

**Minutes of the meeting of Chidham & Hambrook Parish Council  
In the Chidham Village Hall on Thursday 1 November 2018 at 7:00pm**

**Present**

Cllr C Archer	Cllr A Collins
Cllr M Gilby	Cllr G Hyde
Cllr I Littlefield	Cllr R Perri
Cllr P MacDougall (Chairman)	Cllr J Sheppard
Cllr J Towers (Vice-Chairman)	

**In attendance**

Bambi Jones, Clerk and RFO  
Mr J Brown – Chichester District Councillor for Southbourne  
Mrs P Plant – Chichester District Councillor for Bosham  
Mr P Moffatt, Mr M Bailey, Mr E van der Wee (Pallant Homes), Mr S Johnson

**Part I**

- 0103-18 **Election of Vice-Chairman**  
**Resolved** that Cllr J Towers be elected as Vice-Chairman of the Parish Council.
- 0104-18 **Apologies for Absence**  
An apology had been received from Mr V Parikh (WSSC Councillor).
- 0105-18 **Declarations of Interest and Granting of Dispensations:**  
No declarations of interest or dispensation requests were received.
- 0106-18 **Minutes**  
**Resolved** that the Part I minutes of the meeting held on 4 October 2018 be signed as a true and accurate record.
- 0107-18 **Matters arising from the minutes**  
Referring to minute 0095-18e) Cllr Archer advised that there would be a commemoration of the end of WW1 in this parish with an exhibition in St Marys Church on Saturday 3 November which extends for a fortnight. He circulated a leaflet.
- 0108-18 **Public Open Forum**  
Mr P Moffatt spoke on the Existing Lawful Development (ELD) application in Harbour Way building on his statement at the last Council meeting relating to the lack of transparency by CDC Planning Department and requesting an update on the decision made at the last meeting that the Council write to the Planning Department expressing concern about the way this application has been handled.
- Mr M Bailey spoke to the committee regarding a decision to meet developers. The Chairman advised that this matter was on the agenda and that a decision had not yet been taken in this respect. He advised that if it was decided to invite developers in to talk to the committee it would apply to all developers and he invited Mr Bailey and Mr van der Wee to remain to hear the discussion and

decision.

## 0109-18 Reports

### a) Chairman

The Chairman read out a letter received from Mr S Tanner, Chidham Village Hall Management Committee, regarding the positive help the committee had received from the Parish Council with the Community Art Fund Grant.

The Chairman noted Cllr Tower's report on Roads and Footways and the suggested installation of the speed indicator device (SID) in Broad Road for traffic coming from the north. The Chairman would meet with the Headteacher and Ms B Wild (Chair of Governors Chidham Parochial Primary School) along with one or two members of the Roads & Footways Working Group to follow up on parking and this would be broadened to include travel plans. **Action: J Brown to report on this with background information and possible costs.**

The Clerk has contacted all those who had attended the CHEMROUTE meeting to seek another meeting in early December.

The initiative being undertaken by Charlie Foots Farm in filling shoeboxes with items to help the homeless was recommended to the committee to support.

### b) District Councillors

Cllr J Brown, Cllr A Collins and Cllr P Plant reported on the following:

- SIDs: Some years ago Southbourne PC (SPC) had used them however it had been time consuming and batteries needed replacing. SPC had investigated permanent SIDs and had obtained quotes however CDC had not permitted them to be put up. The temporary ones are permitted but should be moved regularly. Fishbourne and Funtington have SIDs.
- CDC was launching a Let's Talk Panel. Residents can sign up to a mailing list.
- The Local Plan Review consultation was starting on 13 December for 8 weeks.
- There are good safeguarding training sessions run by CDC.
- CDC is undertaking a local Housing Needs Survey for several parishes including Westbourne. This may be of interest to the Parish Council.  
**Action: Cllr Brown will find out details.**
- Recycling rates: This was 45% for the Chichester district and 50% for West Sussex.
- Three business were leaving the area; there were 200 more jobs at Rolls Royce.
- Parking season permits were now available online with hard copy permits no longer required.
- The Museum Roman Week and litter campaign were both up for awards.

The Chairman urged the district councillors to investigate the Harbour Way ELD on behalf of local residents as none of the issues had been addressed as yet. The complaint the Parish Council had submitted was due to be answered by the 2 November. Cllrs Collins and Towers reported the results of their recent communications with the Planning Department.

c) **County Councillor (Cllr V Parikh)**

A report from Cllr V Parikh had been circulated on 1 November 2018. Cllr Towers had attended the WSCC meeting to hear the debate on the motion regarding the cuts to Housing Support Grant.

There were no buses funded by WSCC in the parish council area.

d) **Clerk and RFO**

The Clerk gave an update on the following:

- New Clerk's training course which she had attended on 17 October
- the positive outcome to the request for signs outside the play area on Broad Road (minute 0100-18)
- the letter of complaint sent to CDC re the ELD Harbour Way (minute 0083-18) to which a response was due by Friday 2 November
- an update on the land acquisition at Pynham Meadow
- Councillors' information on the website: the parish council email address should be retained however personal address and telephone number could be removed if the member considered them to be sensitive information.

0110-18 **Progress updates from Parish Council Task Forces and Working Groups**

a) **Business Plan**

The final version of the Business Plan had been circulated by email on 26 October 2018. The Chairman advised that projects would need to be developed with regard to CIL funding. Drift Road should be amended to Drift Lane.

**Resolved** that the final version of the Business Plan be approved subject to the above amendment.

a) **Neighbourhood Plan (NP)**

Members considered the report which had been circulated with the agenda. Cllr Collins advised that he had been in touch with consultants regarding working on the review of the NP. The consultant suggested by Southbourne was not available and the one working on Bosham's NP advised it would be a conflict of interest. He had received details of a few more consultants from CDC. It was suggested that Genesis be approached to provide a benchmark on costs.

0111-18 a) **Motion relating to West Sussex County Council's proposed cuts to Housing Related Support Grant**

Cllr Towers introduced this motion reporting on the motion considered by WSCC County Council at its meeting on 19 October. The Cabinet Member had made it clear that districts and boroughs would need to pay more towards this than they do at present.

**Resolved** that the Council oppose this cut in housing related support grant by adding a comment on the WSCC consultation page and by writing to Mrs L Goldsmith (WSCC Leader), Mrs A Jupp (Cabinet Member) and Mr V Parikh (WSCC councillor for Bourne).

Cllr Collins abstained on this vote.

b) **Motion relating to encroaching vegetation**

Cllr Gilby introduced this motion suggesting that it was preferable for the parish council to approach residents directly with regard to vegetation which

encroached upon public footpaths and roads as opposed to entering information in the Love West Sussex website.

The process was discussed and how this could work in practice. It was suggested that all councillors had a copy of the template letter with the Clerk's contact information which they could deliver to letter boxes. If there was no response to this soft approach then it would need to be reported to WSCC.

**Resolved** that the Council issue an initial letter to residents advising them of vegetation which encroached local footpaths and roads and failing a response, that this be reported on the WSCC website.

## 0112-18 **Committee minutes and reports**

### a) **Planning Committee**

The Planning Committee minutes of 23 October 2018 were noted.

### b) **Finance Committee**

The minutes of the Finance Committee of 25 October 2018 had been circulated by email on 31 October 2018.

**Resolved** that:

- 1) The revised Terms of Reference be approved.
- 2) The Assessment of Financial Risk document be approved.
- 3) R S Hall & Co. be re-appointed as the council's internal auditors for the 2018-19 year.
- 4) The virement of £1,000 from the Litter & Dog Bins budget and £200 from the Open Spaces Legal Fees budget to cover the shortfall in the Insurance and Payroll Bureau budgets.

### c) **POSAC**

The report circulated by Cllr Collins with the agenda was noted.

### d) **Parish drainage and proposed projects**

Cllr Archer introduced the report circulated with the agenda. Members raised the £10,000 drainage project in the Infrastructure Business Plan (The Avenue Hambrook) and requested details. **Action: Cllr Archer to confirm.**

It was noted that a sum of £6,821.60 remained in the Operation Watershed budget in relation to unspent funds on White Cottage Ditch.

**Resolved** that the projects listed below be approved:

- 1) The pipe repair to the east side of Broad Road be repaired at a rough cost of £1,970 and recovered from Operation Watershed monies.
- 2) A new Operation Watershed application for a Pinewood highway drainage scheme be made to WSCC in the sum of £3,488.40.

### e) **Document Retention and Disposal Scheme**

**Resolved** that the Document Retention and Disposal Scheme be adopted.

### f) **Roads and Footways Working Group and Local Transport Improvement Plan**

Dealt with under 0109-18a) above.

### g) **Village shop/community hub**

Cllr Gilby proposed a possible short term 5 year lease on Jutland House in order to progress a community hub in the parish area. It was suggested that this would be covered in the review of the Neighbourhood Plan and in discussions with developers, however members felt that the opportunity should not be missed.

**Resolved** that an informal meeting be held to discuss this proposal further. [Post meeting note: a meeting was arranged for Tuesday 6 November 2018 at 7.00pm at the Village Hall]

Cllr R Perri left the meeting.

h) **Bus user consultation**

There were no bus routes in the parish area, however it was suggested that the Council request that the former bus route down Broad Road be reinstated.

**Action: Clerk to inform Cllr Parikh.**

i) **Litter bins**

Cllr Plant confirmed that she had spoken to CDC about this and that an empty bin would be taken from Bosham and provided to Chidham and Hambrook to be placed outside the school. **Action: Clerk to contact CDC to understand the terms of provision of this bin and emptying costs.** [Post meeting note: this bin would be provided free of charge and emptied at no cost to the parish council].

j) **Local Plan Review – contact with developers**

A full discussion took place. Some members were in favour of contact with developers and some against this at this stage saying that caution was needed. The HELAA map was now public showing development sites. Cllr Brown advised that Southbourne PC had held a public meeting early in the NP review process at which residents and developers were present. This issue would be covered at the informal meeting.

The suggestion of a housing needs survey was discussed. **Action: Cllr Brown to query this with CDC.**

k) **Consultation on the draft Infrastructure Business Plan 2019-2024**

This would be covered at the informal meeting.

l) **Set up of The Meadows Community Group**

This would be an informal group involving residents which would be set up separately to POSAC and would feed into POSAC.

**Resolved** that The Meadows Community Group be set up.

m) **Speed Indicator Devices (SIDs)**

**Resolved** that the council proceed in investigating the position with SIDs.

The use of CIL monies to make laybys fit for purpose was discussed. This was technically a highways issue. **Action: Cllr Towers to contact Ms S Turner, (Planning Officer (CIL and Infrastructure)) CDC.**

**Resolved** that the payments for October 2018 be approved and that the works/orders be approved. (Appendix 1 of these minutes)

**b) New Homes Bonus funding 2018**

**Resolved** that the conditions for this 2018 grant funding of £11,160.80 are understood and that they be approved.

**c) CIL Monitoring Report 2017-18**

**Resolved** that this report be noted.

0114-18 **Meeting dates**

- a) An informal meeting of the Parish Council would take place at 7.00pm on Tuesday 6 November 2018. The recommendations from this meeting would feed into an extraordinary Parish Council meeting.
- b) The next Planning Committee would be held at 7.00pm on Tuesday 13 November 2018.
- c) **Resolved** that an extraordinary Parish Council meeting be approved to be held on 15 November at 7.00pm before the Finance Committee.
- d) The Finance Committee would be held after the extraordinary Parish Council meeting on Thursday 15 November.
- e) **Resolved** that the meeting dates for the period until June 2019 be approved.

0115-18 **Items for the next meeting**

The following items were suggested for the next meeting:

- Report back on encroaching vegetation
- Jutland House lease
- Leaflet drops
- Staffing Committee - will meet to agree a review and appraisal format of the Clerk's performance as the end of the contracted 6-month probationary period is imminent. The outcome from the meeting will be reported on at the November PC meeting

0116-18 **Any other Business**

- Bund on west side of the peninsula: workers are building up the bund.
- Dangerous tree: WSCC accepts responsibility for the tree. Falls into the medium risk category and is on their list for tree surgery in 6-9 months time.
- An update on the situation regarding the public footpath 258 and ditch running N/S to the west of it in Hambrook.
- An update on the ditch to the west side of Broad Road running N/S and who is responsible for it.

**Action: Both items to be taken through DRASDAC**

*Part I of the meeting closed at 21.03pm*

## Appendix 1

### SCHEDULE OF PAYMENTS APPROVED

Name	Sort Code	Account Number	Payment	Reference
B&M Plant Hire	20-20-62	00122025	£696.00	Ditching work on A259 at Chidham. Parish Council approved quotation 6 Sep 2018.
B&M Plant Hire	20-20-62	00122025	£3,024.00	Invoice 0009776. Jetting services Broad Road from A259 to Halt Villas (OW 2062 £2,520 plus VAT to be reclaimed)
HMRC	08-32-10	12001039	£39.54	PAYE 475PM00963717
Chidham and Hambrook Village Hall	20-20-62	53896129	£85.00	Hall hire October 2018
Clerk's expenses	11-02-20	00018942	£6.51	Stamps and dividers
Clerk's additional hours			£105.00	7 hours at £15 p.h. (to be notified to ECP)

### APPROVED WORK/ORDERS TO BE PROGRESSED

ROSPA			£103.50 plus VAT	Play area annual inspection (last one carried out June 2017)
Lexis Nexis			£110.99	Charles Arnold Baker publication