

**Minutes of the meeting of Chidham & Hambrook Parish Council
At Chidham Village Hall on Thursday 4 April 2019 at 7:00pm**

Present	Cllr A Collins Cllr M Gilby Cllr G Hyde Cllr I Littlefield	Cllr P MacDougall (Chairman) Cllr J Sheppard Cllr R Perri Cllr J Towers (Vice-Chairman)
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In attendance District Councillor A Moss
District Councillor P Plant
District Councillor A Collins
Mr S Johnson
2 members of the public

Apologies Cllr C Archer

Meeting commenced at 19:00hrs

0170-19 **Apologies for Absence**
Cllr C Archer had given his apologies.

0171-19 **Declarations of Interest and Granting of Dispensations:**
Cllrs J Towers and J Sheppard declared a prejudicial interest in agenda item 9d) request from Chidham Village Hall Management Committee for CIL funding for works to the final phase of refurbishment of the village hall in their capacities as members of the Chidham Village Hall Management Committee.

0172-19 **Minutes**
Changes agreed were:-
0160-19 Reference to 0153-19 – Typo Aubrey - not Albury (or Aubury).
Resolved that the minutes of meeting held on 7 March 2019 be signed as a true and accurate record.

0173-19 **Matters arising from the minutes**
0164-19a Neighbourhood Plan - There was now no requirement to hold an extraordinary meeting.
0165-19c The Meadows Community Group - There had been a delay to the transfer of the piece of land due to the requirement for a ditch across the land. The administrators of Mildren Homes wanted everything finalised by June. It was **resolved** that a newsletter be published to residents after the elections.
0165 –19e Defibrillators – It was agreed that a letter be sent to the three different premises advising that if there is any cause for concern to contact the Clerk. **Action: Clerk**

0174-19 **Public Open Forum**
No member of public wished to speak at the meeting.

Reports

a) Chairman

Neighbourhood Plan/ Housing - It was hoped that the Parish Council might support hosting a meeting with interested bodies around the Harbour Area including other groups e.g. conservation as by bringing people together to hold a review of housing numbers. The District Council was not showing enough robust opposition to the number of houses. The previous contact from Save our South Coast Group (SOSCG) was raised. It was suggested that we contact the SOSCG and Cllr Rachel Perri undertook to lead on this. **Action: Cllr R Perri**

Youth Council - There had been no response to our request to schools to circulate information on the Youth Council to students, however three teenagers had written to the Parish Council showing an interest in joining the Youth Council. The Chairman and Cllr Perri will meet with them shortly. The Chairman had also met with Mrs Jo Losack, CDC Youth Engagement Officer, who is keen to involve year 5 school children in the area in a programme to primary schools called Ideas Into Action. They come up with ideas of how they want to make a difference to their community or improve it in some way. This will commence in September with Chidham Primary.

WSSC Chemroute – The Chairman had attended a recent meeting. Funding for Chemroute would roll off A27 funding. Highways England needed to take interests of cyclists into account as well as pedestrians. If money was available considerable changes would take place on our own local roads which would make it much safer for cyclists. Variable speed limits in the area were also being looked at. A number of initiatives making roundabouts safer for cyclists and pedestrians were mentioned. However, at same time a WSSC planner mentioned that the A259 between the main roundabout and Emsworth were part of Resilient Road Policy which meant that all necessary work would be undertaken to make traffic flow quicker if the A27 closed. This seemed to go against what HE were saying.

b) District Councillors

A report from Cllr J Brown had been received and was attached to the minute book. In response to questions Cllr Brown advised that Universal Credit had only recently been rolled out in the Chichester area and he was not aware of new homelessness or debt issues. A new CDC Housing Prevention Officer role had been put in place in order to encourage people to become more resilient financially.

With regard to hedges and trees, trees were protected if they were part of ancient woodland or had a Tree Preservation Order on them. There had been a couple of instances where mature trees were chopped down before planning application went in. Land in the HELAA was protected from tree destruction. **Action: Cllr A Collins to let the Clerk have the wording from the HELAA to this effect.**

It was suggested that a survey of the local area should be carried out perhaps with the help of the Woodland Trust. It was agreed that something be added to the next newsletter to this effect.

A number of hedgerows in Southbourne had been removed and Cllr Brown had

discussed this with the enforcement team at CDC.

If elected, Cllr J Brown would not be representing the residents of Chidham and Hambrook in the future, however he undertook to continue to attend. The Parish Council thanked him for his attendance at meetings.

Cllr A Collins advised that CDC had agreed the future partnership and funding for the Wellbeing Service to promote healthy living. The Novium had received a grant for Roman Week from the Arts Council. A new LIDL was being built in the Barnfield Drive area. Highways access to this site was to be reviewed. A new CDC Events Officer had been appointed. Amy Sykes would encourage more events in the city to support local shops and businesses.

Cllr P Plant advised that CDC keeps a record of all houses built in the district to ensure it is keeping up with its 5 year housing requirement. From 2015-18 126% of its needs over this period had been satisfied. A Government consultation paper on recycling was looking at ways of improving the manner in which we deal with waste by putting this back to the supplier. CDC need to coordinate with WSCC how food waste would be dealt with.

c) County Councillor (Cllr V Parikh)

A report from Cllr V Parikh had been received and was attached to the minute book.

d) Clerk and RFO Report

The Clerk gave an update on the following issues:

- CDC is holding a CIL workshop on Wednesday 10 April. She was attending and sought a member to join her. The priorities would be re-sent to councillors.
- Finance accounting software was currently being set up.
- HMRC had been set up to receive quarterly payments (as opposed to monthly)
- Councillors were reminded to submit their election expenses. A NIL return was essential even if there were no expenses.

0176-19 Progress updates from Parish Council Task Forces and Working Groups

a) Neighbourhood Plan:

It was **resolved** that Mr Stephen Johnson, the new Chair of the Neighbourhood Plan Steering Group (NPSG), would be reporting to the Parish Council in future as Cllr A Collins had stood down as Chairman of this group.

The written report from Mr Johnson was considered along with the preferred consultant assessment and fee proposals. The amendment to the Terms of Reference related to membership of the group - to allow membership to residents of the parish. Hambrook was not currently represented. The NPSG was currently meeting on a fortnightly basis. The group had no delegated powers in respect of finance as all decisions would be taken by the Parish Council. The grant application would be submitted and Mr Johnson was hopeful that the grant funds would be received within a month. It was possible that some additional costs might be needed over and above the grants to be raised but the group would be working to avoid that.

It was **resolved** that the revised Terms of Reference for the Neighbourhood Plan Steering Group be agreed as set out at agenda item 7(a).

It was **resolved** that Troy Planning & Design be appointed as consultant to assist the Neighbourhood Plan Steering Group in the development and review of the Parish's Neighbourhood Plan.

It was **resolved** that £3,000 be vired from the 2019-2020 Election Contingency budget to the Neighbourhood Plan budget to enable the Neighbourhood Plan costs to be covered in advance of receipt of a grant.

b) Parish Drainage

In the absence of Cllr C Archer, this item was deferred to the next meeting.

c) Roads and Footways

This item was taken under agenda item 0177-19c) below.

0177-19 **Committee Minutes and Reports**

8a) Planning Committee 21 March 2019 unadopted minutes

The unadopted minutes of the Planning Committee meeting held on 21 March 2019 were noted.

8b) Replacement noticeboard on Broad Road

Radian Housing had been approached for approval to site this noticeboard on Broad Road to the north of Hambrook Place. Due to various right on the property Radian Housing suggested that approval may need to be obtained from the party who sold the land to them and a licence granted. This would be investigated. The Clerk had sent a specification for the noticeboard to Radian Housing for them to consider. The current quote of nearly £2,000 was in excess of the current budget for new noticeboards and it was **resolved** that a further quote be obtained. **Action: Clerk.**

8c) Broad Road and Chidham Lane Laybys and footway to south of the school

Cllr J Towers reported that she had received a response from WSCC which had clarified her queries as follows:

- The footway to south side of A259 – work will be undertaken as funding becomes available.
- Laybys south of Broad Road – 3 areas of layby to be added to program of repairs to be commenced first quarter of 2019.
- Chidham Lane footpath south of primary school – remove section of grass verge and to surface the area to make it a single wider footway – added to priority list for small footway works and to be undertaken when finances become available. Contact CDC for sweeping footways and mud.
- Chidham Lane parking laybys - Most northern layby acceptable condition but the two others will receive limited carriageway patching to these areas subject of Engineers Review meeting scheduled March. WSCC have repaired the gullies on these laybys with two strips.

Resolved that CIL monies be used for repair of laybys in Chidham Lane on

consideration of quotes and this will be added to the Infrastructure Business Plan items.

Action: Cllr J Towers to seek quotes.

Action: Clerk to add to the agenda for the next meeting.

Cllr Towers had also met with the Headteacher regarding inappropriate parking outside the school. The school was discontinuing the recording of antisocial parking events as it was not considered a job for the school. There had been problems with threatening behaviour and police involvement. Teachers felt quite vulnerable as there were no streetlights or a security light outside the school. The Parish Council considered that it was a school responsibility to provide security lights and/or CCTV outside the school.

Cllr Towers was also working with the school to rewrite their travel plan.

8d) Parish Tree Wardens

In the absence of Cllr C Archer this matter was deferred to the next meeting. It was suggested that tree **and hedge** wardens be appointed.

8e) Linda Wilkinson Bench

Cllr A Collins advised that he had not chased up on this. It was agreed that Cllr M Gilby would lead on this issue in future and would investigate whether action had been taken. **Action: Cllr Collins to email details of the company who had manufactured the bench to Cllr M Gilby. Action Clerk to add to next agenda.**

8f) Play Area report on repair and maintenance following ROSPA report

Cllr R Perri had visited the play area and the written report attached to the agenda was considered. It was suggested that Parrot Tree Services be requested to consider removing the wooden edging around the multi play area to allow the grass to grow up to the surfacing. Alternatively Mr R Yeld was due to be cutting the grass and he might undertake this work. **Action: Clerk**

It was reported that brambles were starting to grow through the fence at the ditch to the front of the play area and Mr Yeld could be requested to cut them back.

Action: Clerk

The Chairman advised that new members and a Chairman for the Play Area and Open Spaces Advisory Committee (POSAC) would be elected and their first task could be considering the replacement of the six picnic benches in the play area with NHB funding. **Action: If urgent action is required to submit the NHB applications Cllr R Perri to complete the NHB application form and the Clerk to obtain quotes for new benches.**

Cllr M Gilby reported that the 'children playing' signs were now up to either side of the playground on Broad Road. It was resolved that the Clerk should write to the couple who had raised this issue at the Parish Council originally. **Action: Clerk**

a) A revised invoice for the hire of the Village Hall totalling £85.00 had been circulated. **Resolved** that the payments of invoices to 31 March 2019 be approved subject to the above amendment.

b) Quotes for works to hard standing south side of St Mary's Church

Two quotes were considered from B&M and Nutbourne Construction with very different work stated. B&M had carried out the original work to the layby about 4/5 years ago. Mr S Johnson had raised this issue at the January meeting. The land does not belong to anyone. Repairs were similarly required to the layby in Broad Road which should be resolved by WSCC.

It was **resolved** that a like for like quote based on the filling of potholes be requested from both contractors to be considered at the next meeting. (There were 3 abstentions to this vote).

c) NHB project 07/17 Maybush Copse – CIL funding

Resolved that:

- 1) CIL reserves be used to fund the shortfall on this project of £1,424.20.
- 2) The payment of £259.99 is made to Mr S Johnson, Friends of Maybush Copse.
- 3) The payment of £4,710.00 is made to B&M Plant Hire (covered by NHB £2,790.01, Chichester Harbour Conservancy (£495.79 and CIL £1,424.20).

d) Request from Chidham Village Hall Management Committee for CIL funding for works to the final major phase of the Village Hall

Cllr Towers advised that this proposed final phase of work completes the refurbishment to the village hall. Cllrs J Towers and J Sheppard did not take part in the vote on this proposal.

Resolved that:

- 1) The proposal by the Chidham Village Hall Management Committee to carry out the final phase of work to the village hall goes ahead.
- 2) The quote from Hambrook Construction Ltd in the sum of £22,600.00 plus VAT be approved.
- 3) CIL reserves be used to fund the project.

0179-19 **Meeting Dates**

The meeting dates listed in the agenda were noted.

It was agreed that the Chairman would draft a newsletter to be sent out to residents once elections were over. Cllr I Littlefield agreed to do her normal round and Cllr A Collins agreed to do his as well. An additional volunteer had be identified for Lion Park.

0180-19 **Items for next meeting**

Quotes for layby

Damage to bus shelter. **Action: Clerk to contact Parhams regarding replacement of glass.**

Parish Tree & Hedge Wardens

Parish Drainage update

The Gables - Agincourt

0181-19 **Any Other Business**

- a) Co-option of three additional councillors – Notice of Vacancy to be posted on noticeboards. Interviews will be at the Annual Parish Council meeting on 16 May 2019.

- b) A vote of thanks was extended to Cllr A Collins for his contribution over the last seven years and to Cllr I Littlefield for her contribution over the last six years of the Parish Council. They had stood down as councillors of Chidham and Hambrook Parish Council and they were both wished all the best for the future.

Meeting closed at 21:00hrs.

Signed by:

Date:

CHAIRMAN

Chidham and Hambrook Parish Council

Parish Council Meeting 4 April 2019

a) Schedule of Payments

	Name	Sort Code	Account Number	Payment	Invoice/Ref No.	Reference
1	Village Hall Management Committee	Set up		£85.00	19/32	Hall hire Mar 2019 – Parish Council £34.00; NP £51.00 (revised invoice)
2	SuperTrust UK	60-08-15	59050241	£13.72	AAA155A01	Pension contributions for months 11
3	WSALC Ltd	60-13-09	42329841	£538.10	867	WSALC and NALC subscription 2019/20
4	Ladywell Accountancy Services	09-01-27	95198600	£25.00	CHID001	PAYE 2018/19 part year minimum fee
5	Surrey Hills Solicitors	30-90-09	40505760	£210.00	1939	Fees for acquisition of land at Wakeford Field
6	Roberts Audio Sysms Ltd	30-91-91	27581068	£4,200.00	242	PA and loop system for Chidham Village Hall (NHB)
7	Climate Project Services Ltd	20-20-62	33810992	£498.20	309	Clerking services for Parish Council Jan-Mar 2019
8	Climate Project Services Ltd	20-20-62	33810992	£424.84	310	Clerking services for Neighbourhood Plan Jan-Mar 2019
9	Park Community Enterprises	53-50-61	59142529	£57.00	SI-33316	Printing 950 A4 newsletters
10	CDC	To be conf	To be conf	£643.97	601969853	Emptying dog/litter bins April 2018-Mar 2019
11	HMRC	Already set up		£181.26	475PM0096 3717	PAYE statement month 10
12	HMRC	Already set up		£173.19	475PM0096 3717	PAYE statement month 11