

**Minutes of the meeting of Chidham & Hambrook Parish Council  
In the Chidham Village Hall on Thursday 7 February 2019 at 7:00pm**

<b>Present</b>	Cllr C Archer Cllr A Collins Cllr M Gilby Cllr G Hyde	Cllr I Littlefield Cllr P MacDougall (Chairman) Cllr J Sheppard Cllr J Towers (Vice-Chair)
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**In attendance** District Cllr A Moss  
4 members of the public

**Apologies** County Cllr V Parikh  
District Cllr P Plant  
District Cllr J Brown  
Cllr R Perri  
Bambi Jones, Clerk and RFO

**Minutes Clerk** Mrs L Wilcock

*Meeting commenced at 1900hrs*

0146-19 **Apologies for Absence**

Apologies received from County Cllr V Parikh, District Cllr P Plant, District Cllr J Brown, Cllr R Perri and Bambi Jones Clerk/RFO.

0147-19 **Declarations of Interest and Granting of Dispensations:**

Cllr C Archer declared a personal interest in agenda item 9(b) as he is a member of the member of Parochial Church Council.

0148-19 **Minutes**

**0138-19** Resolution needs to be updated to say that the objection was sent after the Parish Council meeting and was not held for consideration at the Planning Committee meeting.

**Resolved** that the minutes of meeting held on 9 January 2019 be signed as a true and accurate record.

0149-19 **Matters arising from the minutes**

0138-19 It was agreed at the last meeting that Cllr Cliff Archer should put together a proposal for consideration at this meeting with regard to size of the dwelling at The Gables. After investigation it was noted that the building works are within the planning permission granted. Noted that the Parish Council had not objected to the revised application in which a smaller house had been proposed, even though the proposed house was still too large and dominating. Cllr Archer advised the Council that the proposal he was asked to write would now not be submitted because it would be difficult to criticise the District Council for approving the revised application when the Parish Council itself had not objected to the proposed size of the house.

**Resolved** that this proposal be withdrawn.

The hardstanding/car parking area to the South of St Mary's Church, Chidham - Due to a misunderstanding estimates had not been requested for this work. **Action: Clerk to obtain estimates.**

It was noted that the cracked manhole cover in Chidham Lane now has barriers around it but is yet to be fixed.

0139-19 Noted that the missing name plate at the end of Steels Lane should be added to the next agenda for update.

**Action: Clerk to add to next agenda and District Cllr Penny Plant to give update.**

*In advance of the meeting the matter of a damaged fingerpost was agreed to be added to the agenda by the Chairman.*

Cllr Cliff Archer reported that the missing finger 'Chidham West and Church' from the fingerpost at the Steels Lane/Chidham Lane junction was being stored with a nearby resident. The resident had offered to reattach the finger post and asked the Council for their approval. **Resolved** that the resident be requested to repair the fingerpost as offered and thanked for doing this. Cllr Cliff Archer would convey this to the resident.

0150-19

### **Public Open Forum**

a) Mr Martin McBride addressed the Parish Council with regard to the Neighbourhood Plan and the allocation of houses for the Parish. Noted that the number was based upon developer promoted numbers and that Chidham should have 360 not 565 as put forward. The Council were asked if they were aware of this. It was noted that the transfer of a piece of land from Southbourne Parish Council to Chidham and Hambrook Parish Council was being discussed and the Council asked if they were aware of this and he requested to know who had been consulted and the outcome of the discussion. The Council were informed 16 sites were to be assessed as part of the Neighbourhood Plan. A further question was asked about the NRPG meetings and their transparency. The funding available to the Parish Council via grants and/or central government was to cover the cost of consultants, the Strategic Environment Assessment and the Habitat Regulation Assessments. The Chairman noted that the matter of the legal wording had been raised. It was **agreed** that Mr McBride would email his questions to Cllr Andy Collins and the rest of the Parish Cllrs for a response.

b) The matter of refused sites are marked on the drawings as red (previously rejected by CDC) and whether, if they were reassessed as suitable, they could be turned green. District Cllr Andy Collins explained the process including the Strategic Environment and Habitable analysis that needs to be done on each piece of land. The Council were reminded that the next Steering Group meeting was on Monday 11 February 2019 when these areas would be looked at in detail.

c) Noted that there has been communication regarding the transfer of Willowbrook Riding Centre land (HELAA reference HSB0001) from Southbourne Parish to Chidham and Hambrook Parish. It was raised that a letter dated 11 December 2018 had not been distributed to the Parish Council which meant the Parish Council was unaware of it. It was discussed that there was no communication directly with the Parish Council but with the District Cllr only. It

was **agreed** that the section of land should be discussed further in connection with the Neighbourhood Plan too.

**Action: Clerk to enquire as to the status and for information as to the transfer Willowbrook Riding Centre land (HELAA reference HSB0001) from Southbourne Parish to Chidham and Hambrook Parish.**

## 0151-19 **Reports**

### a) **Chairman**

i) The Chairman offered 3 dates for the next Annual Parish Meeting (APM) as it was pencilled in for April but that date is not possible due to the Elections.

**Resolved** that the next Annual Parish Meeting would take place on 30 May 2019.

ii) The acquisition of Pynham Meadow was in its final stages and the exchange of contracts would take place very soon.

iii) The public meeting in connection with the Neighbourhood Plan was a good way to engage with the residents and for them to volunteer their time to join a Neighbourhood Plan sub-committee. The Neighbourhood Plan public meeting was set for 28 February 2019.

iv) A Newsletter was distributed by the Chairman to the councillors for them to note changes on the document during the meeting. This item is to be raised at the end of the meeting in AOB.

v) The Chairman was having a meeting with Jo Losack, Youth Engagement Officer, CDC in connection with the Youth Council and he would report back at the next meeting.

### b) **District Councillors**

Reports from District Cllrs J Brown, P Plant and A Collins were noted. In reply to a question from Cllr Jane Towers Cllr Collins confirmed that the shortage of 247 houses is a cumulative number of the total housing built since 2012 and does not refer to affordable housing. The district is currently meeting its target.

**Resolved** that the district councillors and parish councillors be asked for their reports at least 3 days before the meeting.

### c) **County Councillor**

Report from County Cllr V Parikh noted. The Minutes Clerk read out the section regarding the A27 bypass meeting at the request of the Chairman.

**Resolved** that the County Cllr would be asked for his report at least 3 days before the meeting.

### d) **Clerks report**

This was noted.

## 0152-19 **Progress updates from Parish Council Task Forces and Working Groups**

### a) **Neighbourhood Plan:**

Cllr Andy Collins reported that the call for land has brought forward a possible 16 sites for consideration and the group was now required to carry out analysis of these sites. The cost for this is considerable and the group was waiting for precise quotations for the work required. The Local Plan consultation concludes today, 7 February 2019. It was noted that the Chairman and Cllr Andy Collins observed Southbourne's Neighbourhood Planning group and during that meeting the Chairman agreed to mirror Southbourne's sub working parties so that they

can work with Southbourne as much as possible. The application for funding had been completed by the Clerk and Cllr Collins as there was not sufficient money in the budget to cover the costs. The Neighbourhood Plan will be reviewed in the light of the figures given to CDC as part of the consultation on the Local Plan. It was noted that the Neighbourhood Plan would be rejected if the housing numbers were not mirrored with the Local Plan however the Local Plan was currently unadopted therefore the number does not yet carry any legal weight.

It was noted that the Parish Council was aware that each Parish's Neighbourhood Plan affects others and all local parishes should unite to give a more robust response to this issue. It was **agreed** that the **Chairman and Vice Chairman** would act on half of the Parish Council including writing a letter to the local paper.

#### b) **Parish Drainage**

The report from Cllr C Archer was noted.

- i) Four contractors had been asked to tender for the highway work outside Pinewood, Cot Lane, but only one had replied. It was proposed by Cllr Cliff Archer that the Parish Council should consider the single tender response. **Resolved** that the Parish Council would accept the tender from B&M Plant Hire Ltd.
- ii) It was noted that the charge for the pipe has been reduced from £1,970 to £580 plus VAT as the inspection had revealed that the pipe outside Lucerne, Broad Road had not been damaged.

### 0153-19 **Committee Minutes and Reports**

#### 8(a) **Planning Committee**

Cllr Cliff Archer raised a **point of Order** that the Clerk should note the Planning Committee Minutes as 'unadopted'.

The next planning committee meeting is on 21 February 2019. Cllr Andy Collins noted that a response to the objection of the gate in Greenacre Nursery was that it was to provide access to the field for farm traffic etc. The agent is attending the next Planning Meeting to discuss the drainage pipe size.

It was noted that Aubury Cottage planning response time was before the next scheduled planning meeting. It was **agreed** that the default position should be that an extension should be requested for planning application responses where these were within a few days of the Planning Committee date. An extension should be also be requested on two other applications - 19/00046/FUL and 19/00056/FL. [Post meeting note: the deadline for comments was 4 February 2019]

#### 8(b) **Replacement of the noticeboard in Broad Road**

It was **agreed** to replace the noticeboard and relocate it from The Nook to Hambrook Place. The board would be made of wood and this had been budgeted for. It was suggested by Cllr Ina Littlefield that 'The Men's Shed' at Southbourne be approached. **Action: Cllr Andy Collins.**

#### 8(c) **The Meadows Community Group**

It was noted that this has been discussed during Chairman's report and the Newsletter.

#### 8(d) **Elections in May**

Nothing further to report.

#### 8(e) **Soft Sand Review of West Sussex Joint Minerals Local Plan**

Cllr Cliff Archer's report was noted. No further action was required but it was **agreed** that the Planning Committee would keep an eye on the report to make sure that any changes made to it in the future do not have an effect on the Parish.

#### 8(f) **New Homes Bonus**

Nothing to report as yet from CDC re decision on variation of funding for Village Hall wifi.

#### 8(g) **CHEMROUTE**

The wording as proposed within the agenda was considered. It was noted that all parishes were adopting the same wording. All policies would be linked to the Neighbourhood Plan.

**Resolved** that the wording proposed in the agenda be adopted.

*In advance of the meeting the matter of the Broad Road Layby had been agreed by the Chairman to be added to the agenda*

#### 8(h) **Broad Road Layby**

It was noted that CIL money could be used to improve the condition of the layby as the public are fed up with the situation. It was noted that although this was a WSCC highways problem, it was accepted that they were unlikely to improve this area. **Agreed that this item be carried to the next meeting. Action: Cllr J Towers and Cllr R Perri to lead.**

### 0154-19 **Finance and Governance**

#### a) **Resolved** that the payments for February 2019 be approved.

It was noted that the B&M payment was to be delayed until WSCC had confirmed receipt and processing of legal contract for Operation Watershed funding.

Work to be done - Cutting back trees to Broad Road children's play area - **Agreed** that the quote from the tree surgeon be queried to establish whether the removal of wood, brash etc. was included. *[Following the meeting, with confirmation that this was indeed the case, it was agreed that this quote be accepted]*

*In advance of the meeting the matter of a grant for Chidham Playgroup was agreed by the Chairman to be added to the agenda*

#### b) **Resolved** that Chidham and Hambrook Parish Council grants be approved as follows:

- i) Parochial Church Council of Chidham - £500 for upkeep of the extension churchyard (Cllr Cliff Archer abstained from this vote)
- ii) Chidham Playgroup - £99.99 for purchase of equipment.

#### c) **Resolved** to approve the purchase of a Financial Management System as follows:

- i) That Rialtas Suite Alpha Financial Management Software be purchased

- from RBS Software Solutions at a cost of £639.
- ii) That a three year contract be entered into with RBS Software Solutions for the Annual Support and Maintenance Single User Licence at a cost of £357 (£119 per year).
  - iii) That the need to obtain three quotations be waived as the contract is under £1,000 and the only supplier in the current market providing specific software for smaller Town and Parish Councils.

*In advance of the meeting the matter the updated Zurich Insurance statement was agreed by the Chairman to be added to the agenda*

- d) The Zurich insurance statement, which had been revised to include the three defibrillators, was **noted**.

It was **agreed** that the Chairman would set up the online payments up to be authorised by Cllr Cliff Archer.

0155-19 **Meeting Dates**

- a) Planning Committee – 7:00pm on Thursday 21 February 2019.
- b) Parish Council - 7:00pm Tuesday 7 March 2019.
- c) Neighbourhood Plan Steering Group public meeting – 7.30pm Thursday 28 February 2019 - St. Wilfrid's

0156-19 **Items for the next meeting**

The following items had been suggested for the next meeting:

- i) Parish Tree Wardens – Cllr C Archer
- ii) Linda Wilkinson Bench – the bench has been treated but is not in good condition – Cllr A Collins
- iii) Broad Road and Chidham Lane Laybys and footway to the south of the school – Cllr J Towers

0157-19 **Any Other Business**

- i) The Newsletter distributed earlier in the meeting was returned to the Chairman with councillors' suggested amendments. It was **agreed** that this Newsletter would be updated and passed to the printers to then come back to the group for distribution to all residents.
- ii) **Agreed** that Hawthorne Meadow should be spelt with an 'e' at the end from now on.
- iii) Cllr Jane Towers reported that there was a lot of disquiet among residents with regard to communication from the Parish Council and residents felt they were not being listened to. It was **again agreed** that a letter be written to the local paper, the Newsletter would be distributed as soon as possible plus the village website would continue to be updated regularly. **Action Chairman and Cllr J Towers.**

*Meeting closed at 2104hrs.*

*After the meeting the Chairman advised the Minute Clerk that he would be away for the next meeting and Cllr Jane Towers would be Chair.*

Signed by:

Date:

CHAIRMAN

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## Chidham and Hambrook Parish Council

### Parish Council Meeting 7 February 2019

#### Schedule of Payments

Name	Sort Code	Account Number	Payment	Invoice/Ref No.	Reference
HMRC	08-32-10	12001039	£320.23	475/PM00963717	PAYE months 8 and 9 outstanding
Surrey Hills Solicitors	30-90-09	40505760	£138.00	1735	Fees in relation to acquisition of land at Wakeford Field (CIL funding)
Village Hall Management Committee	20-20-62	53896129	£51.00	19/10	Hall hire January 2019 (Neighbourhood Plan £17.00)
PCC of Chidham	60-05-24	96179236	£20.00	Ref: St Wilfrid's Hire	Hall hire 27 January 2019 (Neighbourhood Plan)
Community Advice Services Ltd	20-44-51	10927244	£20.54	YLL2720041953	Addition of 3 defibrillators to Zurich insurance
B&M Plant Hire	20-20-62	00122025	£696.00	9836	Work to broken pipe in Broad Road outside property Lucerne
Chidham Playgroup			£99.99	Grant application	CHPC grant
PCC			£500.00	Grant application	CHPC grant

#### WORKS TO BE APPROVED

Cutting back trees to Broad Road childrens' play area in line with ROSPA report	2 quotes attached. Progress Parrott Tree Services subject to confirmation of query raised.