

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

<b>Present</b>	Cllr C Archer Cllr A Collins Cllr M Gilby Cllr G Hyde	Cllr I Littlefield Cllr J Towers (Vice-Chairman) Cllr J Sheppard Cllr R Perri
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**In attendance** County Councillor V Parikh  
District Councillor A Moss  
District Councillor P Plant  
5 members of the public

**Apologies** District Councillor J Brown  
Cllr Philip MacDougall  
Bambi Jones, Clerk and RFO

**Minutes Clerk** Lisa Wilcock

*Meeting commenced at 1900hrs*

0158-19 **Apologies for Absence**

Cllr J Towers took the Chair in the absence of the Parish Council Chairman. Apologies received from District Councillor J Brown, Cllr Philip MacDougall and Bambi Jones Clerk and RFO.

0159-19 **Declarations of Interest and Granting of Dispensations:**

None.

0160-19 **Minutes**

Changes agreed were:-

0150-19 – typo habitat not habitable.

0152-19 – The NP will be reviewed in the light...remove that whole line.

0153-19 – Change to hearing loop not WIFI.

0153-19 – Typo Aubury not Albury.

0154-19 – whole church yard not the just the extension as stated in the minutes.

**Resolved** that the minutes of meeting held on 7 February 2019 be signed as a true and accurate record.

0161-19 **Matters arising from the minutes**

0149-19 – Action re: Clerk to obtain estimates for the hardstanding. Please carry this to the next meeting. **Action Clerk.**

0139-19 – Name plate in Steels Lane has been rectified and fingerpost repaired.

0139-19 – Hearing loop being installed on 18/3/19.

0150-19 – Action re: Status of land at Willowbrook Riding Centre. Please carry this to next meeting. **Action Clerk.**

0154-19b – Noted that Chidham PCC has donated to Chidham Playgroup some ride-on toys.

**Public Open Forum**

*Agenda item 8d) was brought forward to this part of the meeting by the Chair.*

a) Broad Road and Chidham Lane laybys and footway to south of school Resident Peter Dessant – wrote to the County Councillor including pictures and correspondence from Paul Ferroni WSCC Highways regarding the issues raised in the January 2019 Parish Council meeting. It was suggested by WSCC that the verges could be concreted over but that was regarded as an obscene suggestion by Mr Dessant. Noted that Mr Dessant thought that boulders, posts or bollards were better than concrete. Noted that the reported broken manhole cover still had a barrier around it but was not fixed. Pavements are difficult to use because of the mud on them. Gully west side of meadow drains are ruined due to the irresponsible parking. Puddles have formed on the verges due to vehicles using edge of road due to poor school parking. County Councillor Viral Parikh responded to the resident and has himself complained about verges and the slow response. Noted that the County Councillor is meeting Lee Harris and Roger Elkins next week due to this issue. **Action Clerk to put this item on the next agenda for an update.**

b) Noted that Cllr Jane Towers wrote to Paul Ferroni (Chris Dye) and the email received was distributed to the Councillors. All issues were addressed and that it would be dealt with when funds were available. The Parish Council felt this was not satisfactory so wrote again and the response was that the only job to be done soon is the layby at top of Chidham Lane and the gully as it flooded.

c) Cllr Towers spoke to a worker at Agincourt because of the mud across pavement and he said he was going to see to it straight away. Noted that residents are fed up as the workers speed up and down the road and there is poor parking on the site where workers vehicles have trashed verge.

d) It was reported to the Council that works at The Gables start before 8am and as early as 7am in addition to this skip transfers are unsafe as the lorry has to block the whole road when it comes to replace full skips with empty ones which can take up to 15 minutes. Noted that skip driver was asked about the skip location and said they had no control over where the skip goes. Noted that workers vehicles are parked 15 or so vehicles in a line very close together so that vehicles using the road have nowhere to pull in. Pedestrians cannot pass between the parked vehicles to cross the road. It was suggested that a 'passing gap' in between the vehicles would help the issue. Noted that works vans and vehicles leaving the site are not adhering to the speed limit and are not careful when driving through puddles next to residents walking along the pavement. It was **proposed** that regulations with regard to start and finish timings on site should be checked to make sure they were being adhered to. **Action Cllr Jane Towers. It was agreed that the Clerk should write to Agincourt again with the points raised.** [Post meeting - there are no conditions attached in Planning as to start or finish of contractors work.]

e) Noted that the council felt that scalplings would be better for use on the verges as it blends in fairly well. Layby south of the school should be treated the same way. Bollards were suggested to the Council but were considered an issue with people driving into them and claiming compensation from the Council. The Chairman reminded the Council that school parking has always been an issue and if you stop it in one place it moves to another. The situation

might be improved when there is a higher percentage of children than 60% attending from in catchment.

f) It was **proposed** that quotations for work on the laybys in Chidham Lane should be applied for, this was seconded and all were in favour. **Action Clerk to obtain quotes for laybys in Chidham Lane.** Noted that the layby in Broad Road likely to be added to the next programme of works in 2020/21.

0163-19

## **Reports**

### **a) Chairman**

A report was sent to the Parish Councillors in advance of the meeting. The Council discussed the issue date of the next Newsletter. It was discussed that the elections were coming up and that this should be publicised. Noted that the Clerk will have been issued notices to display in the noticeboards and this could be put into the Newsletter too. The Meadows Group meeting could also go on the Newsletter but it could also be publicised in the Village Magazine and the village website. **Action Cllr Jane Towers to liaise with Stephen Johnson to ensure the website advertises the CDC election notices.** It was **agreed** not to do a Newsletter this time but to use the Village Magazine instead. No other questions.

### **b) District Councillors**

Report from Cllr P Plant received and attached to minute book.  
Report from Cllr J Brown received and attached to minute book.  
Noted that CDC are conducting a parking consultation.  
CDC are working on a housing strategy where you can put in order of preference the sort of housing you would like to see. No further questions were asked.

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

No written report given in advance of meeting.  
The County Councillor had reported that he had been speaking to the Director and Cabinet member with regard to issues that affect the parish. A copy of the response will be sent to the Clerk by the end of next week. The County Councillor also intends to raise the issue of the 40mph zone and asked the Parish Council for their support as he has witness people driving recklessly and with a school nearby it is dangerous. Space Hive – Community Initiative Fund - WSCC small projects are being over looked as the form of funding as applying for the grant is laborious. It is also reportedly off putting as the applicant has to give their own bank details, because people are not applying for it the grant pot has been cut in half.  
Noted that the Chairman had asked for a carbon index figure and the County Councillor was keen to see the response. **Action Cllr Philip MacDougall to feedback any information on this to the County Councillor.**  
Noted that everyone is encouraged to report pot holes to the LoveWestSussex website as there is a budget available to use. Question raised by the Parish Council was that there is a broken drain in Drift Lane, the County Councillors asked that this is reported to him as he can then carry the complaint through quickly. **Action Cllr Marie Gilby to report broken drain to County Councillor.** No further questions were asked.

### **d) Clerk and RFO Report**

No report.

0164-19 **Progress updates from Parish Council Task Forces and Working Groups**

a) **Neighbourhood Plan:**

Steering group recommended that the Parish Council retain the Land Allocation aspect of the plan and not put it back to CDC. The Steering Group asked the PC to consider funding the NP using CIL money. Noted that CDC had confirmed that there is movement on the May/June timescale. It was reported that the first consultant has pulled out from helping the group but the group had contacted another consultant and asked for a quotation for their services. Once they do the NP Group can get some costs together. The group already know that the SEA and HRA surveys will cost around £20,000 and there is an opportunity to apply for a Locality Grant in the new FY. Noted that quotations are required to get the Locality grant. If the Parish Council put the land allocation back to CDC then the SEA and HRA costs will be reduced. The group have decided on the land allocations but need a consultant to ensure they have a robust argument for choosing the land and vice versa on the other plots of land. Noted that the Parish Council were concerned that it was now March and there is still no indication of the costs. Noted that money needed is nowhere near what can be applied for via a grant. CDC have confirmed that CIL monies can be used for the NP process. The Parish Council agreed that they had been let down by CDC during the whole process, noted that the District Councillor had complained to CDC on this matter. The policies section of the NP were being re-written by Stephen Johnson and the Parish Council were grateful for his and the groups work on this matter. It was **proposed** that the Parish Council need to discuss this matter with the quotations issued in advance of the meeting and with background information from the group plus a clear indication of what the NP Steering group wanted the Parish Council to consider. Noted that an NP meeting was being held on 14<sup>th</sup> March 2019 with CDC and the Parish Council were still waiting for a response to a letter written to Andrew Frost challenging the housing allocation figures. It was **agreed** to defer the matter to an extraordinary meeting of the Parish Council to be held as soon as practical. **Action Cllr Jane Towers to arrange the date of this meeting. Cllr Andy Collins to advise the Clerk of the agenda and a copy of the quotations to be considered at that meeting along with the NP Groups recommendations.**

b) **Parish Drainage**

Cllr C Archer's copy of his oral report was noted and is attached to the minute book.

It was reported that Cllr Cliff Archer, District Councillor Andy Collins, Paul Cann, Drainage Engineer of Arun District Council, Paul McGregor, Robin Yeld held a meeting and considered in depth various ways of getting the flow in Broad Road west side ditch, across Pynham Meadow, to the ditch alongside FP258, as required by Paul Cann. Noted that the Parish Council argued strongly for a pipe, rather than a ditch but the hydraulic parameters are difficult. All attendees took on board the massive negative impact a ditch across Pynham Meadow would have on users of the public open space. It was noted that the acquisition agreement would involve the PC taking the Meadow "as is", and the Parish Council Solicitor has been told to put the transfer on hold temporarily. Paul McGregor, of Mildren Construction, who is working on behalf of the

administrator, was left at the end of the meeting with the task of providing Paul Cann and the other attendees with ditch levels. Once these are known then the group can explore the possibilities. District Councillor Andy Collins will try to determine the ownership of the FP258 Ditch. Paul Cann emailed the group with a Land Registry map. Paul Cann explained that, if ownership of the ditch is not known, then the legal default position is that the riparian owners either side of the ditch share the maintenance responsibility 50/50. It was pointed out that there are three riparian owners of the FP258 Ditch on the east side: the PC, Pynham Crescent Management Company and Hawthorne Gardens Management Company. Then we have the riparian owners on the west side of the ditch.

Noted that Pinewood Cot Lane Highway Project 0W/5026 received funding from Operation Watershed and a Highway Licence. B&M plant hire are quoting for this work.

The “damaged pipe” in Broad Road has been paid for with no extra cost to the Parish Council.

A question was asked as to why a ditch across Pynham Meadow was needed when there is already a pipe there. It was reported that the 2 ditches needed to be connected and a ditch was required by Paul Cann. Question was asked why it can't flow South and why is there a need for a pipe across when the report commissioned by Southbourne PC says the FP258 is a holding ditch. **Action Cllr Cliff Archer to ask whether Southbourne Parish Council would share with the Parish Council the cost of any work on ditch FP258.**

## 0165-19 **Committee Minutes and Reports**

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

Noted the minutes from the last meeting.

8b) **Replacement noticeboard in Broad Road.** The Clerk was asked to find out who owns the land under the pylons and to find the old quotation for the PC noticeboard near the Village Hall. It was **agreed** that this item should be moved to next meeting and in the meantime Cllr Marie Gilby will ask The Men Shed for a quotation. **Action Clerk and Cllr Marie Gilby.**

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

The meeting was held on 5<sup>h</sup> March. Noted that the group wanted to keep the sites as they were originally agreed to be landscaped. The allotments were agreed at Pynham Meadow along with a community orchard. Noted that the rest of the area needs top soil replacing. 30 residents attended the meeting. The next meeting would be held once the Pynham Meadow acquisition had gone through. It was **agreed** that the POSAC meeting should pick up the ideas that the group came up with. **Action POSAC Chairman to convene a POSAC meeting.**

### 8d) **Broad Road and Chidham Lane Laybys**

This had been discussed in Open Forum.

### 8e) **Defibrillators**

Noted that the warning lights flashing on the defibrillators should be checked by a trained professional as they can be confusing. Noted that instruction manuals

are in place where the 3 units are located. It was **agreed** that the Clerk should be the first port of call for maintenance issues the Clerk can then instruct a company to deal with it.

#### 8f) **Parish Tree Wardens –**

Cllr C Archer proposed that the Parish Council should reintroduce Parish Tree Wardens. The volunteers would not be experts but should have a strong interest in trees to report if there are any trees of concern to PC. They would investigate with landowners and report possible sites for new trees and/or hedgerows to the PC. They would also report to the PC if there are any trees of concern regarding their safety. Cllr Archer further proposed that the PC should budget for the anticipated cost of future trees and hedgerows. Any recommendations will come to PC and then PC will then deal with it. Noted that Woodland Trust is offering free trees. It was noted that the parish tree wardens would work under agreed Terms of Reference. It was **agreed** Cllr Cliff Archer will draft Terms of Reference and then email to all Councillors for their comment. This is to be raised again at the next Parish Council meeting. **Action Clerk to add to the agenda.**

#### 8g) **Rights of Way Consultation**

The map was distributed to the Councillors in advance of the meeting. Noted that the PC have read it.

#### 8h) **Linda Wilkinson Bench**

Cllr Andy Collins has written to manufacturer to replace the seat. Carry item to the next meeting. **Action Clerk to add to next agenda.**

#### 0166-19 **Finance and Governance**

a) **Resolved** that the payments of invoices to 28 February 2019 be approved. Except Maybush Copse CIL application. Noted that Cllr Andy Collins will raise payments and Cllr Jane Towers will authorise them.

#### 0167-19 **Meeting Dates**

a) Planning Meeting – Thursday 21 March 2019.  
b) Parish Council Meeting - Thursday 4 April 2019.

#### 0168-19 **Items for next meeting**

Nothing reported.

#### 0169-19 **Any Other Business**

i) **Break-ins** - Noted that there had been several robberies in the area - Chidham Lane, digger robbed and cars at school were broken into, campervan stolen from Main Road – bolt croppers had been used on locks. Reported to the Parish Council that the interest is old steel. A resident called to hire hall to hold a public meeting with the PCSOs so advice can be given.

ii) **Greenacres** application goes to committee on Wednesday but there is nothing further the committee can add to the application as it is an REM.

iii) **October 2018 PC Meeting minute 0100/18** it was agreed signs should be put up in Broad Road indicating the play area. There are no signs yet. **Action Clerk to chase WSCC on this matter.**

iv) **Parish Council elections** – Councillor are reminded that nomination forms are available from Pallant House and need to be returned after March 20<sup>th</sup> with 2 signatures.

v) Noted that in the local paper Westhampnett Road has an air quality monitor installed to measure CO2. There has long been a monitor in Orchard Street, Chichester.

vi) Gmail address for Cllr G Hyde was confirmed as - ghyde1.chpc@gmail.com.

Meeting closed at 20:58hrs.

Signed by:

Date:

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CHAIRMAN

## Chidham and Hambrook Parish Council

### Parish Council Meeting 7 March 2019

#### Schedule of Payments

	Name	Sort Code	Account Number	Payment	Invoice/Ref No.	Reference
1	Richard Meynell Ltd	16-16-20	11535100	£882.30	PCC of Chidham	Professional services for preparing Planning application for extension graveyard (CIL)
2	Village Hall Management Committee	Set up		£102.00		Hall hire Feb 2019 £34.00 NP meetings Feb 2019 £68.00 (NP funds)
3	Surrey Hills Solicitors	Set up		£195.60		Fees in relation to acquisition of land
4	ECP	Set up		£72.00	SINV855	Fees Jan 2019
5	Parrot Tree Care	20-69-34	40120952	£175.00	Quote 1963	Cutting back overhanging Hawthorne tree branches at Broad Rd childrens' play area
6	SuperTrust UK	60-08-15	59050241	£85.78	AAA155A01	Pension contributions for months 7-10

#### WORKS TO BE APPROVED

None	
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