

**Draft Minutes of the meeting of Chidham & Hambrook Parish Council  
at Chidham Village Hall on Thursday 1 August 2019 at 7:00pm**

<b>Present</b>	Cllr C Archer Cllr M Gilby Cllr G Hyde Cllr J Sheppard	Cllr P Bolton Cllr R Gowlett Cllr P MacDougall (Chair) Cllr J Towers (Vice Chair)
<b>In attendance</b>	District Councillors A Moss and Rodgers County Councillor V Parikh Mr S Johnson, NPSG Chair Ms S Hughes, CDC Community Wildlife Officer	
Members of the public	Mr S Birch, Ms A Sewell and a representative from Neave Sutton	

*Meeting commenced at 19:00hrs*

**042-19 Apologies for absence**

Apologies had been received from Cllrs S Bramwell Smith and R Perri. District Councillor P Plant had also given her apologies.

**043-19 Declaration of interests**

There were no declarations of interest.

**044-19 Minutes**

The minute of the meeting held on 4 July 2019 were considered and the following correction made.

Minute 032-19.1 last sentence – the meeting on 14 September was to be a public meeting (not a developer meeting).

**Resolved** that the minutes of the meeting held on 4 July 2019 be signed as a true and accurate record subject to the above amendment.

**045-19 Matters Arising from the Minutes**

045-19.1 Minute 036-19.5 - The Parish Council policy on engaging in early discussions on development projects was now agreed. The policy would be placed on the Village website. When a developer approaches the Parish Council advice will be given on the current arrangements and a copy sent out to them.

045-19.2 Minute 036-19.10 Cllr S Archer advised that the resurfacing of the layby outside St Mary's Church had now been carried out. The PCC of Chidham had sent their thanks and appreciation to the Parish Council for funding this work.

**046-19 Public Open Forum**

There was no request by a member of the public to speak.

## 047-19 Receive Reports

### 047-19.1 Parish Council Chair

The Chair had received a lot of complaints about the advertising flags erected outside the Barleycorn pub. The Planning Enforcement Officer has been contacted and had advised that they would look into whether the pub had applied for advertising consent. The flags had since been removed however the posts were still there.

A reply had been received from WSCC Leader Mrs L Goldsmith following the Parish Council's letter to her stating its concern at the outcome of the HMICFRS inspection of Fire & Rescue Services. The Clerk read out Mrs Goldsmith's email. The Chair advised that we needed to keep an eye on progress. From informal conversations he had had with members of the fire service it was clear that there was not sufficient resource to attend to two major incidents in the area. There had also not been enough discussion between Hampshire and West Sussex about how the area would be covered. A new WSCC Chief Fire Officer had been appointed.

Further library cuts had been suggested which the Parish Council needed to be aware of.

The Chair's report was noted.

### 047-19.2 District Councillors

A report had been circulated from the Harbour Villages district councillors.

The Parish Council was continuing to receive complaints about the traffic issues in Chidham Lane and requested the district councillors to take this up as WSCC had taken no notice of previous requests, preferably before the start of the new academic year. This had become a problem since the school had been expanded. District Councillor Cllr A Moss responded that there were similar issues in Fishbourne and Bosham but that Chidham Lane was the worst. Ms S Hughes, CDC Wildlife Officer, suggested giving high viz jackets to Year 6 students to patrol the roads and speak to the parents. The introduction of a 'walking bus' had been suggested in the past.

Mr Birch, a member of the public, advised that on two occasions he had asked people to move from parking on grass and damaging the drain.

District Councillor A Moss reported that there was a lot going on in terms of the Local Plan and that he had met with MP Mrs G Keegan to make the point about development along the A259 and the harbour. Pressure was being put back on CDC to find solutions. Others were putting pressure on her in respect of housing numbers.

### 047-19.3 County Councillor

County Councillor V Parikh presented his report which had been circulated by email. He urged the Parish Council to write to the local MP regarding the A27.

The WSCC website clearly showed what can be put in recycling bins.

**Action: Clerk to add WSCC leaflet to website.**

### 047-19.4 Clerk & RFO

The Clerk presented her report which had been circulated with the agenda. With regard to the grass cutting contract the following work was raised to be included:

- Grass cutting north side of A259 between Broad Road and first house to the east fronting the field (very wide verge and between the footpath and the ditch). There was an area between where WSCC cuts the verge and the ditch which needed to be maintained. Mr Bulbeck undertakes this work.
- Calloways Lane – The whole length of the lane which starts at St Mary's Church by the vicarage and right around and emerges to the east side of Chidmere. The Parish Council funded the original clearance of this lane and Mr R Yeld maintains it. It is a 5m wide footpath. There was discussion about possibly only mowing the centre path and leaving the remainder to become a wildlife meadow.

[At minute 048-19.10 of this meeting it was proposed to set up an Environment Working Group which could include the grass cutting contract within its remit]

## 048-19 **Committee Minutes and Reports**

### 048-19.1 Planning Committee 18 July 2019

At this meeting it was proposed that any planning applications relating to trees with TPOs would be passed to Cllr C Archer to raise with the Tree Wardens. Cllr Archer would endeavour either to get a response to the Planning Committee or to request a Tree Warden to attend the meeting to give a verbal report.

**Resolved** that the minutes of the Planning Committee held on 18 July 2019 be noted.

### 048-19.2 Neighbourhood Plan Steering Group

Mr S Johnson presented his report which had been circulated. Approval had been obtained from AECOM for the design code package. This related to a service and not to funding. A message had appeared in the Chichester Observer that there was a delay in the Local Plan process and Mr A Frost, CDC Director of Planning and the Environment, had written to Government to request a delay.

The draft Neighbourhood Plan Vision and Objectives had been circulated for comment.

**Resolved:** that this document be approved in principle and that any further amendments be made following email agreement.

### 048-19.3 Neighbourhood Plan public meeting arrangements

The drop-in event for residents had been arranged for 14 September 2019. The main purpose would be to display the draft Vision and Objectives for the parish and also the basic process being followed. There would be nothing about the allocation of sites as this has not yet been determined.

Mr Johnson required some display boards for this meeting. **Action: Clerk to contact Southbourne Parish Council to request to borrow theirs.**

### 036-19.4 Pynham Meadow Ditch Report

Cllr C Archer presented his report which had been circulated with the agenda. The work on the ditch has been priced by Mildren Construction and submitted to

Quantuma, the administrator. If the price was not agreed it would go out to tender.

#### 048-19.5 Public Open Spaces Advisory Committee update

Cllr P MacDougall reported on this as Chair of the Public Open Spaces Advisory Committee. He advised that when the Parish Council took ownership of Pynham Meadow then a further meeting would take place with residents to discuss the allotments and orchard. **Action: Cllr MacDougall to write to residents advising them of the delay.**

#### 048-19.6 Roads and Footways

Cllr J Towers reported on current developments.

- Chidham Lane: the verge had been kerbed and the footway referendum for a length south of the school. There was still an area to complete as far as the farm gate.
- A259 – Highways had resurfaced the pavement.
- Broad Road - laybys still to be done.
- Chidham Lane – there was a list of things that still had to be done before the Parish Council could undertake the work to the laybys and she was working with the WSCC officer to progress these.
- SIDs – she had had a meeting with Mr M Dare, WSCC Highways Officer, and he had agreed with the suggested positioning of the SIDS. He would do further work on the road line painting if he had spare WSCC budget.

Ms Sewell, a member of public, raised an issue with weeds forcing the pavement up on the A259. He was encouraged to take a photo of it and report it on the Love West Sussex website.

#### 048-19.7 Chichester District Association of Local Councils

Cllr J Sheppard presented her report which was circulated with the agenda. She saw this as an enabling group getting stakeholders together to resolve issues. Cllr Sheppard was happy to continue as the Parish Council representative on this group.

**Resolved: that Cllr J Sheppard be appointed as the Parish Council's representative on Chichester Association of Local Councils.**

#### 048-19.8 Friends of Maybush Copse

Cllr S Johnson presented this report which was circulated with the agenda. The finger post suggestion was not going to be progressed as it was costly. The proposed ponds would be constructed above ground with railway sleepers and animals would be able to get out of the pond. The ponds would be sufficiently raised that children could not get in them and they would not be fully filled. Ms S Hughes, CDC Wildlife Officer suggested building the ponds with planted sacks. It would not be appropriate to fill the ponds with water from a hose due to chemicals.

**Resolved: that the sum of £2,400 including VAT be approved from CIL monies to fund the creation of two ponds in Maybush Copse.**

#### 048-19.9 Newsletter distribution to residents

Cllr M Gilby reported on this matter. She had had quotes from a variety of local

businesses, however there were issues with either the small volume we required or the timing of the delivery. The Village Magazine would only include adverts with their delivery. Dor2Dor had quoted £120 plus VAT for one A4 sheet with a 25% increase if there was a second sheet.

The Residents Association would be doing a leaflet drop shortly and they were happy to distribute the Parish Council leaflets at the same time.

The leaflet and Parish Vision and Objectives leaflet would be sent to the printers when confirmed, to be collected by 20 August. The deadline date for the leaflet drop was 31 August. The 10 Parish Councillors and perhaps some of NPSG members may assist in delivery. Cllr Gilby would prepare a new schedule to fit into 12 rounds, with Mr C Turton doing Lion Park.

**Action: District Councillor A Moss to send Cllr M Gilby an exact map of the parish.**

**Resolved: that the Parish Council's August newsletter to residents be approved for publication.**

#### 048-19.10 Wildlife in the Parish

Cllr C Archer presented his report which had been circulated with the agenda along with Ms S Hughes, CDC Wildlife Officer.

An environmental audit was required, looking at ditches, hedgerows and getting baseline data of the flora and fauna in the parish. It would need to involve the local community and ensure connectivity across the parish and with adjoining parishes as well. There was a direct link with the Neighbourhood Plan and Local Plan which included the area's wildlife corridors. Ms Hughes was working with Southbourne Parish Council as well.

The work of the tree wardens would feed into this biodiversity project. Ms Hughes would provide an A1 laminated map of the parish as part of the mapping project. She would train local people to record flora and fauna of the area. The Parish Council would need to advertise for volunteers for this work. Open events could be set up to encourage local attendance.

**Action: Clerk to send Ms S Hughes' contact details to all councillors to enable them to contact her.**

It was suggested that an Environment Working Group be established to discuss all environment issues affecting the parish. Cllr J Towers would be happy to lead this group. Cllrs J Sheppard, R Gowlett, M Gilby, P MacDougall, C Archer and G Hyde agreed to join the group. The first meeting would set out the terms of reference. It was suggested that the grass cutting contract discussed earlier in this agenda could be included in this group's remit.

Cllr Archer passed on to Cllr Towers a 2004 document recording wildlife in The Dell. This could be used by this group to work with the Harbour Conservancy in maintaining it as part of the commitment.

There was concern at the financial commitment made by CDC to the wildlife corridors. Ms Hughes advised that there was a Lottery Bid currently being developed to support the wildlife bid. The Local Plan included four corridors on the western side and two on the eastern side of the district. Climate change and biodiversity were also part of the environment team's remit.

**Resolved: that the Council agree to work with CDC's Wildlife Officer as per**

**the suggested liaison document set out in the report, without cost to the Council, to develop a better understanding of the wildlife in the parish.**

**Resolved: that an Environment Working Group be established to consider the various environment issues that affect the parish.**

049-19 **Finance and Governance**

049-19.1 Schedule of Payments

**Resolved** that the payment of invoices to 31 July 2019 on the Schedule of Payments be approved (attached to these minutes).

049-19.2 **Noted** the direct debit payment (attached to these minutes).

049-19.3 **Noted** the receipt of credit payments (attached to these minutes).

050-19 **Meeting Dates**

Future meeting dates were noted as follows:

Finance Committee – Thursday 8 August 2019

Planning Committee – Thursday 15 August 2019

Parish Council – Thursday 12 September 2019

The Planning Committee on 15 August would be quorate. Cllr J Sheppard gave her apologies.

The Parish Council meeting had been moved to 12 September as neither the Chair nor the Vice Chair could attend on 5 September. Cllrs Sheppard, Towers and Archer gave their apologies for this meeting.

051-19 **Items for the next meeting**

It was advised that the PCC of Chidham had withdrawn the planning application for the graveyard extension after receiving notice of further work required which was not in the original project and budget. As the Council was providing CIL funding for this work, councillors were very concerned that no communication had been forthcoming from the PCC about this matter before the planning application had been withdrawn.

**Resolved: that the Clerk send a letter to Mr H Bates, PCC of Chidham, stating the Parish Council's strong concern regarding the withdrawal of the planning application and the lack of communication regarding this matter.**

052-19 **Any Other Business**

Cllr C Archer advised that Mr B Clarke had spoken to him of poor grass cutting by WSCC in Chidham Lane and Steels Lane. Cllr M Gilby had reported the same issue on the A259. **Action: Clerk to report this on the Love West Sussex website.**

Cllr M Gilby advised that CDC had turned down the Parish Council's request for litter bins at the bus stops on the A259 however they could produce signs. Following discussion it was agreed that signs were not appropriate and that we would continue to police the rubbish at bus stops ourselves.

053-19      **Exclusion of the Press and Public**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

054-19      **Clerk and RFO – Variation to Main Terms and Conditions of Employment**

Cllr J Sheppard, Chair of the Staffing Committee, advised the committee that a letter had been prepared to the Clerk setting out the revised terms and conditions of her employment and agreement was sought to its content.

**Resolved** that the letter to the Clerk detailing amendments to her main terms and conditions of employment be agreed and signed by the Chair and Chair of the Staffing Committee.

Meeting closed at 20:55pm

Signed by:

Date:

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CHAIRMAN

**Chidham & Hambrook Parish Council**

## Chidham & Hambrook Parish Council

### Parish Council Meeting 1 August 2019

#### 8.1 Schedule of Payments

	Name	Sort Code	Account Number	Payment	Invoice/ Ref No.	Reference
1	Chidham & Hambrook Village Hall Management Committee	Set up	Set up	£63.75	19/90	Hall hire July 2019 Parish Council £29.75 Neighbourhood Plan £34.00
2	Clerk expenses	Set up	Set up	£29.33		ID lanyards, A4 paper, 4 socket extension
3	B&M Plant Hire	Set up	Set up	£10,008.00	09909	Work Pinewood, Cot Lane, Chidham (Operation Watershed funding)
4	AJC Contractors	77-25-08	09797368	£350.00	1	To repair layby south of St Mary's church with Type 1 MOT
5	Ali Beckett Design	01-01-23	05104564	£570.00	580	Interpretation board at The Dell (NHB funding)

#### 8.2 To note Direct Debit/Standing Order payments which have been made:

1	Supertrust UK	15 July 2019	£12.53		Direct debit for Month 3 2019

#### 8.3 To note receipt of the following credits to the Council's bank account:

1	Lloyds Bank	9 July 2019	£5.32		Interest