

**Minutes of the Meeting of Chidham & Hambrook Parish Council
in the Chidham & Hambrook Village Hall on 1st September 2016 at 7.00pm**

Present:

Cllr Cliff Archer (Chairman)	Cllr Andy Collins (Vice-Chairman)
Cllr Barry Leighton	Cllr Linda Wilkinson
Cllr Jackie Sheppard	Cllr Ina Littlefield
Cllr Philip McDougall	Cllr Stephanie Cecil
Cllr Geoffrey Hyde	

In attendance: The Clerk, Caroline Davison, Cllr Penny Plant (CDC), Cllr Myles Cullen (CDC) four members of public.

82-16 Apologies for absence:

Cllrs Jane Towers and Cllr Ms Sandra James (WSCC)

83-16 Declaration of Interests and Granting of Dispensations if any:

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

84-16 Minutes

Minutes of the Parish Council Meeting held on Thursday 4th August 2016: **Resolved** that the Minutes were a true and accurate record and signed by the Chairman with amendment to 73.16 which was altered to read “upmarket ‘boutiquey’ store” not “furniture store”.

A Member expressed his concern that his items had not been included on the Agenda for this Meeting and that the format of the agendas for Parish Council Meetings had been changed by the present Clerk to exclude “any other business”. As a result, Members of the Council, other than the Chairman, could not now report on or initiate discussion on items which had not been included on the Agenda. He commented that the Chairman, County Councillors and District Councillors still gave verbal update reports. The Clerk confirmed that there had been a significant number of items that required decisions included on the Agenda this month and these had been prioritised for inclusion. The Clerk stated that although the two Agenda items in question had been identified at the Parish Council Meeting the previous month at which a Locum Clerk was present, the Clerk herself had not received a report or any further information on either item prior to production of the Agenda for this month’s Meeting.

85-16 Public Open Forum

Mrs Diana Beale owner of Cobnor Estate gave an update on progress with the repairs to the Cobnor Seabank. She reported that the repairs to the northern section of the Seabank were well underway and have been fully funded. There were now only 3 – 4 more days remaining before these were completed. The southern section of the Seabank along which the wheelchair path ran had been badly eroded by Storm Kate with the cost of repairs estimated at £13,000 to £15,000. To date there had been pledges for the majority of the cost including £7,500 from the Friends of Chichester Harbour and £1,000 from each of her two companies. Mrs Beale summarised that this represented good news for the immediate repairs however what was important now was securing the future and support with year on year funding for repairs and maintenance. Mrs Beale suggested that maybe the Parish Council could

nominate a Member to act as a main contact with whom she could liaise and communicate in the future. Cllr Hyde noted that there were two separate issues involved, the first being drainage of excess surface water off the land and the second being preventing the ingress of seawater. He considered that the Parish Council need to be involved with the latter. The Chairman requested that Mrs Beale submitted a formal written request to the Parish Council outlining the support and help she was seeking. This would then be included as an Agenda item at a forthcoming Parish Council Meeting.

The Chairman thanked Mrs Beale for attending the meeting.

86-16 A27 Consultation

With the agreement of the Council, the A27 Consultation item was brought forward on the Agenda.

Exhibitions on the five options being put forward by Highways England for improvements to the A27 had been staged at various locations throughout the area (see Annexe 1).

Two Members reported that they had attended one of the exhibitions. Members were advised that they could all respond to the Consultation individually as well as submitting a Parish Council response. Discussions were held to determine a Parish Council Response during which concern was expressed that it would be difficult to decide fairly which of the options was supported by the majority of the Parish Councillors due to a number of different constraints.

Mr Tony Probert, a member of the public, stated that in his opinion the most important thing was that the Northern Route is put back on the table and that he would be personally lobbying for this to happen.

Cllr Leighton remarked that the Northern Route had now been eliminated as a possibility. He had asked about timescales when attending an exhibition and in his opinion one reason why they had eliminated the Northern Route and were progressing with the five options was that there was £250m available to commence work in the near future, with the decision due to be made by Secretary of State on 19th December 2016. Any comments or changes forwarded after 22nd September 2016 could not be processed in time.

Cllr Myles Cullen stated that there was strong opposition to a Northern Route for the A27.

The Chairman thanked Mr Probert for attending the Meeting.

Resolved that the Parish Council would not submit a Parish Council response to the Highways England consultation on the options outlined in the document for the improvements to the A27.

87-16 Reports

a) Chairman's Report

The Chairman informed Members that following his 'staycation' he had responded to 134 Parish Council-related emails. He had also held a lengthy update meeting with the Clerk. He thanked the Councillors who had stood in for him in his absence.

The Chairman was pleased to report that the ground floor room at the Chidham & Hambrook Village Hall would be named the 'Isted Room' with a plaque commemorating Rod Isted. Cllr Sheppard was preparing a press release about Rod Isted for the Chichester Observer, Village Website and local newsletters and publications. Following the August Parish Council Meeting at which it was reported that a driver had damaged his wheel on the granite setts around the gulleys in the grass verge in Chidham Lane, Cllr Ms Sandra James had progressed this matter with WSCC Highways. It had also been reported that the passing places in Chidham Lane between the old Post Office and the Cobnor Turning were in a poor condition. Cllr Ms Sandra James had raised this matter with WSCC Highways who had reported that only one passing place needed remedial work which would be carried out. Cllr Archer conveyed his thanks to Cllr Ms Sandra James for pursuing these two matters.

b) District Councillor's Reports

Cllr Cullen reported that the draft recommendations from the Local Government Boundary Commission for England on the new electoral arrangements were being discussed by the District Council in a meeting the following week.

c) County Councillor's Report

A written report had not been submitted for the Parish Council meeting from Cllr Ms James. A Member expressed his disappointment that Cllr Ms James had sent her apologies for the Meeting as he had wished to raise concerns regarding the future direction of the County Council.

88-16 Finance and Corporate

- a) Councillors agreed to consider the Financial Statement at the next Meeting.
- b) **Resolved** to approve the payments for September 2016. (see Annexe 2)

89-16 Operation Watershed 3

A report had been received from Cllr Archer (see Annexe 3) providing an update on the identified drainage issues in the Parish including proposals for Operation Watershed 3 funding.

In response to a query regarding the costs of carrying out the dye test at Pottery Lane it was agreed that the Clerk would research these. It was confirmed that the dye test itself was scheduled to be carried out when there had been sufficient rain by Cllr Sheppard and Robin Yeld, the Parish Ditch Warden.

It was noted that the sump at Priors Leaze Lane which had become very overgrown had now been cleared and the grid replaced. The Chairman commented that there had been recent communication between Cllr Ms James and himself with Felicity Drewett of Highways England regarding whose responsibility the sump was to maintain. It was agreed that the Chairman would seek clarification from Mrs Drewett.

Residents of Harbour Way had been put in contact with Andy Traves of Opus by the Clerk to discuss the drainage problems they had experienced and to determine a technical solution which was agreeable to all parties affected. This project could then be progressed for Operation Watershed 3 Funding consideration.

Resolved to progress with Applications for Operation Watershed 3 Funding for:

- White Cottage Ditch
- Chidham Lane Tidebank

A Member commented that he felt more could be done to address the drainage and flooding problems in the Parish. In response the Chairman reminded the Council that a meeting had previously been held to identify specific flooding and drainage problems and that the ones identified at that meeting had been progressed.

Concern was expressed that the two Applications for Operation Watershed Funding which were currently being progressed both addressed problems in Chidham; in response the Chairman reminded Members that the length of ditch adjacent to Footpath 258 in Hambrook was covered in the Operation Watershed 3 Funding Application from Southbourne Parish Council to investigate surface water drainage. He went on to say that other identified drainage problems in Hambrook could not be progressed until sufficient rain enabled WSCC Highways to identify their causes and possible solutions.

A Member asked whether the ownership of Millenium Meadow had been established. It was agreed that the Clerk would make enquiries in this respect.

90-16 Neighbourhood Plan

An update report was received from Cllr Collins (see Annexe 4).

- a) **Resolved** that Cllr Linda Wilkinson and Cllr Andy Collins be appointed as Count Agents for Referendum Poll Count.
- b) **Resolved** that the wording on the Neighbourhood Plan Flyer be approved (see Annexe 5). This flyer to be distributed to all households in the Parish prior to the Referendum, informing when and where the vote is scheduled to be held.

91-16 Public Open Spaces

- a) Council were informed that a meeting had been arranged at 15.00hrs on 13th September with Sam Stone of Taylor Wimpey to discuss issues prior to the transfer of land at Meadow View, Hambrook. Cllrs Archer, Collins, Wilkinson, Hyde and Sheppard expressed their interest in attending the Meeting along with the Clerk.
- b) **Resolved** to appoint Irwin Mitchell to act as solicitor on behalf of Chidham & Hambrook Parish Council in respect of the transfer of land adjacent to the Mildren Homes site, Pynham Manor in Broad Road, Hambrook.

The Clerk agreed to arrange a Meeting with Leigh Edwards, Mildren Homes to determine the positioning of the two water supply points and to also obtain an update in respect of the contract for the transfer of land at Pineham Manor, Hambrook.

Members were informed that there would be an Agenda Item at the Parish Council Meeting on 6th October 2016 with a proposal to form a Play and Open Spaces Advisory Committee.

In response to a concern raised by a Member the Chairman advised that it would probably be an Advisory Committee and so would not have delegated powers.

92-16 Playground Inspections

The Council considered Cllr Collins' recommendations outlined in his report (see Annexe 6) for establishing a rota system amongst Parish Councillors to carry out Playground Inspections.

Concerns were raised about whether individuals should be formally trained before carrying out the inspections and the legal position of the Parish Council and individuals undertaking such inspections.

Resolved that:

Cllr Collins carry out the weekly inspections alongside Mike Penny, former Parish Councillor, until the next Parish Council Meeting pending further investigation as to how to progress with this matter.

The Clerk would speak with RoSPA and Insurance Company to check legalities.

The Council would give further consideration including whether to employ an individual to carry out weekly inspections and remedial repairs.

The Chairman adjourned the meeting at 20.55 hrs for a five minute period.

Meeting recommenced at 21.00hrs

93-16 Planning Committee

The Chairman reminded Councillors that no decisions were being made at this Parish Council Meeting as it had been resolved at the previous Meeting on 4th August 2016 that discussions would take place at the September Parish Council Meeting with decisions taken at the October Parish Council Meeting. The Chairman remarked however that it would be positive to reach a consensus on the way forward.

The Councillors unanimously considered that a Planning Committee should be formed with delegated powers.

It was felt that the Planning Committee should meet every three weeks on a different day of the week to the full Parish Council Meetings.

The Clerk had researched availability of the Chidham & Hambrook Village Hall to hold the meetings. It was agreed to look at holding the Planning Committee Meetings every third Tuesday with meetings of other Parish Council Working Groups and Consultation Events to

be also scheduled for Tuesday Evenings when Planning Committee Meetings were not taking place.

It was considered that the Planning Committee should ideally consist of seven Parish Councillors with the Chairman of the Committee being elected by full Council.

The Chairman suggested that the Planning Committee Meetings could take place in the upstairs hall at the Village Hall if permission could be obtained from the Film Society to use their screen. Cllr Sheppard agreed to investigate this further.

It was agreed that the Clerk would look at the cost of purchasing an overhead projector and a portable screen.

There was general agreement that the consideration of road and public names for new developments would still be made by full Council and not at Planning Committee Meetings.

94-16 Planning Matters

i) Planning Report

The Planning Working Group Report (see Annexe 7 to these minutes) was received and taken as read.

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

95-16 Street Light in Flatt Road, Nutbourne

Resolved that permission be granted for the relocation of the identified street light in Flatt Road (see Annexe 8) to make way for the construction of a parking layby.

96-16 Communities Facilities Audit – Annual Update 2016

The Council received and noted the updated document. It was advised that this would now be forwarded by the Clerk to Shona Turner at Chichester District Council. The Chairman requested that Shona Turner should be informed of any updates agreed by the Parish Council as they occur.

97-16 Retail Unit at Chidham Place

It was noted that SSALC had advised that the Parish Council had taken all the actions that could have been taken regarding the retail unit at Chidham Place. In reply to a question, the Clerk reported that SSALC had further advised that criticisms levelled in this respect at the Parish Council's 4 August 2016 Meeting were not justified.

It was agreed that the Parish Council should actively consider all possible alternative options for the siting of a convenience grocery store in the Parish.

98-16 Items for inclusion on next Agenda

The Clerk confirmed that for future meetings this Agenda Item would be included as "Agenda Items for inclusion at future Meetings".

The Chairman and Clerk agreed to meet with a Member before the next full Parish Council Meeting to clarify with him how the Agenda is put together and how items are progressed for inclusion.

Planning Committee

Play and Open Spaces Advisory Committee

Schedule of dates for meetings of working groups and committees

Bus Stop at Barclaycorn North

Risk Assessment Documents

New Electoral Arrangements – Parish Council Response

Finance and General Purposes Working Group – next meeting date

99-16 Date of Next Meeting

The next Meeting will be held on Thursday 6th October 2016.

There being no further business to discuss the meeting closed at 10.00 pm

Signed: _____ Date: _____

CLlr Cliff Archer - Chairman

