

**Minutes of the meeting of Chidham and Hambrook Parish Council  
at Chidham Village Hall on Thursday 16 May 2019 at 7:00pm**

<b>Present</b>	Cllr C Archer Cllr M Gilby Cllr G Hyde Cllr P MacDougall	Cllr J Towers
<b>In attendance</b>	District Councillor A Moss District Councillor P Plant District Councillor D Rodgers Mr S Johnson, Mr R Leek and 1 further member of the public	

*Meeting commenced at 19:00hrs*

- 001-19     **Election of the Chairman and signing of the Declaration of Acceptance of Office**  
**Resolved** that Cllr P MacDougall be elected as Chairman of the Council. Cllr MacDougall duly signed the Declaration of Acceptance of Office.
- 002-19     **Election of Vice-Chairman**  
**Resolved** that Cllr J Towers be elected as Vice-Chairman of the Council.
- 003-19     **Apologies for absence**  
Apologies have been received from Cllrs J Sheppard and R Perri.
- 004-19     **Declaration of interests**  
There were no declarations of interest.
- 005-19     **Minutes**  
**Resolved** that the minutes of the meeting held on 4 April 2019 be signed as a true and accurate record.
- 006-19     **Matters Arising from the Minutes**  
Minute 0177-19 8(f) – New Homes Bonus (NHB) application for picnic benches in the Broad Road children’s play area will be considered at the next meeting on 6 June. **Action: Clerk to add to agenda.**
- 007-19     **Public Open Forum**
- 007-19.1    Mr A Collins raised the grass cutting at Hawthorne Meadow and undertook to contact Mr P Baldwin. The grass cutting would be required up to 4 times per year. The benches were being held in Mr Baldwin’s garage at present.
- 007-19.2    The speed of cars in Chidham Lane was raised by Mr Leek, the owner of Gables, who had recently moved into the property. Cllr Archer had held meetings with WSCC in the past and had been told there were not enough frontages on Chidham Lane and not enough serious accidents to warrant any action regarding a reduction in speed limits. Mr Leek apologised for the recent problems with contractors double parking their vehicles and the muddy verges. It was suggested that this item be covered with agenda item 12.7 later in the agenda.

008-19 **Receive Reports**

008-19.1 Parish Council Chair

Amendments had been suggested to the newsletter which had been circulated. An advert inviting applications from people interested in becoming parish councillors had been put into the Village News April edition. This would again be raised at the Annual Parish Meeting (APM).

The Chair had attended the 10 year celebration of the Friends of Maybush Copse. There would be a Big Picnic on 9 June 2019 from 12-3pm and he invited all to attend.

008-19.2 District Councillors

The Chair welcomed district councillors Cllrs Moss, Plant and Rogers. Cllr Plant had circulated a report to the committee in advance of the meeting. This was noted. Speeding in Broad Road had been raised during the election campaign. Cllr Moss advised that Cllr Rodgers, who lived in Hambrook, would be the parish's first contact supported by Cllr Plant. A combined district councillor report would be circulated to all parish councils within the Harbour Villages ward to consider at their Parish Council meetings. Cllr Rodgers, as the new councillors, introduced himself to the committee.

008-19.3 County Councillor

County Councillor Parikh had circulated a report to the committee in advance of the meeting and this was noted. A comment was made about the climate change motion and the fact that this had been heavily amended. WSCC aimed to become carbon neutral by 2030.

008-19.4 Clerk & RFO

There was nothing to report.

009-19 **Council structure**

009-19.1 Structure of the Council (Statutory, Standing and Advisory Committees) and membership

Play and Open Spaces Advisory committee – amend to Public Open Spaces Advisory Committee. This committee should interact with other open spaces like Maybush Copse.

It was important to encourage people to join the Parish Council to increase the complement of parish councillors to 10. This would enable the committees to work to full complement.

Cllr Sheppard had indicated that she would join the Planning Committee and might be encouraged to join the Public Open Spaces Advisory Committee as well.

**Resolved** the following Council structure in 2019-20 and membership of committees:

4 Standing Committees: Planning Committee, Finance Committee, Staffing Committee, Complaints Committee

2 Advisory Committees: Public Open Spaces Advisory Committee and Neighbourhood Plan Steering Group

**Planning Committee**

Cllr M Gilby  
 Cllr P MacDougall  
 Cllr J Sheppard  
 Cllr J Towers

**Finance Committee**

Cllr M Gilby  
 Cllr G Hyde  
 Cllr P MacDougall  
 Cllr J Sheppard

**Staffing Committee**

Cllr G Hyde  
 Cllr R Perri  
 Cllr J Sheppard

**Complaints Committee**

Cllr P MacDougall  
 Cllr J Towers

**Public Open Spaces Advisory Committee (POSAC)**

Cllr R Perri  
 Cllr P MacDougall  
 Cllr J Towers

**Neighbourhood Plan Steering Group**

Cllr M Gilby  
 Cllr P MacDougall  
 Cllr J Sheppard  
 Cllr J Towers

**Councillors with special responsibility:**

Litter and bins, overgrown vegetation/foilage	Cllr M Gilby
Open spaces, bus shelters and benches annual review	Cllr P MacDougall
Roads and transport, travel, school liaison, footways	Cllr J Towers
Drainage and sea defences, tree wardens	Cllr C Archer
Rights of way, Youth Council; play areas	Cllr R Perri
Finance, accounts and insurance	Cllr G Hyde
Staffing and HR issues	Cllr J Sheppard

Cllr Archer's role on drainage and sea defences included his ability to approach all landowners in the district.

It was requested that 'Chair' be used instead of 'Chairman' in future in order to remove the gender specific term.

009-19.2

Terms of reference of standing committees and advisory groups

It was suggested that POSAC meetings frequency should be amended to 'as and when required' and the quorum be amended to three members as well as the name change.

Finance Committee – first line under Purpose should read 'The role of the ~~Parish Council~~ Finance Committee in this respect...'

**Resolved** that the Terms of Reference be adopted with the suggested amendments.

009-19.3 Dates of 2019-20 meetings  
**Resolved** that the calendar of dates for 2019-20 meetings be adopted.

010-19 **Council membership and representation on other bodies**  
Resolved that the following councillors be nominated to represent the Council at these meetings:  
CHEMROUTE – The Chichester to Emsworth Cycle Route – Cllr P MacDougall as facilitator  
CDC All Parishes Meeting – dependent upon topic and up to 3 councillors may attend  
CDALC – Chichester District Association of Local Councils – defer to the next meeting in June 2019.  
CDC Bournes Forum – Cllr P MacDougall / dependent upon topic and up to 2 councillors may attend  
Friends of Maybush Copse Committee – Cllr P MacDougall  
Chidham & Hambrook Village Hall Management Committee – Cllr J Towers

011-19 **Progress updates from Parish Council Advisory Groups**

011-19.1 Neighbourhood Plan Steering Group

The report circulated with the agenda was noted. The Locality funding window had reopened and the application can be submitted now once completed. A meeting was taking place on Monday 20 May.

It was suggested that a Housing Needs Survey be undertaken to contribute to the Neighbourhood Plan revision. It would cost in the region of £350-£400 and there was a community led housing fund which could be used. A shorter Housing Information Report could be prepared and Mr B Jones, CDC Housing Neighbourhood Officer has been requested to do this.

**Resolved** that the Housing Needs Survey be investigated with a view to commissioning it.

**Action: Mr Johnson to investigate the funding. Clerk to add to the following agenda.**

A further amendment was suggested to the Terms of Reference as follows:

Paragraph 5(a) should read 'The Steering Group has full delegated authority from the Parish Council to deliver its plan making functions up to and including publication completion of the Consultation Draft Plan.

**Resolved** that the revised Terms of Reference be agreed including the additional suggested amendment.

*A copy of Mr Johnson's report and the revised Terms of Reference are attached to these minutes.*

011-19.2 Parish drainage

The report circulated with the agenda was noted. The contractor was due to start at Pinewood Cot on Wednesday 22 May but this was dependent upon him receiving acknowledgement from WSCC. **Action: Cllr Archer to write a statement regarding possible traffic disruption and send this to Mr S**

### **Johnson to publicise on the website.**

The work at Pynham Meadow had stalled and Mildren Homes was awaiting a response from Quantuma, the Administrator. **Action: Cllr Archer to speak to the Administrator. Clerk to inform the Council's solicitor once Cllr Archer has more information.**

#### 012-19 **Committee Minutes and Reports**

##### 012-19.1 Planning Committee 18 April 2019

The unadopted minutes of the Planning Committee held on 18 April 2019 were noted.

##### 012-19.2 Finance Committee 30 April 2019

The unadopted minutes of the Finance Committee held on 30 April 2019 were noted. The recommendations were discussed.

#### **Resolved that:**

1. The revised Asset Register be approved.
2. The following budgets be carried forward to the 2019-20 budget:
  - Chairman's Discretionary Fund - £50 (covers catering for the Annual Parish Meeting)
  - Software package for accounts £1,000 (this invoice will be payable in June 2019)
  - Notice Board Renewals £1,353 (one notice board needs replacing currently and quotations received are over the 2019-20 budget of £1,000)
3. Funds be moved between the two bank accounts in order that the total CIL funds of £130,000 are held within the Council's Lloyds Bank deposit account.
4. Brokers Came & Company Local Council Insurance be appointed to handle the Council's insurance arrangements.
5. A three year Long Term Agreement for insurance be agreed with Inspire from 1 June 2019 to 31 May 2022 at a cost of £784.47 per annum.
6. R S Hall & Co. be appointed as Council's internal auditors for the 2019-20 year.

##### 012-19.3 Broad Road and Chidham Lane laybys and footway to south of school

The report circulated with the agenda was noted. Cllr Towers advised that it was necessary to approach WSCC for approval to go ahead with this work as this was highways land. CIL monies would be used to fund this project under IBP603 Parking in Chidham Lane.

#### **Resolved that:**

1. Approval from WSCC be sought in order for the work to proceed.
2. The quotation from B&M Plant hire be accepted with the option to install concrete edging as opposed to timber edging.

##### 012-19.4 Parish Tree Wardens

The report circulated with the agenda was noted. Cllr Archer suggested a number

of amendments to the Terms of Reference. There was concern that a plan of work should be consulted upon and agreed at the start of each year and that this should be added to the Terms of Reference. There are two volunteers and a former tree warden has agreed to act as their advisor. It was suggested that the three people involved be invited to attend the next Parish Council meeting where they would be formally appointed as tree wardens.

**Resolved** that:

- 1) This initiative be agreed in principle with the Terms of Reference being revised and brought back to the next Parish Council meeting for approval.
- 2) The volunteers be invited to the next Parish Council meeting and formally appointed as tree wardens.

012-19.5 Linda Wilkinson bench

The seat had been replaced and varnished. It was agreed that this should be left to weather.

012-19.6 Youth Council

The three students had suggested improved street lighting from Nutbourne station heading north due to the safety issue, an area set aside in the open spaces for rounders and football and some picnic benches. Some Broad Road residents wanted to preserve the rural nature without street lighting. This would be raised at the Annual Parish Meeting on 30 May 2019.

012-19.7 Broad Road speeding

Speed Indicator Devices (SIDs) can be funded with NHB funding as long as the approved supplier was used and this would be investigated.

012-19.8 Motion re Children's Services, WSCC

An amendment to the proposed motion was agreed to delete the word 'political' which was voted on and agreed.

**Resolved** that the following motion be conveyed to WSCC:

*Chidham and Hambrook Parish Council expresses its grave concern regarding the damning OFSTED report into Children's Services in West Sussex. The inadequate rating is unacceptable and indefensible. Vulnerable children have been let down for far too long by 'widespread and serious weaknesses in provision of services.*

*We believe there has been a failure in leadership and corporate restructuring that have led to this very disturbing and shocking rating.*

*We urge West Sussex County Council to urgently address the inadequacies contained in this report and to provide adequate funding.*

**Action: Clerk to send motion to WSCC**

012-19.9 Litter and Dog Bins

The report was noted.

013-19 **Finance and Governance**

013-19.1 Schedule of Payments

**Resolved** that the payments of invoices to 31 April 2019 be approved. The payment to SuperTrustUK paid by BACS on 3 May 2019 was noted.

013-19.2 Works to be approved

It was agreed that another quote be obtained for the hardstanding to the south of St Mary's Church. **Action: Clerk to pursue.**

It was proposed that the noticeboard at the Nook, Broad Road, not be replaced as there was already a community noticeboard at the children's play area which could be used. It was suggested that this be deferred for a decision to the next meeting. **Action: Clerk to add to agenda**

013-19.3 **Resolved** that the payment of £300 be made to the Clerk in view of the additional hours worked over the last two months.

013-19.4 The receipt of the first precept payment for 2019-20 in the sum of £23,575.00 and a CIL payment in the sum of £3,072.29 was noted.

013-19.5 Grant application from Chidham, Hambrook and Nutbourne East Housing Action Group

Members queried the reason for the grant. It was agreed to defer this to the next meeting to establish what the grant would be used for. **Action: Clerk to contact the group and add to the next agenda.**

*[Post meeting note: This group no longer requires the grant]*

013-19.6 Grant application from Chidham and Hambrook Village Hall

**Resolved** that £350.90 be granted to Chidham and Hambrook Village Hall for a TV licence and wi-fi provision for the year to 31 March 2020.

013-19.7 Authorised bank signatories/online users

MacDougall, Towers and Archer currently have authorisation to sign cheques and to handle online banking payments. Ideally the Clerk should be in a position to initiate payments for councillors to approve. **Action: Clerk to contact Lloyds Bank to identify whether this would be possible and bring back to the next meeting.**

014-19 **Meeting Dates**

Future meeting dates were noted as follows:

Planning Committee – Thursday 23 May 2019

Annual Parish Meeting – Thursday 30 May 2019 at 7.30 (Refreshments at 7.00pm) Village Hall (upstairs)

Parish Council – Thursday 6 June 2019, St Wilfrid's Church Hall

015-19 **Items for the next meeting**

- Tree Wardens
- Housing Needs Survey
- Additional litter bins

016-19 **Any Other Business**

The Clerk requested confirmation of who was manning the three noticeboards. Cllr MacDougall was looking after the noticeboard at the Old House at Home pub as well as at the Village Hall. Cllr Sheppard and/or Cllr Perri would be approached to look after the noticeboard on Broad Road.

Meeting closed at 21:09pm



## Chidham and Hambrook Parish Council

Parish Council Meeting 16 May 2019

### Schedule of Payments

	Name	Sort Code	Account Number	Payment	Invoice/Ref No.	Reference
1	Chidham & Hambrook Village Hall Management Committee	Set up	Set up	£42.50	19/47	Hire of hall April 2019 with adjustment
2	Society of Local Council Clerks	60-83-01	20314459	£168.00	B Jones Chidham & Hambrook	Full membership fee £156 plus joining fee £12
3	Surrey Hills Solicitors	Set up	Set up	£120.00	2069	Fees in relation to acquisition of land
4	Parhams	40-17-16	91886908	£350.69	PB-3540	Supply and fit 2 panes glass on bus shelter Barleycorn N
5	HMRC	Set up	Set up	£173.01	475/M00963 717	PAYE Month 11
6	P MacDougall	40-47-83	70774960	£86.86		Expense claim form
7	B Jones (Clerk)	Set up	Set up	£55.46		Expense claim form
8	SuperTrust	Set up	Set up	£13.72	37AAA155	Contributions Month 12-2018
9	Troy Hayes Planning Ltd	40-36-16	91539132	£1,844.70	1274	Work on 1 <sup>st</sup> stage of Neighbourhood Plan / expenses
10	Chidham and Hambrook Village Hall	Set up	Set up	£350.90	CHPC grant	Grant for TV licence and wi-fi provision for year to 31 March 2020 (minute 013-19.6)

**Noted that the following payment was made (minute 013-19.1):**

1	SuperTrust UK			£32.72	AAA155A01	Late payment of pension contributions for month 1-2019 paid by BACS on 3 May 2019
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## **Neighbourhood Plan Review Steering Group – Report to the Parish Council.**

**April 2019**

At our Steering Group meeting on March 18<sup>th</sup> we had identified the need to get a better spread of members into the group, in particular, more Hambrook residents. We now have two new members from Hambrook, Phil Rose and Richard Weavis.

The group met on April 1<sup>st</sup>, 15<sup>th</sup> and 29<sup>th</sup>.

At the meeting on April 1<sup>st</sup>, we had a liaison meeting with representatives of Southbourne, Bosham and Fishbourne.

The Steering Group has been gathering information about potential sites, and views about our vision for the parish.

Troy Planning has been appointed as Consultant to the Group. On April 29<sup>th</sup> Jon Herbert and Rebecca Smith of Troy Planning had an initial meeting with CDC. The Local Plan timeframe is delayed but still uncertain and depends on the outcome of the consultation. This was followed by a tour of the parish with Steering Group members, and an initial workshop with the Steering Group in the Village Hall.

Grant Funding has been delayed. The national funding window for NP grant applications in 2019/20 has not yet been opened by the Government so that the PC has not been able to apply for the grants that are necessary to fund the NP. It is expected to open early to mid-May, but is not open (May 9<sup>th</sup>) yet. This is not holding us back, yet.

There has been some discussion on the terms of reference, and the PC is requested to approve a new version of the group's Terms of Reference.

Stephen Johnson  
May 9<sup>th</sup> 2019

# Chidham & Hambrook Parish Council

## Steering Group for the Revised Neighbourhood Plan

### Terms of Reference

#### **1. Purpose**

- a. The main purpose of the Steering Group for the Revised Neighbourhood Plan is to oversee the preparation of the revised Neighbourhood Plan for Chidham & Hambrook Parish in order that these will then progress to independent examination and a successful community referendum and ultimately be adopted by Chichester District Council to become planning policy.
- b. The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of the civil parish of Chidham & Hambrook which also includes Nutbourne East. The Group will maximise support for the approach taken in the revised Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

#### **2. Principles**

- a. That the Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.

#### **3. Roles and Responsibilities**

In order to achieve this, the Steering Group will carry out the following roles:

- Be accountable for steering and providing strategic management of the revised Neighbourhood Plan for the Parish of Chidham and Hambrook
- Produce, monitor and update a project timetable
- Regularly report back to the Parish Council for endorsement of decisions taken
- To undertake analysis and evidence gathering to support the plan
- Identify sources of funding
- Liaise with relevant authorities and organisations.
- Consult as widely and thoroughly as is possible to ensure that the draft and revised Neighbourhood Plan for the Parish of Chidham and Hambrook is representative of the views of residents
- Agree, subject to ratification by the Parish Council, a final submission version of the revised Neighbourhood Plan for the Parish of Chidham and Hambrook

#### **4. Membership**

- a. The Steering Group will be made up of a cross-section of volunteers from the community, including Parish Councillors.
- b. Membership of the Steering Group is open to all residents of the Parish.

Members of the Steering Group:

1. Must agree with the Purposes of the Group.

2. Must commit to active membership of the group until the goals of the group have been achieved, and as such their efforts will be recognised in the Neighbourhood Plan documentation.
3. Members intending to resign their membership should notify the Secretary.
4. Members who miss three consecutive meetings may lose their membership, subject to a simple majority vote of the Steering Group.

## 5. **Decision Making**

- a. The Steering Group has full delegated authority from the Parish Council to deliver its plan making functions up to and including completion of the Consultation Draft Plan. The Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will approve the Submission Draft Revised Neighbourhood Development Plan prior to publication for consultation and independent examination.
- b. The plan-making process remains the responsibility of the Parish Council as the qualifying body. All publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

## 6. **Meetings**

- a. Steering Group meetings will take place at intervals agreed by the group.
- b. Meetings are open to all Steering Group members. Where possible, all meetings should be held within the Parish.
- c. The Steering Group will elect a Chair and Secretary from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.
- d. The Secretary shall keep a record of meetings and circulate notes to Steering Group members and the Parish Council in a timely fashion.
- e. At least seven clear days' notice of meetings shall be sent to members via email or an alternative agreed communication method.
- f. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A minimum of five members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The elected Chair shall have one casting vote.

## 7. **Working Groups**

- a. The Steering Group may establish working groups, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b. Each working group should have a lead person from the Steering Group.

## 8. **Finance**

- a. All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Revised Neighbourhood Development Plan work.
- b. The Steering Group will notify the Parish Council, advising them of any planned expenditure before it is incurred.
- c. Steering Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Revised Neighbourhood Plan related work agreed by Chidham & Hambrook parish council in full session.

## 9. **Conduct**

- a. It is expected that all Steering Group members abide by the principles and practice of the Code of Conduct as adopted by Chidham & Hambrook Parish Council (available

on the parish council website: <http://www.chidhamandhambrook.info/parish-council-governance/>) including declarations of interest.

- b. The Steering Group will:
  - i. Be clear and open when members' individual roles or interests are in conflict.
  - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.
  - iii. Actively promote equality of access and opportunity.

#### **10. Changes to the Terms of Reference**

- a. This constitution may be amended by Chidham & Hambrook Parish Council.

#### **11. Dissolution**

- a. The Steering Group will be dissolved once its objectives have been attained and/or when a majority of its members and Chidham & Hambrook Parish Council, consider its services are no longer required.
- b. The Parish Council will then dispose of any remaining funds in accordance with any conditions imposed by the grant funders in the best interests of residents and the Council.