

# **Chidham and Hambrook Parish Council Business Plan**

**November 2018**

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## Introduction

Chidham and Hambrook Parish Council wishes to be more proactive rather than reactive in its decision-making by operating in a more coordinated and consistent way. The Business Plan will help our local community to have a better understanding of what the parish council does and clarify what it cannot do. There may be occasions when the parish council has to make decisions contrary to our stated commitments if budget constraints, new legislation or changes in our policies make that necessary. Any changes will, however, be reflected in an updated Plan.

To ensure this Business Plan is consistent with our residents' wishes we need the help from the community. We will periodically consult on the plan's contents through our website, news briefings through the Village News and at the Annual Parish Meeting held in May. We will request and respond to feedback. Please tell us what you think about it as we welcome your comments. The plan will be available on our website.

## Chidham and Hambrook Parish Council

Chidham & Hambrook Parish Council is the first tier of local government closest to the community, with an important role to play in promoting the parish by representing the interests of its residents. Within its limited remit, the parish council provides and monitors efficient services and amenities to meet local need, influences other decisions makers and strives to improve the quality of parish life. The council represents the views of its community to improve or provide cost effective, innovative local services and amenities. These can range from crime prevention measures, providing litter and dog bins, to maintaining bus shelters, providing recreational facilities to having the right to be notified of, and comment upon, planning applications.

Residents elect ten parish councillors every four years. By-elections can be held if a vacancy occurs and a formal request is made. Otherwise the council fills such vacancies through co-option. The Council elects a Chairman and Vice-Chairman annually, together with chairs of its committees and working parties, and reports to the electorate at the Annual Parish Meeting in May. Councillors are unpaid and receive no allowance for their duties other than travel costs for duties beyond the parish. They commit a time contribution to improving Chidham and Hambrook as an attractive and sustainable place in which to live, visit and do business. Details of all councillors can be found on the parish council dedicated pages on the village [website](#).

## How the Parish Council operates

Chidham and Hambrook Parish Council will carry out its statutory duties as required by:

- Aiming to meet a minimum of twelve occasions per annum (usually the first Thursday of every month at 7pm until 9pm in the village hall) to deal with the business of the Council, running these meetings within the Standing Orders of the Council. All full council meetings are open to the public with a period, towards the beginning of the meeting, set aside for members of the public to address the Council
- Chidham and Hambrook Parish Council works to its Standing Orders and Financial Regulations, which lay down the rules by which we operate and conduct our business. Our Standing Orders are based on a model prepared by the National Association of Local Councils (NALC).
- All parish councillors are expected to adhere to the council's Code of Conduct also adopted from NALC. Committees and working groups work to terms of reference agreed in council.

- The chair of the parish council during the preceding year will hold an Annual Parish Meeting in April each year to review the activities of the previous year and give an opportunity for residents to raise issues of concern.

As part of the statutory planning process, Chichester District Council has to consult Chidham and Hambrook Parish Council on planning applications from within the parish. Every year the Planning Committee scrutinises large numbers of applications and provides broad ranging feedback to Chichester District Council.

Chidham and Hambrook Parish Council uses committees and working groups where appropriate to discuss and agree action on areas of its work. Currently, the standing (or permanent) committees of the parish council are Finance, Planning, Staffing, Drainage & Sea Defence Advisory Committee (DRASDAC) and Public Open Space Advisory Committee (POSAC). In addition, working parties, temporary in nature and with a smaller membership have been set up to review communication with the public, roads and footways within the parish and to review governance procedures of the council.

## **Parish Council Standing Committees**

### **Finance Committee**

The Parish has opted to have a Finance Committee consisting of a Chairman and a minimum of four other Parish Council members. The Parish has appointed a Responsible Financial Officer (RFO) who is a non-voting member of the Finance Committee.

The RFO will provide advice to the Committee to ensure its actions comply with all relevant statutory regulations. The primary purpose of the Finance Committee is to recommend the precept for the following fiscal year with a meeting for this purpose normally held each year during the first week of December. At this meeting, sums will be allocated to specific headings of expenditure with the January meeting of the parish council receiving the recommendations of the Finance Committee, voting to accept or amend.

### **Planning Committee**

To meet the current requirements of the Chichester District Council (CDC) and to improve application turnaround the Planning Committee meet every three weeks. The meetings are open to the public and press.

The meeting is chaired by an elected member of the parish council with six further members making up the committee. Members of the public may attend and speak on any planning matter especially those applications on the agenda. This is limited to three minutes per person.

Drawings and documents downloaded from the CDC website displayed by projection or digital screen to enable the committee members to make comments and decisions. These can be overridden by the Planning Officer at CDC but the local opinion given by the parish council in the final decision is regarded with high importance. Should there be a disagreement and the parish council wish to make representation to the CDC's full Planning Committee the process known as 'Red Carding' is available.

Should an applicant be unhappy with the final decision by CDC an appeal process is available allowing all parties to make representation to an independent examiner.

The minutes and decisions from these meetings are published on the parish council's website and made available both at the meetings and on the parish council's notice boards within the parish. Meeting costs are born by the parish council.

## Staffing Committee

A staffing committee has been established to oversee all matters connected with those employed by the parish council.

## Drainage & Sea Defence Advisory Committee (DRASDAC)

The Drainage and Sea Defence Advisory Committee (DRASDAC) is established to liaise with riparian owners and public bodies including WSCC regarding the monitoring of the current and future maintenance of drainage ditches in the Parish; to receive reports of any problems with the same and to report them to the appropriate riparian owners; to act to rectify the problems within the limits and budgets set by Chidham and Hambrook Parish Council for that purpose, so far as it is practical.

DRASDAC recommends to the parish council in full session whether to take on additional maintenance of one or more of the drainage ditches, identifying the budget required for this purpose. It liaises with the appropriate public body or landowner responsible for sea defences and encourages them to act in respect of any necessary maintenance.

As an advisory committee, DRASDAC has no decision-making powers, but advises C&HPC on proposed actions. These proposals take account of actions by WSCC or other bodies and other sources of funding e.g. *Operation Watershed*. DRASDAC has a maximum membership of five councillors, a parish ditch warden and two non-councillor members of the Parish.

## Public Open Space Advisory Committee (POSAC)

The Chidham & Hambrook Parish Council are now responsible for the new open spaces in Broad Road together with the existing play area. There are also some other areas open to the public which the Parish Council need to keep a watching brief over. This committee has therefore been set up to advise the Parish Council on what work, expenditure, changes and improvements will need to be carried out.

POSAC is made up of Parish Councillors and local residents who will organise the maintenance, repairs, improvements and changes that will be required to ensure the use of these community assets are funded and safe to use. They will also seek to engage with the community on any changes and improvements on the use of these areas in to the future.

It is proposed the committee meet at least twice a year or more frequently if required.

## Vision for Chidham and Hambrook

By working with residents, local authorities and others, Chidham and Hambrook Parish Council will contribute to making Chidham and Hambrook a safe, healthy, prosperous and sustainable community thus improving the quality of life for the residents. The parish council does this in a number of ways:

- Providing a democratic and representative voice for the community.
- Promoting and representing the community's views at local, district and county level.
- Providing and supporting services and amenities to help meet the needs and wishes of residents.
- Working in partnership to improve services and facilities to meet the needs and expectations of Chidham and Hambrook residents.
- Striving to ensure there is a fair share of investment in the parish by local, county and regional authorities.

To respond to the challenges and opportunities ahead of us, it is essential that as a council we adapt and evolve to ensure cost effective, efficient ways to achieve productive outcomes to benefit all our residents.

## Main areas of responsibility

- Management and maintenance of children's play area in Broad Road.

- Ditch clearance.
- Maintenance of bus shelters (where provided) throughout the parish.
- Maintenance of notice boards.
- The provision of small community grants
- Submitting comments on all planning applications and change of use applications in the parish as a statutory consultee of the local planning authority
- Provision, in cooperation with Chichester District Council, of litter and dog fouling bins and their emptying

## Governance

Chidham and Hambrook Parish Council aims to be competent and professional through being open and accountable and ensuring sound financial management of Council resources. To this end, Chidham and Hambrook Parish Council includes within its goals:

- To be well-informed about the needs and opinions of the parish's residents by consulting them on major issues
- To encourage its members and staff to develop their skills through appropriate training
- To ensure Councillors have the opportunity to keep abreast of new opportunities and policy
- To be a fair employer
- To promote public participation in all parish council meetings and initiatives
- To deal with enquiries from members of the public in a professional and efficient manner
- To be an effective custodian of the Council's property and documents

## Communication

Chidham and Hambrook Parish Council recognises the role of good communication in building positive relationships with the public and with organisations that provide services in the parish. We need to be more proactive and we will continue to seek to improve established channels of communication and find new ones. For this purpose, a Communications Working Party has been established. Chidham and Hambrook Parish Council will continue to develop and expand the web site provided through the Chidham and Hambrook community site, [www.chidhamandhambrook.info/the-parish-council](http://www.chidhamandhambrook.info/the-parish-council) and provide:

- clear information about the Council and its activities
- signposting to other services
- regular news of Council initiatives.
- the most up to date financial information and a business plan made available

Due to the new Community Website now being linked in with the new parish council website it has been agreed that publication of a Parish Newsletter is no longer required. However, this decision is under review. Pages can be downloaded and printed from the Website if individual residents require hard copies of information.

At parish council meetings and the Annual Parish Meeting the Chidham and Hambrook Parish Council will:

- provide an opportunity at parish council meeting for public participation
- invite representatives of outside agencies to address the Council on key matters of interest
- share council activities during the previous twelve months at the Annual Parish Meeting held in May.

## Community facilities

### Children's Play area in Broad Road

Chidham and Hambrook Parish Council own the Children's Play area in Broad Road that was originally established by Hambrook and District Residents Association (HDRA). The Parish Council will maintain the children's play area in Broad Road, keeping it well maintained and safe. The Parish Council will maintain the present facilities to current standards with weekly inspections and each play area will receive an annual external inspection from appropriately qualified play inspectors. The council will continually monitor and develop a planned programme of repairs and replacement to meet community needs.

### Open Spaces

The parish council acquired in 2018 land in Broad Road known as Hawthorne Meadow and is in the process of acquiring Pynham Meadow. Both have been achieved using S106 legal agreement contracts with the developers. It is intended that these two areas will be fully adapted for community use.

In general, the parish council will maintain a watching brief on all open spaces in the parish, not just those owned by the parish, and seek to protect such open from inappropriate development.

### Bus shelters

Chidham and Hambrook Parish Council maintains three bus shelters in the parish, these at the Broad Road, Chidham Lane and Drift Lane alighting points. The parish council will review the condition of these bus shelters annually in August and to be carried out by the chair of the parish council.

### Seats

Chidham and Hambrook Parish Council will maintain the various benches and seats around the parish (excluding those in Maybush Copse) at current standards, annually in August and to be carried out by the chair of the parish council.

### Notice boards

Chidham and Hambrook Parish Council will maintain the parish notice boards around the parish at current standards, annually in August and to be carried out by the chair of the parish council.

### Footpaths

Chidham and Hambrook Parish Council will review footpaths within its parish and where appropriate and working with other, will consider how it can contribute to improvements or repairs.

### Website

Chidham and Hambrook Parish Council will regularly review the effectiveness of its own website arrangement.

### Events

Chidham and Hambrook Parish Council will support individuals and organisations that wish to run public events, providing advice and support where the time and/ or financial commitment is from another organisation or from individual volunteers. Such events are increasingly popular following the parish council's recent acquisition of new land.

### Community Assets

Chidham and Hambrook Parish Council will keep a list of community assets that it believes are important to the parish.

## Purchasing policy

Chidham and Hambrook Parish Council will look at the cost effectiveness and environmental sustainability of all major procurement.

## Representation on outside bodies

Chidham and Hambrook Parish Council will continue to send a representative who is either a Councillor or another resident chosen by the Parish Council to the following bodies:

- *Friends of Maybush Copse* – the body that works in partnership with the Harbour Conservancy to manage Maybush Copse.
- *All-Parishes meetings* – facilitated by the district council, a twice-yearly meeting to keep parish councils abreast of current developments within the district.
- *The Bourne Community Forum* - facilitated by the district council, the community forum is a twice-yearly meeting of parish, district, county councillors and other agencies to improve communications in the Bourne area, to influence daily life in the area.
- Village Hall Committee – the body responsible for managing Chidham Village Hall.

## Financial information for 2017/18

### Income

The residents of Chidham and Hambrook fund the parish council through the 'precept'. The precept is the local tax levied by the parish council that Chichester District Council collects on our behalf as part of the council tax bill. The parish council precept for the fiscal year 2018/19 is £45,255.

In addition to the precept, additional money is available to the parish council from developers who have built either within the parish or even more widely in the district. These result from either specific grants or legal agreements.

This includes Section 106 money, New Housing Bonus (NHB) and Community Infrastructure Levy (CIL). Of the first of these, section 106 refers to section 106 of the Town and Country Planning Act 1990 which allows a local planning authority, such as Chichester District Council, to enter into a legally-binding agreement or planning obligation with a landowner as part of the granting of planning permission and termed a Section 106 agreement. This money can be used to support the provision of services and infrastructure, such as highways, recreational facilities, education, health and affordable housing, living in the community affected by the development. Such money becomes regularly available to Chidham and Hambrook with local bids made through the parish for suitable application of these funds. New Housing Bonus provides additional revenue to a planning authority when it permits certain developments, with the government matching the Council Tax raised on each new home built for a defined and limited period. Again, this can benefit Chidham and Hambrook. Finally, Community Infrastructure Levy of which £98,000 is currently available to the parish, is designed to be used for infrastructure development and must be used within five years of it becoming available. CIL money cannot be used where West Sussex County Council or the district council have already been granted CIL money for the same purpose.

S.106, NHB and CIL funding will be used by the parish council on identified projects, either already identified or yet to be identified. Those identified, and likely to be so financed, are listed under the two future project headings (see below).

## Expenditure

The precept and likely expenditure of the precept by the parish council for the fiscal year 2018/19 is £45,255 which is a 5.3% increase over the precept raised for FY2017-18 which was £42,855.

The main items of expenditure using the precept are:

- Office Administration, salaries, contractors and on-going expenditure – 40 %
- Street Lighting – 7%
- General grounds and maintenance including play areas and playing fields – 24%

## Reserves

Chidham and Hambrook Parish Council holds unallocated reserves to protect against major problems requiring emergency funding that could affect the council's business. Currently the Council holds unallocated reserves of £22,628.

## On-going financial outlays, 2018/19

- Repair of equipment Broad Road in Play Area (£1,250)
- Street lighting, repair and maintenance (£3,000).
- Regular maintenance of church burial yard (£500)
- Regular and continuing maintenance of parish hedges, ditches and footpaths (£4,000)
- Regular and continuing maintenance of parish open Spaces (£4,500)
- Updating of IT Software (£1,000)
- Provision of Wi-Fi to the Village Hall (£500)

## New Initiative Key Projects for 2018/19

- Parish council Noticeboard replacement - Broad Road (£1,500). *Survey of parish community to ascertain value of notice board.*
- Bringing into use newly acquired open space land.

## Future Projects: As Itemised in the Neighbourhood Plan

- Recreation Ground
- New Village Centre
- Village Green
- Sports Field
- Local GP and Dental Surgery
- Local Shop
- Cycle Lanes
- Improved Parking Facilities
- Traffic Calming Measures

## Future Projects: As Itemised in the Infrastructure Business Plan (IBP)

The purpose of Infrastructure Business Plan (IBP) is to ensure that infrastructure is provided at the right time and in the right place to accompany new homes to alleviate any potential problems resulting from developments. Each has been provided with, or will be, with a unique number by Chichester District Council to show that the project is registered for future Community Infrastructure Levy (CIL) funding or New Homes Bonus (NHB).



### Pre-Eminent Priority

- Community Centre. A community centre of a modular design that can be expanded in size as developing needs arise.

### High Priority

- Resurface /improve walking and pavement routes.
- Provision of pavement on West side of Broad Road [IBP 602]
- Provision of pavement from Post Office to Children's Play Area [IBP 601].
- School Safety Zone and Safer Routes to School Scheme - Chidham Parochial Primary School, Chidham Lane [IBP 508]
- Provision of pedestrian refuges/crossings on A259 and Broad Road.

The above high priority projects may be covered by the plan going forward with the Local Transport Improvement Programme where we have £160K of S106 towards sustainable transport. Much has already been achieved ie. 20mph lights and zig zag road markings.

- Improve residents' parking areas [IBP 603]. *Chidham and Hambrook Parish Council is currently in discussion with CDC in connection with S106 agreement for an area on the east side of Flatt Road to be developed as a car parking space.*
- Work to sustain Chidham Parochial Primary School to accommodate expanding capacity [IBP 605]. *It is noted that Chidham School is now at full capacity.*
- Create a Community Recreation Centre with outdoor facilities for all ages (MUGA) [IBP 612].
- Provision of dedicated cycle route the whole length of the Parish – CHEMROUTE [IBP 600].
- Speed restrictions of 30mph on the peninsula and along the A259 through the Parish [IBP 598] *Discussions to be undertaken with WSCC and the possibility of the parish council funding some of this work.*

While IBP 598 and 600 are outside of the hands of the parish council, discussion is in hand with WSCC and engagement with other adjoining parish councils under the heading of CHEMROUTE for the purpose of providing a dedicated cycle route. Attached to this is a request for a 30mph speed limit on the A259 as it passes through the parish. This project is also looking at and cycle approach routes to the A259. To support the use of cycles throughout the parish, the parish council will look at supporting mechanisms such as the placing of secure cycle racks at bus stops with shelters and close to the railway station. These latter are achievable.

- Improve signage to Parish amenities [IBP 616]
- The Dell (Chidham Lane) to be maintained to a satisfactory level with lead taken by the Harbour Conservancy [IBP 614]. *Achieved*
- Preparation of allotments
- Implementation of a community shop [IBP 733]
- A community bus or other form of transportation [IBP 734]
- Greater frequency of trains stopping at Nutbourne station during busy periods.
- Hearing loop for village hall. *In hand with an application for NHB funding.*
- Cycle rack alongside Nutbourne station (covered with security attachments). *Taylor Wimpey advises that this land remains in the contract for residents of Lion Park and is not available for purchase.*
- Placement of additional litter/dog waste bins in appropriate areas of the parish.
- Historical/wildlife information board to be sited alongside Catch Pond.

### Medium Priority

- Improved broadband for parish. While not a Chidham and Hambrook Parish Council project, this work is underway.

### Low Priority

- Identify areas for and provide unobtrusive parking for visitors **[IBP 604]**
- Improvements to St Wilfrid's Hall **[IBP 713]**. *This is well under way.*
- Provision of medical/dentist surgery. Initial discussions underway with South Coast commissioning GP service, with appropriate building possibly provided by developers or integrated into the Pre-Eminent Priority Community Centre.

### Progressed or Progress Underway

- Maximum refurbishment of the Village Hall **[IBP 611]**. Much work completed, with future work identified as:
  - Fit temporary boarding over the floor to protect it during the work.
  - Erection of scaffolding.
  - Removal of old ceiling lining.
  - Installation of Celotex roof insulation.
  - Fit plasterboard lining to ceiling.
  - Skim coat of plaster to plasterboard.
  - Removal of old lighting and fitting of new lighting system.
  - Installation of 3 in number ceiling fans.
  - Painting of new plasterboard ceiling.
  - Re-decoration of the rest of the Hall up to but not including the stage.

These future works have been initially costed at £28k.

- Reduce light pollution where possible (Maybush Copse) **[IBP 699]**.
- Install Wi-Fi to the Village Hall **[IBP 624]**.
- St Mary's Church Graveyard, Cot Lane, Chidham. Looking to extend graveyard. Local farmer willing to donate land adjacent to main churchyard **[IBP 709]** and financed through money provided from Community Infrastructure Levy (CIL). Progress underway but delays resulting from the parish church in an interregnum and so unable to momentarily conclude the work.