

**Minutes of the Meeting of Chidham & Hambrook Parish Council  
in the Chidham & Hambrook Village Hall on 3<sup>rd</sup> November 2016 at 7.00pm**

**Present:**

Cllr Cliff Archer (Chairman)	Cllr Andy Collins (Vice-Chairman)
Cllr Barry Leighton	Cllr Linda Wilkinson
Cllr Jacky Sheppard	Cllr Ina Littlefield
Cllr Stephanie Cecil	Cllr Jane Towers
Cllr Geoffrey Hyde	

**In attendance:** The Clerk: Caroline Davison, Cllr Myles Cullen (CDC) Cllr Ms Sandra James (WSCC), 1 member of the public.

**Part I**

**127-16 Apologies for absence:**

Cllr Geoffrey Hyde, Cllr Philip MacDougall, Cllr Penny Plant (CDC)

**128-16 Declaration of Interests and Granting of Dispensations if any:**

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

**129-16 Minutes**

Minutes of the Parish Council Meeting – Part 1 held on Thursday 6<sup>th</sup> October 2016: Resolved that the Minutes were a true and accurate record and that they be signed by the Chairman.

**130-16 Public Forum**

No representations

**131-16 Reports**

**a) Chairman's Report**

Cllr Archer reported that he had attended a very useful and informative Chairman's Networking Lunch on for the Bourne Division on 28<sup>th</sup> October 2016.

Cllr Archer reported that he had spoken with Johnathan Ullmer, interim WSCC Highways Manager in respect of the Chidham Lane Tidebank. Mr Ullmer stated publicly that WSCC would undertake to find the monies for the necessary repointing works to the Tidebank. The Parish Council are still making enquiries to try to establish the owners of the Tidebank.

Cllr Archer also discussed with Mr Ullmer the poor state of Chidham Lane to the south of the school, and Mr Ullmer agreed to at least look at installing the kerbing to this area. Cllr Archer informed Mr Ullmer that the Parish Council planned to have a meeting in respect of Chemroute for interested parties from the Bourne Division to discuss reinstating the project. It was suggested that Mr Ullmer would be invited to attend this meeting.

The St Wilfrid's Hospice Shop opened at Chidham Place on 28<sup>th</sup> October 2016 and Cllr Archer attended the opening.

A new resident's association has been formed in the Parish to replace HDRA. This will be known as the Chidham & Hambrook & Nutbourne East Residents Association with Richard Weavers as Chairman.

Cllr Archer reported that he had attended the Southern Water Stakeholders Workshop which was held in Southampton on 31<sup>st</sup> October 2016 with Robin Davison, Clerk to Southbourne Parish Council and Roy Seabrook from the Southbourne Neighbourhood Plan Steering Group. Cllr Archer reminded Members that Mr Seabrook had been the prime mover in the complaint regarding the inadequacies in the system for the treatment and management of waste water submitted to OFWAT and then the Environment Agency. Cllr Archer stated that the Workshop had been informative and expressed his hope that something positive would come from it.

**b) District Councillors' Reports**

Cllr Myles Cullen (CDC) reported that work was advancing with plans to convert the ground floor of the unoccupied office building at Lion Park into a convenience store. Cllr Cullen stated that in his opinion the Southern Water's Stakeholders Workshop held on 31<sup>st</sup> October 2016 was a public relations exercise.

**c) County Councillor Report**

The Chairman thanked Cllr Ms Sandra James WSCC for her detailed and informative report. Cllr Ms Sandra James (WSCC) stated that she had worked closely with Roy Seabrook to progress the complaint about waste water services. She reported on the difficulties which she and Roy Seabrook had faced getting acknowledgement of the problem and answers to important questions. Cllr Ms Sandra James agreed with Cllr Myles Cullen that the recent Southern Water Workshop held was a 'publicity stunt'. Cllr Ms Sandra James informed Members that she had spoken with Mr Johnathan Ullmer, WSCC Highways Manager at the Chairman's Networking Lunch and Mr Ullmer had committed to finding a solution to the problems at the Chidham Lane Tidebank using the technical expertise of Kevin MacNay. She confirmed however that there was no admission of ownership of the Tidebank by WSCC an issue which may well continue to present problems in the future.

Cllr Ms Sandra James reported that a feasibility study would be carried out for appraising the reopening of the site of the former Hambrook HWRS to provide a waste reuse facility.

**132-16 Drainage and Footpath Working Group**

- a) A report by Cllr Archer was taken as received and read. Further to this report it was reported that a meeting had been held on Tuesday 1<sup>st</sup> November 2016 which Mr Kevin McNay, WSCC Engineer and member of OW3 Team, Mr Paul Cann of Arun District Council and Mr Robin Yeld, Parish Ditch Warden had attended. Following on from this meeting it was confirmed that a new Operation Watershed Funding Proposal would be submitted.

Mrs Diana Beale had submitted an update report to Members on Cobnor Seabank Repairs.

- b) The Parish Council unanimously agreed to separate the existing Drainage and Footpaths Working Groups into separate advisory committees:
- Drainage & Sea Defence Advisory Committee (DRASDAC) to deal with drainage aspect to include both surface water and waste water issues.
  - Rights of Way Advisory Committee (ROWAC) – to include all public rights of way.
- It was agreed that the constitution, terms of reference and election of the members and chairman for each advisory committee would be placed on the Agenda for the Parish Council Meeting to be held on 1<sup>st</sup> December 2016.

### **133-16 Planning Committee**

Cllr Linda Wilkinson, Chairman of the Planning Committee reported that the first meeting of the Planning Committee held on Tuesday 1<sup>st</sup> November 2016 had gone very well and in her opinion holding separate Planning Committee meetings was definitely a better way forward. It was suggested that the minutes of future meetings should be listed as Agenda items for full Parish Council Meetings.

### **134-16 Naming of development on land east on 1 Kiln Drive, Lion Park, Hambrook, West Sussex**

Councillors discussed the proposed name of “Kiln Mews” for the development. Opinion was voiced that “mews” suggested an area for horses and carriages, stables or an exclusive gated ‘bijou’ development in a town. “Kiln Halt” and “Shunters Yard” were put forward as alternative suggestions.

**Resolved that** “Kiln Mews” be supported for this development.

### **135-16 School Parking**

A report by Cllr Jane Towers was taken as received and read.

**Resolved that:**

- a) Cllr Ms Sandra James (WSCC) would approach WSCC to ask whether they can clear the vegetation growing through the pavement opposite the school
- b) Cllr Ms Sandra James (WSCC) would progress obtaining a TRO to move the 30mph sign a substantive distance south of the school to just before the entrance to the North Barnes Track.
- c) Cllr Andy Collins would pursue whether it would be possible in principle to obtain land next to Fawcett House for use as a staff carpark.
- d) Cllr Cliff Archer would approach WSCC Highways to determine whether they would reinstate the kerb going south on the opposite side from the school along the field edge.
- e) The Parish Council to defer pursuing the installation of flashing lights outside the school for the time being.

### 136-16 New Homes Bonus Projects

a) Members discussed the possible locations for the three AED and housing units and agreed to progress enquiries with landowners to obtain their permission to locate these at their premises before further discussion at the December Parish Council Meeting.

b) **Resolved that** the Parish Council agree a change of supplier to Stock Blinds, another of the three suppliers identified in the New Homes Bonus Application Form, to supply and install the blackout blinds at the Village Hall.

### 137-16 Finance and Corporate

#### Resolved to:

- a) accept the financial statements for October 2016.
- b) authorise November payments.
- c) authorise the Parish Clerk and two signatories to authorise payment of monies due in respect of refurbishment works at the Chidham & Hambrook Village Hall on production of an interim certificate from the architect and related invoice from contractor provided cleared funds are available in the Parish Council bank account. These payments to be authorised as required to enable them to be made in accordance with the contractual terms.
- d) An update report was given by the Clerk on the Finance & General Purposes Working Group Meeting that took place on 18<sup>th</sup> October 2016.  
**Resolved to** implement the recommended budget virements within the 2016/17 budget.
- e) **Resolved to** purchase a new litter bin to be located outside the Play Area in Broad Road, Hambrook with the emptying to be carried out by Chichester District Council.
- f) **Community Noticeboard** – it was agreed to defer the discussions in respect of the community noticeboard to a future meeting.
- g) **Bus Shelter** – it was agreed to defer the discussions in respect of the bus shelter to a future meeting.

### 138-16 Items for Inclusion on Agendas for Future Meetings

- Precept
- Parish Council Website
- Parish Council Facebook
- DRASDAC
- ROWAC
- School Expansion Consultation
- Bus Shelter

- Neighbourhood Plan – location for hard copies
- Update on POSAC Meeting
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**139-16 Date and Time of Next Meeting**

Thursday 1<sup>st</sup> December 2016 at 7.30pm

**140-16 Exclusion of the Press and Public**

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

**Part II**

**141-16 Minutes**

Minutes of the Parish Council Meeting – Part II held on Thursday 6<sup>th</sup> October 2016: Resolved that the Minutes were a true and accurate record and that they be signed by the Chairman.

**142-16 Staffing Matters**

The Parish Council permanently appointed Mrs Caroline Davison as its Parish Clerk and RFO.

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

Signed: \_\_\_\_\_ (Chairman)

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