

**Minutes of the Meeting of Chidham & Hambrook Parish Council
in the Chidham Village Hall on 1st June 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 Rachel Perri	

In attendance:

Caroline Davison – Clerk to the Council
Cllr Penny Plant (CDC),
Cllr Jonathan Brown (CDC)
Cllr Viral Parikh (WSSC)
Headteacher of Chidham Parochial Primary School, Miss Claire Murphy
Twenty three residents including Mike Penny

021-17 Apologies for absence

Apologies for absence were received from Cllr Philip MacDougall.

Welcome was extended to everyone in attendance. The Chairman introduced the new County Councillor Viral Parikh (WSSC) and the three District Councillors, Penny Plant (CDC), Andy Collins (CDC) and Jonathan Brown (CDC) as well as the Headteacher of Chidham Parochial Primary School, Miss Claire Murphy to all assembled.

The Chairman ran through the fire safety and evacuation procedure to follow in case of an emergency.

022-17 Declaration of Interests and Granting of Dispensations if any:

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

023-17 Minutes

Resolved that the Minutes of the Meeting held on 4th May 2017 be approved as a true and accurate record and signed by the Chairman.

024-17 Update on Traffic Issues in the Parish

The Chairman reported that the safety of drivers and pedestrians in the Parish had long been a major concern of the Parish Council and over the years the Parish Council had taken many initiatives to improve areas of difficulty. Attention was drawn to the list of initiatives that was attached to the distributed Agendas (see Appendix I). The Chairman highlighted what the Parish Council could and couldn't do. He explained that the Parish Council had increased its precept for this municipal year to around £40,000 to accommodate the additional costs of setting up and maintaining the new Open Space Areas, Allotments and Community Orchard in Broad Road as well as maintenance of existing facilities in the Parish. The current contribution for Band D is £47.00 from a total Council Tax of £1607.00. The Chairman explained that there are many demands on the finances and that the

Parish Council needed to be careful that it operated within its Annual Budget therefore finance was a limiting factor. He stated however that an important job of any Parish Council was to put pressure on the District Council and County Council, alongside any other organisation that had duties affecting the residents of Parish, to fulfil its functions. The Parish Council therefore acted as a 'Ginger Group' and had been quite successful in doing this. He also advised that grants become available to Parish Councils from time to time and the Parish Council worked hard to secure these. He gave the example of the Operation Watershed Grants for drainage works which had been obtained to undertake vital work throughout the Parish. To summarise therefore he explained that the Parish Council worked within a very tight budget but worked hard to secure cash from all available sources to enable it to operate pro-actively.

It was reported that the Parish Council had worked and would continue to work closely with Highways Department at West Sussex County Council (WSCC) and the Safer Routes to School Team to forward any matters of concern. It was emphasised that all comments and suggestions made by residents in the Public Open Forum would be passed to WSCC Highways and the Safer Routes to School Team. It was also noted that Viral Parikh, the new County Councillor had taken an active interest in the traffic issues in the Parish. He had attended a Site Meeting with Parish Councillors in Chidham Lane the previous week at school finishing time and had also met with the Head Teacher and Deputy Headteacher. A second Site Meeting was intended for other traffic issues in the Parish to be discussed in more detail. A meeting was scheduled for 16th June 2017 when the Parish Councillors would meet with Chris Dye, County Highways Manager, Viral Parikh, Claire Murphy, Headteacher of Chidham Parochial Primary School and a representative of the Safer Routes to School Team to discuss all suggestions which had been raised in respect of school access. It was noted that WSCC has had a major funding cut, in the region of £120m, this year and has already had to lose significant numbers of staff. It was therefore important that expectations were realistic regarding how much WSCC could spend throughout the County in general and within Chidham and Hambrook Parish in particular.

The Chairman drew attention to the list of initiatives which the Parish Council had undertaken to improve the highways and pedestrian pavements in the Parish. He explained that these had met with varying levels of success. A few examples from the list were highlighted and actions which the Parish Council had taken discussed.

025-17 Public Open Forum

Public Participation in Public Open Forum

Resolved that the Chairman waived Standing Order 3 (f) to enable the public participation under the Public Open Forum to be extended to thirty minutes. There was no limit to be placed on the number of representations within this time period.

Concerns in respect of Traffic in the Parish

As publicised by the Chairman of the Parish Council at the Annual Parish Meeting held on 17th May 2017 and on Parish Council noticeboards and the website, Members of the Public were invited to make representations relating to traffic issues and concerns in the Parish, including Chidham Lane, Chidham and Broad Meadow, Broad Road, Nutbourne. In accordance with the Parish Council Standing Orders 3(f) each Member of the Public was requested to speak for a maximum of three minutes under the direction of the Chairman of the Parish Council.

There was the opportunity for Members of the Public to put forward personal suggestions in respect of potential solutions and to ask questions of the County Councillor and Parish Councillors.

It was noted that all comments and suggestions put forward during the Public Open Forum were to be collated into a Summary Report (see Appendix II) which would then be forwarded to Chris Dye, County Highways Manager, Highways Department at West Sussex County Council (WSSC) at a collaborative meeting with the Parish Councillors, Viral Parikh, County Councillors, Miss Claire Murphy, Headteacher of Chidham Parochial Primary School and representative of Safer Routes to School Team on 16th June 2017. This report would also include any other comments and suggestions made by written and verbal communications.

(The majority of residents left the hall leaving six residents remaining)

Chidham Parochial Primary School

026-17 It was noted that Chidham & Hambrook Parish Council agreed to support the expansion of Chidham Parochial Primary School at its Parish Council Meeting on 1st December 2016 (Minute 147-16 refers)

027-17 It was noted that:

- i) Planning Application Reference Number WSSC/022/17/CH Double Modular Building to provide two classrooms, WC, Cloakroom and Store Cupboards at Chidham Parochial Primary School would be considered by the Planning Committee of the Parish Council on 6th June 2017. Members of the Public were invited to attend this Meeting and could make representations upon request during the Public Open Forum.
- ii) The Parish Council would not be commenting on this planning application before the Meeting on 6th June 2017.

028-17 There was a discussion in respect of options and suggestions from Parish Councillors which could be considered to complement the Safer Routes to School Team's proposals for safer access to the school for pedestrians and cyclists.

It was identified that a number of pedestrians needed to cross from the western to the eastern side of Chidham Lane and it was felt that an identified crossing point would make this safer.

It was considered that more collaboration could take place with Cobnor Activity Centre, CYE Sailing Centre and local farmers to encourage coaches, tractors, planned delivery vehicles to avoid using Chidham Lane during school drop off and pick up times.

It was emphasised that it would be beneficial if the speed limit on Chidham Peninsula could be reduced from national speed limit. Further concern was raised that there is insufficient distance between the school and the national speed limit signs to the south of Chidham Parochial Primary School and it was felt that even if the speed on the whole of the peninsula could not be reduced then movement of these signs should be considered.

Reports

029-17 Chairman's Verbal Report

The Chairman reported that he was still progressing with trying to secure other funding for the Chidham Lane Tidebank Repointing to the seaward face. He stated that a group within the Environment Agency (EA) was still considering the possibility of providing some part-funding of the works and that he had chased his contact who given the following response:

"... I have today asked my colleague to contact you with a possible way forward for carrying out some work on the wall. I have recently changed roles and no longer work in the West Sussex Team so he is the best person to liaise with going forward. Sorry I couldn't fully resolve this before my moving on ..."

The Chairman emphasised that he would keep pursuing this matter with the EA through their new contact.

In respect of the White Cottage Ditch Drainage Works being undertaken through Operation Watershed 2, it was reported that the works started on Thursday 27th April 2017 and that the major part of the Project, the east-west section of the Ditch and the Sump on the roadside verge in Chidham Lane had now been completed and was awaiting final inspection. Some minor work on the fence panels still remained outstanding. The work on the north-south section of the Ditch, a relatively small part of the overall project, would be carried out after the oil-seed rape harvesting at the end of July.

The Chairman reported that 54 residents had attended the Annual Parish Meeting on 18th May 2017 in addition to Parish, District and County Councillors. Eight representatives from Parish Organisations had given an update on their work over the previous year. There was also an overview of the activities of the Parish Council and projects carried out during the previous year together with a financial update from the Clerk.

It was noted that very successful Visioning Workshop/Training Session for Parish Councillors had taken place on 30th May 2017. This had been led by the Chief Executive of the Sussex Association of Local Councils. The objective of the Workshop was the production by the Parish Council of a 3-5 year development plan for the Parish. There would be another session for Councillors after which a Draft Plan will be produced for Consultation within the Parish and all residents would be encouraged to respond to this.

030-17 District Councillors' Reports

Cllr Andy Collins (CDC) confirmed that he had completed his induction process and was now conversant on what he needed to do. He reported that he had "red carded" the planning application for the Greenacres Nursery Site.

Cllr Penny Plant (CDC) stated that herself and Cllr Collins were a team and worked closely together. She drew attention to the monthly bulletin produced by CDC and reported that she was feeling quite pleased that CDC had been given a few awards and also credits. She highlighted a few of the key ones:

- It had been the District Archaeologist who had scanned Priory Park in Chichester and had found evidence of the remains of Roman dwelling houses. A recent excavation had taken

place to reveal some of these remains including private baths. These remains had now been recovered but further excavations would take place next year.

- The Tim Peake Exhibition at the Novium Museum had been given the award for The Best Temporary Travelling Exhibition.
- WSCC had received the award for the Best in the Country for Innovative Ways to Takeaway Rubbish however this was fed into by CDC as they are responsible for collecting the rubbish.

It was reported that CDC are starting to review the existing Local Plan and a draft Plan would be shortly available for public consultation.

031-17 County Councillor's Report

Cllr Viral Parikh (WSCC) reported that he had been elected as the new County Councillor on 5th May 2017. He had moved to West Sussex from Hartlepool eighteen months ago and worked as a pharmacist by profession. He informed everyone that it had been his first time standing for election as a County Councillor and was looking forward to working with the residents of the Parish and addressing solutions to issues and concerns raised.

Cllr Parikh confirmed his commitment to working together to find the right solutions to the school traffic issues that were practical and cost effective.

Planning Committee

032-17 The Minutes of the Planning Committee Meeting held on 16th May 2017 were noted

033-17 (See minute number 038-17 below) No additional comments were made by the Chairman of the Planning Committee.

Finance and Corporate

034-17 It was necessary for the Parish Council to appoint a new internal auditor as the previously appointed internal auditor was no longer in practice.

Resolved that Ms Rachel Hall be appointed to undertake the internal audit on behalf of Chidham & Hambrook Parish Council.

035-17 Additional Parish Council Meeting

Resolved that an additional Parish Council Meeting would be held on Tuesday 13th June 2017 to approve and sign the Annual Return for 2016/17. This additional Meeting was necessary in order for the Parish Council to comply with the timetable set by the external auditor in consideration that a new internal auditor had had to be appointed.

036-17 Overtime

Resolved that payment be made for the overtime hours undertaken by the Parish Clerk during May 2017. It was agreed that the Clerk's contracted hours would be discussed at the Parish Council Meeting on 13th June 2017.

037-17 June Payments

Resolved that the payments for June 2017 (see Appendix III) be authorised.

038-17 Land at Shepherds Close, Hambrook

Following the Extraordinary Meeting held on 16th May 2017 the Chairman of the Planning Committee reported that the residents of Shepherds Close had been unsuccessful in their bid at auction to purchase the area of land in the Close used as a play area. The Parish Council had agreed to support the residents of Shepherds Close to ensure that this area was kept as a play area in perpetuity and this stance was reiterated. It also confirmed that it would do all it could to ensure that access was not denied to the residents.

039-17 New Homes Bonus (Parish Allocations) Scheme 2017

The Clerk reported that a number of projects had been put forward for consideration as projects for funding through the New Homes Bonus Scheme. Any projects ideas were welcomed until the cut-off point of 30th June 2017. The Parish Council would be deciding which project applications it would be putting forward at its Parish Council Meeting on 6th July 2017.

040-17 Community Open Spaces

The Chairman of the Play and Open Spaces Advisory Committee (POSAC) reported that the damage to the play equipment in the Play Area off Broad Road had now been repaired. The Play Area had been subject to recent misuse and vandalism by teenagers and therefore was being locked up at dusk to deter this behaviour. The Chairman was working together with the Clerk to produce a list of notices which needed replacing in the play area and further quotations were in the process of being obtained for the community noticeboard.

It was reported that the knee-high fence had been installed along the southern edge of the Open Space area at the Taylor Wimpey Site in Broad Road. Taylor Wimpey had agreed to cut the grass in the Open Space area however this had not yet been carried out.

It was agreed that Cllr Jane Towers would investigate what was happening with the allotments in Flatt Road, Nutbourne.

The possibility of a new dog waste bin in Pottery Lane was put forward and it was agreed that this would be discussed further at the next POSAC Meeting.

The next POSAC Meeting has been scheduled to take place on August 1st 2017.

041-17 Defibrillator

The Chairman reported that he had been actively pursuing this matter and had positive news. A planning application for Listed Building Consent to install the third of the new Parish defibrillators and housing unit at the Old House at Home was due to be submitted by Punch Taverns.

042-17 Items for inclusion on Agendas for Future Meetings

- Ideas for traffic management

Meeting Dates

143-17 It was noted that an additional Full Parish Council Meeting had been scheduled (Minute 035-17 refers) to be held on Tuesday 13th June 2017 at the earlier time of 6.30pm in Chidham Village Hall. The next monthly full Parish Council Meeting would be held at 7.00pm on 6th July 2017 in the Chidham Village Hall.

144-17 It was noted that the next Planning Committee Meeting would be held on 6th June at 7.00pm in the Chidham Village Hall.

There being no further business the meeting closed at 9.45 p.m.

Signed: _____ (Chairman) Date: _____