

**Minutes of the Meeting of Chidham & Hambrook Parish Council
in the Chidham Village Hall on 7th September 2017 at 7.00pm**

Present: Cllr Cliff Archer (Chairman) Cllr Philip MacDougall
Cllr Andy Collins Cllr Ina Littlefield
Cllr Geoffrey Hyde Cllr Stephanie Cecil
Cllr Jacky Sheppard

In attendance: Caroline Davison – Clerk to the Council
Cllr Penny Plant (CDC)
Cllr Jonathan Brown (CDC)

Part I

100-17 Apologies for absence

Apologies for absence were received from Cllrs Linda Wilkinson, Jane Towers and Cllr Viral Parikh (WSCC).

101-17 Declaration of Interests and Granting of Dispensations if any:

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

102-17 Minutes

Resolved that the Minutes of the Full Parish Council Meeting held on 3rd August 2017 be approved as a true and accurate record and signed by the Chairman.

103-17 Public Open Forum

A member of the public who had lived in Prior Leaze Lane for two years raised his concerns in respect the traffic in the lane. He reported that the poor state of the Broad Road End of the lane resulted in the empty trailers being pulled by the tractors returning from delivery of grain to the grain stores bouncing on the bumps and as a result being very noisy. He had reported the problem to Highways who advised that the Grain Storage Company communicate with all drivers of grain delivery vehicles and articulated lorries the importance of keeping their speed low in the lane.

The Parish Clerk was asked to communicate with Viral Parikh the concerns of the residents from the stretch of Prior Leaze Lane situated between Hambrook Hill South and the boundary of the Parish.

Reports

104-17 Chairman's Verbal Report

The Chairman reported that Chris Dye, WSCC Highways, had looked at the suggestions put forward in respect of traffic issues at the school and would be convening a meeting to discuss his findings.

All Parish Councillors were reminded that the All Parishes Meeting was being held on 20th September 2017 and to let the Parish Clerk know if they were interested in attending.

105-17 District Councillors' Reports

Councillor Andy Collins reported that he had been attending the meetings in respect of the A27 both in his capacity as a District and Parish Councillor.

The Parish Council had been asked to submit a response to the Build a Better A27 survey being led by WSCC. Due to the limited time given for responses to be submitted it was agreed that each Parish Councillor would connect with as many residents as possible to obtain responses to the survey and would also give a response themselves. The responses would then be forwarded to the Clerk by 14th September 2017 and Cllr Andy Collins and the Parish Clerk would collate all the answers into a Parish Council Response to be submitted by the deadline of 15th September 2017.

Cllr Penny Plant (CDC) reported on a number of issues including:

- The All Parishes Meeting on 20th September 2017 would include Agenda items on Planning Enforcement and the upcoming Campaign on Litter/Dog Excrement and Recycling.
- The Consultation on the Southern Gateway was scheduled to end on 4th October 2017. Everyone was encouraged to respond and submit comment.
- The Chichester Branch of the Citizens Advice Bureau had now been located in the Chichester District Council Offices.
- Progress on the current Local Plan **update/review (?)** was noted.

Cllr Jonathan Brown (CDC) advised the Parish Council that a developer was appealing a decision on a planning application for a housing development at the end of Breach Avenue in Southbourne. As the site was outside the settlement area the outcome of the appeal would have implications for the Southbourne Neighbourhood Plan. The Appeal Hearing was being heard on 12th September 2017 at Edes House in Chichester.

106-17 County Councillor Report

Cllr Viral Parikh (WSCC) had sent his apologies for the Meeting and had not submitted a written report.

107-17 Finance and Corporate

Resolved that the payments for September 2017 be approved (See Appendix I).

108-17 Staffing Committee

The Parish Council received a report from Cllr Andy Collins in respect of the introduction of a new Staffing Committee.

The proposed Terms of Reference and Constitution for the Staffing Committee were scrutinised and amended.

Resolved that:

- i) A Staffing Committee be established with membership of four Parish Councillors and a quorum of three.
- ii) The Chairman of the Council would be in attendance ex officio.
- iii) The amended Terms of Reference and Constitution be agreed (See Appendix II)
- iv) The four members of the Staffing Committee would be Councillors Andy Collins, Jacky Towers, Geoffrey Hyde and Rachel Perri with Councillor Cliff Archer in attendance ex officio.

109-17 Planning Committee

- a) Cllr Andy Collins, Vice Chairman of the Planning Committee, reported that the planning application for Greenacres Nursery Site was on the Agenda for the October Chichester District Council Planning Meeting. He advised that CDC Planning Officers would now be advising that the planning application was permitted with conditions attached. It was noted that planning permission had been granted for the building of eleven houses on the site of the old Flatt Farm house and outbuildings in Broad Road, Hambrook.
- b) It was noted that the date of the next Planning Meeting was scheduled for Tuesday 19th September 2017 in Chidham Village Hall.

110-17 Drainage and Sea Defence Advisory Committee (DRASDAC)

A report from Cllr Cliff Archer, Chairman of DRASDAC, was taken as received and read (Appendix III).

111-17 Parish Council Noticeboard in Broad Road, Hambrook

The Parish Council had received a request from the owner of **The Nook** in Broad Road to remove the noticeboard from their land as they wished to replace the hedge behind the noticeboard with a new one and without the noticeboard in the middle of it.

The Highways Department had confirmed that the noticeboard was currently located on private rather than Highways Land but stated that the noticeboard could be moved forward and relocated on the inner edge of the pavement which was Highways Land.

The Parish Council considered whether to move the noticeboard forward or to consider possible sites for relocation. It was agreed that relevant landowners and others should be consulted before proceeding with any relocation and the Parish Council would have to bear the cost of relocation. It was noted that residents of the Avenue had expressed their wish for the noticeboard to remain when it was currently sited.

Resolved that the noticeboard be relocated in the financial year 2018/2019 on Highways land further south along Broad Road if a suitable site could be found and that the owner of The Nook would be informed accordingly.

It was also noted that replacement of this noticeboard was already planned for the next financial year and relocation costs would need to also be budgeted for if the noticeboard was to be moved.

Further research needed to be undertaken to identify the best site for relocation. Two initial suggestions put forward for possible siting of the noticeboard were on Highway land in front of the

new Flatt Farm development to the north of the entrance or in front of the Hambrook Meadows Nursing Home.

112-17 Expansion of Chidham Parochial Primary School

The Chairman reported that the new classrooms were in place and occupied by pupils. The flashing lights were not yet operational however it was understood from communications with the West Sussex Safe & Sustainable Travel Team that these would be programmed and functional by the afternoon of 8th September 2017.

113-17 Clerk's Report

- i) Defibrillators – the funding had been received from CDC for the three new defibrillators and two of the three AEDs and housing units had now been delivered, the third to be delivered by the beginning of October. Costs for installation formed part of the grant funding received and Councillor Archer was liaising with the three landowners to get the installation undertaken as soon as possible.
- ii) Bus Shelter – the new bus shelter had been installed that morning and several positive comments had already been reported to the Clerk. The Bus Shelter had been supplied by the Parish Council in response to the needs of the residents for an enclosed shelter providing protection from the prevailing wind and rain. The design and style of the bus shelter had been agreed by the Parish Council following detailed consultation.
- iii) Community Noticeboard – the new community noticeboard was due to be delivered in the middle of September and would be installed outside the play area at the beginning of October.
- iv) Website – quotations from various different website designers were being obtained before a presentation on options was made to the full Parish Council
- v) New Homes Bonus Projects – further information had been requested in respect of the four New Homes Bonus Project Applications that had been submitted by the Parish Council to CDC. The NHB Applications were due for consideration by the District Council Panel when it met in September.
- vi) Gulleys along A259 – these had been reported as being blocked and overflowing by both the Parish Clerk and the Parish Ditch Warden and had subsequently been reported to WSCC. Advice had been given that clearance of those worst affected had been scheduled to be undertaken during September.
- vii) Parish Emergency Plan or Community Resilience Plan – it was reported that this had not been finally completed and adopted in the last financial year. It was agreed that this would be progressed by Cllr Andy Collins and the Clerk.
- viii) Land transfer at Hawthorne Meadow – the Clerk was awaiting communication from the solicitors in respect of progress on the amendment to contracts.
- ix) SID's/Flashing Road Signs for Broad Road. Hambrook – neighbouring Parishes had installed or were planning to install temporary or permanent SIDs. This was something which was being considered by the Parish Council a couple of years ago and it was agreed to look into the idea of SIDs for Broad Road in Hambrook.
- x) Bench at Catchpond – it was agreed that Parish Councillors would research possible sources for the rustic style benches.

114-17 Items for Inclusion on Agendas for Future Meetings

- Community Led Housing – presentation from Holly Nichols

➤ Community Resilience Plan

Meeting Dates

115-17 It was noted that the next monthly full Parish Council Meeting would be held at 7.00pm on 5th October 2017 Chidham Village Hall.

116-17 It was noted that the next Planning Committee Meeting would be held on 19th September 2017 at 7.00pm in the Chidham Village Hall.

117-17 Exclusion of the Press and Public

It was resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media was excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business which was transacted. Parish Clerk was not present for Part II of the Parish Council Meeting

Part II

118-17 Overview of Working Hours

A report was received from the Parish Clerk in respect of completed and current projects which had been undertaken over and above core duties during the past six-month period.

119-17 Employment of the Parish Clerk

A report was received from the Chairman in respect of staffing matters including review of the Clerk's working hours and workload.

Signed: _____ (Chairman)

Date: _____