper documentation, and for an explanation as to why it reneged on its agreement. If it can prove that it contacted St Wilfred's Hospice at a certain date, why did it not inform the Parish Council of their intention?

Cllr Ms James WSCC said that it is a lesson for the Parish Council to be proactive.

A member of the public said that the fact that the residents and the Neighbourhood plan wanted a convenience store should be paramount and the developer should be held to account for that.

It was proposed by Cllr Cecil and seconded by Cllr MacDougall that SALC should be contacted and legal advice sought. It was unanimously agreed and **RESOLVED**.

Cllr MacDougall then proposed that once legal advice had been sought the Council should go public unless there were strong legal reasons for not doing so. This was seconded by Cllr Collins. It was unanimously agreed and **RESOLVED**.

It was also unanimously AGREED that the developers should be asked for an explanation of their action with a detailed chronology of their actions and reasons why they didn't abide by their verbal agreement.

Cllr Ms James WSCC told the Chairman that it was not permissible to have private conversations with the Developer or St Wilfrid's Hospice and those private conversations are irrelevant. In this instance what is important is what is said in the public forum. The Chairman responded that all such interactions are brought to the Parish Council.

It was agreed not to put anything on the website at this time.

The time frame of the shop opening was not known, although it could not be too far away.

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Pedestrian Crossing in front of Chidham Place

The Chairman reported that the traffic lights had been out of action for four days recently and asked Cllr James to investigate. He also hoped that when the lights were moved to their new position as per the planning permission this would be done quickly and with public safety in mind.

**74-16 Planning Applications**

Recommendations from the planning working group had been circulated to councillors before the meeting.

- i. All were approved apart from application 16/01756/DOC.  
It was proposed by Cllr Collins and seconded by Cllr Wilkinson that this will be an **OBJECTION** on the grounds that it flies in the face of the Council's agreement with the developer to have a convenience store on the site. The objection to be lodged at CDC before 5pm on 5<sup>th</sup> August. Unanimously **RESOLVED**.
- ii. The delegated decisions made by CDC were noted  
Cllr Plant questioned the way the Council reviewed its planning applications. The Chairman explained that the planning working group reviews and then discusses the applications and makes their recommendations to the Council. The decisions are voted on in the public forum of the meeting. Cllr MacDougall said that he had asked for committees to be formed and not working groups so that the workload during a meeting could be reduced, but this had been refused. The Chairman responded that slowly they are putting things right after many years of working in the wrong way, but that it takes time. The planning application issue will be coming up once the Clerk returns from her holiday.  
It was AGREED that the Clerk would be asked to prepare for the September meeting a discussion paper describing the various methods that applications could be dealt with. A final decision would be reached at the Parish Council meeting in October.

Cllr Collins said that the workload at the moment is overwhelming. Cllr MacDougall replied that this would be the reason for having more committee meetings.

**75-16 Item 13 Waste Management**

The Chairman moved to item 13 on the Agenda so that the decision could be made before reviewing item 10.

Cllr MacDougall had prepared a report that had been distributed to Councillors prior to the Meeting. (Annexe 3).

CDC is implementing plans to increase its current recycling rates. A request has been made of all Parish Councils to support this initiative and the new set of targets.

Cllr MacDougall proposed the following: *That Chidham & Hambrook Parish Council wish to be supportive of the District Council's endeavour to improve current recycling rates within the District and will take appropriate action to ensure that those living within the parish are given every opportunity to learn more about what can and cannot be recycled and the importance of recycling.* Seconded by Cllr Archer. Unanimously **RESOLVED**.

Cllr Wilkinson requested that when the recycling list comes out that it should be very long and detailed as most people do not know what can and can't be recycled. Cllr MacDougall is to engage in a lot of activities which will enable the public to learn what can be recycled.

The Chairman thanked him for his report – Annexe 3

**76-16 Item 10 on the agenda**

Parish Council Summer Newsletter. Cllr Collins distributed a draft of the Newsletter saying it had been emailed to everyone too. A space has been left for an article about Rubbish and Cllr Littlefield will put in a piece about parking on pavements. Deadline Friday evening 5<sup>th</sup> August 2016.

Cllr Collins said that the most important piece of information was the on the front page – the dates for the referendum for the Village Neighbourhood Plan.

The Chairman thanked him for all his hard work on the Newsletter.

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**77-16 Operation Watershed**

Following an Extraordinary Parish Council Meeting on 6<sup>th</sup> July and a meeting of the Drainage and Footpaths Working Group with Andy Traves, a local expert, employed by Opus, quotations are being sought. Andy Travers worked with the Parish Council on the drainage research that led to the installation of much larger culverts draining the catchpond. Several proposals have been raised for Operation Watershed 3. These will be revised and discussed ready for a final presentation to the Parish Council on 1<sup>st</sup> September 2016. The Chairman said that the Council is lucky to have such expert advice from Andy Traves.

(Cllr Plant left the meeting at 9.20pm)

**78-16 Neighbourhood Plan**

The Neighbourhood Plan is available for viewing in various locations in the Parish. Advice to voters is attached to the document which is available in the following places:

- Hambrook Post Office and Store
- The Barleycorn Pub
- The Bosham Inn
- The Old House at Home
- St Mary's Church, Chidham
- Southbourne Library

The Chairman thanked him for all his hard work on the Neighbourhood Plan.

**79-16 Chidham School parking**

Cllr Towers presented an update report which had previously been circulated to Councillors. (Annexe 4) The funding for the installation of flashing signs outside the school could be applied for with the New Homes Bonus. This is to be put on the list for the next application.

Cllr Ms James WSCC to see about the moving of the 30mph sign. She also suggested that the Council review the idea of a Lollipop lady.

**80-16 New Homes Bonus Funding Application – update (Annexe 5)**

The Clerk has applied for the New Homes Bonus funding for the installation of 3 defibrillators at strategic locations in the Parish; improvement of the Maybush Copse layby; the renewal of the Village Hall floor (upstairs) and black out blinds.

(Cllr James left the meeting at 9.25pm)

**81-16 Items for inclusion on next Agenda:**

- NHB application for TRO at Primary School (October meeting)
- A27 discussion
- Chemroute cycle way between Chichester and Emsworth
- Community policing
- Review of planning consultation practice – Clerk to issue options for review (decision to be made at October meeting)

There being no further business to discuss the meeting closed at 9.33pm

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

Chairman Cliff Archer