

**Minutes of the Meeting of Chidham & Hambrook Parish Council
in the Chidham & Hambrook Village Hall on 4th October 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 Philip McDougall	Cllr Stephanie Cecil
Cllr Geoffrey Hyde	Cllr Jane Towers

In attendance: The Clerk: Caroline Davison, Cllr Penny Plant (CDC), Cllr Myles Cullen (CDC)
Cllr Ms Sandra James (WSCC), 19 members of public.

Part I

100-16 Apologies for absence:

None received. All Parish, District and County Councillors present.

101-16 Declaration of Interests and Granting of Dispensations if any:

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

102-16 Minutes

Minutes of the Parish Council Meeting held on Thursday 1st September 2016: **Resolved** that the Minutes were a true and accurate record and signed by the Chairman.

103-16 Public Forum

- a) Mr Philip Couchman spoke on behalf of the owner of Cobnor Cottage, Cobnor about proposals for an extension to the existing property. Papers outlining the three options for extending the accommodation had been circulated to all Members prior to the Meeting. Mr Couchman explained that the owner would like the Parish Council's view on the proposed planning application and their preferred option before a formal planning application was submitted to the Planning Department at Chichester District Council (CDC). The Chairman explained that the Parish Council would not be commenting on this application at the Meeting emphasising that it was important that they did not prejudice the application. Mr Philip Couchman said he had spoken with the Harbour Conservancy in an informal capacity and his personal judgement indicated that their favoured option was the self-contained detached accommodation unit as it would be located behind the treeline in an area which was a designated Nature Reserve. Mr Philip Couchman was advised to speak to the Planning Department at CDC and then to submit a formal planning application.
- b) Mr Patrick Barry, a Planning Consultant for Wilson Designer Homes, attended the Meeting to speak about planning proposals for the development of a site located to the north of The Avenue, Hambrook. All papers including the plans for the current and former planning applications had been circulated to Members prior to the Meeting. Mr Barry reported that the original planning application for six houses on this site had received recommendation from the Planning Officer however had been turned down by the CDC Planning Committee with an appeal being dismissed on character grounds. Subsequently the design of the proposed dwellings had been modified and the number reduced from six to four. The planned location of these properties on each plot had been brought forward to increase the

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size of the back gardens whilst still retaining three or four parking spaces on each plot. Mr Barry explained that he wished to obtain the Parish Council's view on the revised plans before he submitted another planning application to CDC. The Chairman explained that the Parish Council would not be making a comment at this stage.

- c) Paul White from Genesis Town Planning conveyed apologies from Kerry Simmons who was due to attend the Meeting but was unwell. Mr White explained he was attending the Meeting to get initial feedback not in connection with an actual planning application but in regards to how any development plans for the former Greenacre Nursery site located to the south of the A259 could link, in terms of number of houses to be built, with the recently adopted Neighbourhood Plan and Policy LP1 as well as a future revised Local Plan (CDC). Pictures of the site were circulated to Members. Currently part of this site was used for the storage and restoration of ex-military vehicles and a Member expressed his opinion that it was an eyesore. It was confirmed that the proposed development site would extend to approximately one hectare of land. The existing house would remain and any development plans did not include the paddock. The whole site, including the paddock, lies in the AONB.

104-16 Operation Watershed

This item had been brought forward by the Chairman because representatives from Harbour Way were present at the Meeting.

The update report had been circulated to all Councillors by the Chairman, Councillor Archer, and was taken as read.

White Cottage Ditch

Paul Cann, Senior Engineer (Drainage & Coastal), Engineering Services, Arun District Council had been contacted in respect of the Ordinary Watercourse Land Drainage Consent which was necessary for works to White Cottage Ditch. When Mr Cann had attended the site to survey the proposed works he made the recommendation that the scope of works should be extended.

Resolved that a new Operation Watershed 3 Application would be submitted to cover an expanded scope of work.

Chidham Lane Tidebank

The Parish Council had been advised that the repointing of the Chidham Lane Tidebank did not meet the criteria for an Operation Watershed 3 Application because it would be preventative against tidal flooding and not a solution to surface water flooding. Serious concerns were raised as to who would take responsibility and what would happen in the event of a failure to this section of the Tidebank as previous efforts in the past few years to determine ownership had failed. It was agreed that it was imperative for the Parish Council to undertake further investigations to determine the ownership of the Tidebank.

Resolved that the matter of repointing of the seaward face of the Tidebank be considered at the meeting of the Drainage & Footpaths Working Group on Tuesday 25th October 2016, with recommendations for action brought to the Parish Council Meeting on Thursday 3rd November 2016.

Harbour Way

Following a pre-submission review of the proposed surface drainage works at Harbour Way the outcome decision from the Operation Watershed Team was that they would not be able to support the scheme through the Operation Watershed Active Communities Fund (ACF) as the proposed works did not meet the necessary criteria. This information was passed to Harbour Way Residents in an email from the Clerk on 22nd September 2016.

It was agreed that the Harbour Way residents would discuss this decision direct themselves with the Operation Watershed Team.

Criticisms from Harbour Way residents were expressed about the time it had taken to progress this application. The Parish Council commented that all the projects which had been identified in May of this year for potential Operation Watershed 3 funding had been actively progressed in line with their individual constraints.

It was agreed that the Parish Clerk would discuss the minutes of the Extraordinary Meeting held on 6th July 2016 outside the Parish Council meeting with Harbour Way residents.

105-16 Reports

a) Chairman's Report

The Chairman confirmed that the Parish Council's three applications for New Homes Bonus funding had been successful. A copy of the agreement relating to these New Homes Bonus (Parish Allocations) had been circulated by the Clerk to all Members prior to the Meeting. Particular attention was drawn to the condition attached in relation to the final proposed location of the AEDs and housing units. Parish Councillors were advised that the New Homes Bonus Projects would be an item at the next Parish Council Meeting when a decision regarding the final location of the three AEDs and housing units would be made.

Resolved that the Parish Councillors accepted and agreed the terms and conditions in the Agreement. The Clerk would then sign and return one copy of the agreement to David Hyland at Chichester District Council.

The Chairman reported that he had attended the SSALC Chairman's Networking and Training Day in East Grinstead on 27th September 2016 where the topics covered included planning, risk assessment for recreation grounds & village halls and disaster planning/recovery for PC's. Parish Councillors were encouraged to attend any training courses which they identified as being of interest or beneficial to their role including those run by SSALC.

The Chairman also attended a Networking Lunch for PC Chairmen organised by the WSCC Chairman Pat Arculus which was held on 30th September 2016. The Chairman advised that one of the WSCC cabinet members who had attended the lunch was

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working towards having 'Re-use Stations' at a number of the former HWRA sites including the one at Marlpit Lane in Hambrook.

It was noted that at the AGM of HDRA on 21st September 2016 there were insufficient volunteers to fill the vacancies on the committee. A meeting would be held to discuss the way forward.

An informal survey of Parish Councillors had been undertaken by the Chairman which indicated 100% support for splitting the Drainage & Footpaths Working Group into two separate working groups: Drainage and Rights of Way. He recommended that the remit of the Drainage Working Group should include both surface water and wastewater drainage as well as sea defence.

It was agreed that the Clerk would forward this as an Agenda Items for a future Parish Council Meeting.

The Chairman advised that a developer had approached Sam Stone of Taylor Wimpey in respect of locating a grocery convenience store at Lion Park, Hambrook. The Chairman conveyed his thanks to Cllr Linda Wilkinson and Cllr Myles Cullen (CDC) for their comments made at a recent CDC Planning Meeting in respect of a convenience store for the Parish.

The Chairman noted that he had carried out a Health and Safety inspection of the home office of the Parish Clerk that morning and reported that there were no issues for concern.

It was agreed that the Parish Clerk would obtain and circulate the slides used in the presentations at the CDC All Parishes Meeting to all councillors.

b) District Councillors' Reports

It was requested that comments from Cllr Myles Cullen CDC in respect of the new electoral arrangements for CDC would be considered under Agenda Item 8.

c) County Councillor Report

The Chairman thanked Cllr Ms Sandra James WSCC for her report. In respect of the planning application by an oil exploratory company at a site in Markwell's Wood, Forestside referred to in this report it was agreed that the Parish Council would consider their response to this planning application at the first meeting of the Planning Committee on 1st November 2016.

It was noted that in her report Cllr Ms Sandra James WSCC referred to ownership of the maintenance programme for the Chidham Lane Tidebank and not ownership of the Tidebank itself.

106-16 Neighbourhood Plan Referendum

The report by Cllr Collins was taken as received and read. A successful referendum was held on the 13th September and of those who voted 94% were in favour of the plan. Following this result the Neighbourhood Plan had been formally 'made' by Chichester District Council on 20th September 2016. It was noted that the Clerk now had the electronic copy of the Neighbourhood Plan as well as the final certificate. Congratulations were again extended to every member of the Neighbourhood Plan Working Group.

107-16 Chichester District Council – Southbourne by-election

The report by Cllr MacDougall was taken as received and read. The two proposals made in the report were considered.

Regarding Proposal 1, upon being put to a vote it was:

Resolved that the Parish Council write to the candidates standing in the forthcoming CDC by-election, once the names are published, to seek a promise that if elected they will regularly attend meetings of the Chidham & Hambrook Parish Council.

Regarding Proposal 2, upon being put to a vote it was:

Resolved that the proposal to arrange a husting for candidates standing in the forthcoming Southbourne CDC by-election be not agreed.

108-16 New Electoral Arrangements for CDC

A report by Cllr MacDougall was taken as received and read.

Cllr Myles Cullen CDC stated that the new arrangements for the electoral wards had been based primarily on head count. He confirmed that at their Meeting on 20th September 2016 Chichester District Council had agreed to the recommendations put forward by the Local Government Boundary Commission for England subject to a few minor changes.

Cllr Penny Plant CDC advised that the Boundary Commission had requested that negative feedback included alternative suggestions.

Resolved that the Clerk on behalf of the Parish Council submitted a response to the Review Officer for Chichester at the Local Boundary Commission for England which included the comments and suggestions made in Cllr MacDougall's report.

109-16 Planning Committee

Resolved that:

- a) A Planning Committee be established with the Constitution and Terms of Reference as set out in the attached document.
- b) i) The following Councillors be appointed as Members of the Planning Committee:
Cllr Cliff Archer, Cllr Andy Collins, Cllr Geoffrey Hyde, Cllr Jane Towers, Cllr Jacky Sheppard, Cllr Linda Wilkinson and Cllr Ina Littlefield
- ii) Cllr Linda Wilkinson be appointed as Chairman of the Planning Committee.

The date and time of the first Planning Committee meeting was noted as Tuesday 1st November 2016 at 7.30pm.

110-16 Play and Open Spaces Advisory Committee 'POSAC'

A report by the Clerk was taken as received and read.

Resolved that:

- a) A Play and Open Spaces Advisory Committee be established with the Constitution and Terms of Reference as set out in the attached document.
- b)
 - i) The following Councillors be appointed as members of the Committee:
Cllr Linda Wilkinson, Cllr Andy Collins, Cllr Jacky Sheppard, Cllr Stephanie Cecil, Cllr Jane Towers, Cllr Philip MacDougall and Cllr Cliff Archer.
 - ii) Cllr Andy Collins be appointed as Chairman of the Committee
- c) The Parish Clerk on behalf of the Parish Council to 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 Planning Committee.

The date and time of the first POSAC meeting was noted as Tuesday 8th November 2016 at 7.30pm. It was agreed that the system of Playground Inspections would be considered at this first meeting and proposals reported back to Council.

111-16 Date for Meetings of Committees, Advisory Committees and Working Groups until the end of the municipal year 2016/17

The schedule of meeting dates from the Parish Clerk was taken as received and read. The meetings were all scheduled to be held at the Chidham & Hambrook Village Hall commencing at 7.30pm unless Members were otherwise advised. Additional meetings of committees, advisory committees and working groups would be scheduled on Tuesday evenings whenever possible.

117-16 Finance and Corporate

- a) **Resolved** to accept the financial statements for August and September 2016.
- b) **Resolved** to authorise October payments.
Resolved to authorise the purchase of a projector screen and projector to a maximum budget spend of £610.
Resolved to authorise a payment of £50.00 for Watercourse Consent Application when requested.
- c)
 - i) It was noted that a meeting of the Finance & General Purposes Working Group would be held on Tuesday 18th October 2016. Agenda items would include the half yearly review of the financial position against the budget for the 2016/17 Financial Year.
 - ii) It was noted that a meeting of the Finance & General Purposes Working Group would be held on Tuesday 15th November 2016 to prepare a recommended budget and

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precept for the Financial Year 2017/18 for Council Approval at the Parish Council Meeting on 1st December 2016.

- d) **Resolved** to agree an adjustment to the budget figure for the second half of the Financial Year 2016/17 to reflect the increase in the hall hire costs for the Tuesday evening meetings.

118-16 Planning Matters

i) Planning Report

The Planning Working Group report 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 District Council decisions be noted.

iv) Surface Water & Foul Drainage Supplementary Planning Document (SPD)

It was noted that this document had been received and read and would be referred to by the Planning Committee of the Parish Council when determining responses to future planning applications.

119-16 Traffic Regulation Order for Drift Lane

A report from Cllr Leighton was taken as received and read.

The Parish Council were fully in agreement with the proposal to put a Traffic Regulation Order in place for a section of Drift Lane. It was agreed that Cllr Leighton would draft a response.

120-16 Local Rail Service

A report from Cllr MacDougall was taken as received and read. This report highlighted the poor state of the local rail service and proposed that Southern Rail reviewed the arrangements for boarding the rail-replacement buses.

Resolved that the Parish Council write to Southern Rail Customer Services indicating the problem and the need for them to adopt a more customer friendly solution.

121-16 Chemroute

A report from Cllr MacDougall was taken as received and read. Cllr MacDougall reported that he had attended a Chicycle meeting on Saturday at which he had spoken to members of

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Chemroute. He emphasised the importance of the proposed cycle route especially through Nutbourne East where there had been a cyclist fatality in recent years.

Resolved that a meeting be arranged to which representatives of Southbourne, Fishbourne and Bosham Parish Councils are invited together with their respective County Councillors and members of Chemroute in order to discuss how the Chemroute project might be resurrected.

122-16 Re-organisation of Policing Arrangements for the Parish

A report from Cllr MacDougall was taken as received and read.

Resolved that the Clerk write on behalf of the Parish Council to 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.

123-16 Items for inclusion on Agendas for Future Meetings

The proposal to divide the existing Drainage and Footpath Working Group into two separate Working Groups.

Clerk's Employment

School Parking Report – Cllr Towers

Chicycle relating specifically to A259 – Cllr MacDougall

Chemroute Meeting – Cllr MacDougall

Half yearly Budget Review

New Homes Bonus Projects

124-16 Date and Time of Next Meeting

The next Parish Council Meeting to be held on Thursday 3rd November 2016.

125-16 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 Summary of items considered in the absence of Press and Public

Payroll Bureau

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A report by the Parish Clerk was taken as received and read. The Council agreed to appoint a payroll bureau to undertake monthly payroll and pension auto-enrolment duties.

There being no further business the meeting closed at 10.10 p.m.

Signed: _____ (Chairman)

Date: _____

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