

**Minutes of the Annual Meeting of Chidham & Hambrook Parish Council  
in the Chidham Village Hall on 4<sup>th</sup> May 2017 at 7.00pm**

**Present:**

Cllr Cliff Archer (Chairman)	Cllr Linda Wilkinson
Cllr Andy Collins	Cllr Ina Littlefield
Cllr Geoffrey Hyde	Cllr Stephanie Cecil
Cllr Jane Towers	Cllr Jacky Sheppard
Cllr Philip MacDougall	Cllr Rachel Perri

**In attendance:** The Clerk: Caroline Davison

**001-17 Election of Chairman**

Cllr Cliff Archer was nominated by Cllr Andy Collins and seconded by Cllr Geoffrey Hyde and on being put to a vote it was:

**Resolved that** Councillor Cliff Archer be elected Chairman for the ensuing municipal year.

**002-17 Election of Vice Chairman**

Cllr Andy Collins was nominated by Cllr Cliff Archer and seconded by Cllr Linda Wilkinson and on being put to the vote it was:

**Resolved that** Councillor Andy Collins be elected Chairman for the ensuing municipal year.

**003-17 Apologies for absence**

Apologies for absence were received from Cllrs Penny Plant (CDC), Jonathan Brown (CDC) and Sandra James (WSCC). It was noted that the date of the Parish Council Meeting coincided with County Council elections and District Council by-elections.

**004-17 Declaration of Interests and Granting of Dispensations if any:**

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

**005-17 Minutes**

**Resolved that** the Minutes of the Meeting held on 6<sup>th</sup> April 2017 be approved as a true and accurate record and signed by the Chairman subject to the inclusion of Councillor Philip MacDougall to the list of Councillors in attendance.

**006-17 Public Open Forum**

Sam Stone from Taylor Wimpey gave a presentation on options for the future use of Jutland House in Lions Park, Hambrook. A copy of his presentation is attached to the signed minutes.

Under his main proposal, half of the ground floor would be gifted to the Parish Council for use as a community shop or similar community run purpose with the remaining part of the building converted into eight residential flats.

The Parish Council discussed various aspects of this proposal and sought further clarification from Sam Stone in respect of particular details. It also explored the whole question of a Community Shop and whether in principle it could be a viable option. One particular area of concern was the lack of dedicated parking spaces that would be available for use by customers and the impact this could have on the residents of Lion Park. Concern was also raised that a Community Shop would rely on a dedicated team of volunteers with suitable expertise to make the project a success.

It was determined that if a Community Shop was to be located on this or any other site in the Parish then it would be necessary to carry out extensive research into the feasibility and viability, to undertake community consultation and to produce a detailed business plan with expert advice taking into consideration all facets of the proposal. The whole process would take time and money to complete effectively.

The Parish Councillors acknowledged that they would not be able to come to a decision on this matter by the deadline set by Taylor Wimpey. It was agreed however that the Parish Council would comment in principle on the proposal in June.

The Chairman extended his thanks to Sam Stone.

## **007-17 Reports**

### **a) Chairman of the Parish Council's Report**

A copy of the Chairman's Report is attached to the minutes of this meeting.

The Chairman extended his thanks to the Parish Clerk, Caroline Davison, for all her hard work and efforts on behalf of the Parish Council over the past year since she had joined the Parish Council.

It was noted that the Parish Ditch Warden had submitted his Annual Report (attached in Appendix I).

The Chairman distributed flyers to individual Parish Councillors for distribution to residents in the Parish publicising the Annual Parish Meeting to be held on 17<sup>th</sup> May 2017 at 7.00pm for 7.30pm in the Chidham Village Hall.

### **b) District Councillors' Reports**

The District Councillors did not produce reports for this Meeting due to the timing of the by-elections.

### **c) County Councillor Report**

The County Councillor did not produce a report for this Meeting due to the timing of the elections.

## **008-17 Committee, Advisory Committee and Working Group Appointments**

The Council agreed the following Membership of its Committees and outside bodies

- **Planning Committee** - Cllrs Archer, Collins, Hyde, Towers, Sheppard, Wilkinson and Littlefield. Elected Chairman Cllr Wilkinson.
- **Play & Open Spaces Advisory Committee** - Cllrs Wilkinson, Collins, Cecil, Perri, Towers, MacDougall and Archer. Co-opted Member Mike Perry. Elected Chairman Cllr Collins.
- **Finance & General Purposes Working Group** – Cllrs Archer, Collins, Hyde, Towers, MacDougall, Cecil and Perri. The Chairman and Vice Chairman of this Working Group are the same as the Chairman and Vice Chairman of the Parish Council.
- **Neighbourhood Plan Steering Group** - Cllrs Collins, Wilkinson, Littlefield, MacDougall, Sheppard, Hyde and Towers expressed an interest in forming part of this Steering Group once it had been formally established. The exact name for this steering group and the terms of reference and constitution to be agreed at a later date. Stephen Johnson, editor of the community website, expressed an interest in becoming a co-opted member.
- **Drainage and Sea Defences Advisory Committee (DRASDAC)** – Cllrs Archer, Hyde and Perri. Co-opted Members – Robin Yeld, Parish Ditch Warden and Mike Penny. Elected Chairman Cllr Archer.
- **Rights of Way Advisory Committee (ROWAC)** – The Parish Council discussed whether to continue with a separate advisory committee to deal with Rights of Way issues in the Parish. It was decided to disband the advisory committee and to discuss any issues at Full Parish Council Meetings.
- **Complaints Committee** – This Committee would meet when required. The Chairman and Vice Chairman would choose from Cllrs MacDougall, Cecil, Perri and Sheppard to make up the third member of the Committee. However, if the complaint was about the Chairman or Vice Chairman of the Parish Council, then an additional member would be chosen from the pool.

## **009-17 Finance and Corporate**

- a) **Resolved to** authorise April 2017 payments (See Appendix II).
- b) **Replacement Bus Shelter**

The Clerk reported she had visited the site of the replacement bus shelter at Barleycorn North with Mike Dare of the Highways Department at WSCC. Following this visit a S115 form had been forwarded to the Clerk for completion. Mike Dare had sought advice from the arboriculturist at WSCC who advised that the tree adjacent to the existing bus shelter was diseased and could be removed. It was confirmed however that if the Parish Council wished this tree to be removed through the Highways Department then it would be six to nine months before this could be undertaken. It was noted that this time scale would delay the installation of the replacement bus shelter.

It was agreed that the Clerk would enquire whether the costs of removal of the tree could be reimbursed by WSCC if the tree was removed by the contractors installing the base and

replacement bus shelter. These enquiries to be carried out before the Parish Council authorised their contractor to remove the tree.

**Resolved to** authorise the Chairman to sign the S115 Agreement with West Sussex County Council in respect of the replacement bus shelter at Barleycorn North.

c) **Chidham & Hambrook Parish Visioning Workshop**

It was noted that Trevor Leggo, Chief Executive of SSALC, had been invited to undertake a Chidham & Hambrook Parish Visioning Workshop with Parish Councillors on Tuesday 30<sup>th</sup> May commencing at 6.30pm in the Chidham Village Hall.

**010-17 Planning Committee**

- a) The Minutes of the Planning Committee Meeting held on 4<sup>th</sup> April 2017 were received and noted (see Appendix III).
- b) There were no other matters reported other than those in the Planning Committee Minutes.

**011-17 Village Hall**

It was agreed that Councillor Towers and the Clerk would progress with obtaining costings for the proposed hanging sign to be located on the northern face of the Chidham Village Hall.

**012-17 Clerk's Report**

The Clerk reported that the difficulties with securing the permissions and consents for locating the third defibrillator at the Old House at Home Public House were now causing significant difficulties and delays with progression of the installation of the other two units. It was agreed to discuss possible options for the way forward at the June Parish Council Meeting.

It was noted that further research would be carried out over the next two months into the introduction of a new standalone Parish Council Website.

**218-16 Items for inclusion on Agendas for Future Meetings**

- Community Shop
- Defibrillators

**219-16 Meeting Dates**

- a) It was noted that the next Council Meeting would be held at 7.00pm on Thursday 1<sup>st</sup> June 2017 in the Chidham Village Hall.
- b) It was noted that the Annual Parish Meeting will be held on Thursday 18<sup>th</sup> May 2017 in the Chidham Village Hall at 7.00pm for a 7.30pm start.

There being no further business the meeting closed at 9.35 p.m.

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

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