

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

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| <b>Present</b> | Cllr C Archer<br>Cllr M Gilby<br>Cllr G Hyde<br>Cllr R Perri<br>Cllr J Towers | Cllr S Bramwell-Smith<br>Cllr R Gowlett<br>Cllr P MacDougall (Chair)<br>Cllr J Sheppard |
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**In attendance** District Councillors A Moss, D Rodgers and P Plant

**Members of the public** Mr A Collins, Ms K Parry of Neame Sutton, Mr M Magill, Mr A Kerry-Bedell, Mr R Weavis and Mr S Johnson

*Meeting commenced at 19:00hrs*

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| 083-19   | <p><b>Apologies for absence</b></p> <p>Apologies had been received from Cllr P Bolton.</p>  |
| 084-19   | <p><b>Declaration of interests</b></p> <p>There were no declarations of interest.</p>   |
| 085-19   | <p><b>Minutes</b></p> <p><b>Resolved</b> that the minutes of the meeting held on 10 October 2019 be signed as a true and accurate record subject to the above amendment.</p>  |
| 086-19   | <p><b>Matters Arising from the Minutes</b></p> <p>There were no matters arising from the minutes of the last meeting.</p>   |
| 087-19   | <p><b>Public Open Forum</b></p> <p>Mr Richard Weavis raised the recent Court of Appeal judgement for 34 homes at Southbourne. Residents in Southbourne had been dismayed and alarmed at the judgement. Concern had been shared with Mrs L Goldsmith, WSCC and with Mr A Frost, Director of Planning &amp; Environment, Chichester District Council (CDC) who had responded that CDC was also very concerned. He didn't think the judgement would set a precedent for developers or impact on Neighbourhood Plans. CDC had tightened up on all of their plans to stop this happening again. It held interesting implications for the way that Neighbourhood Plans were considered. Mr Weavis wanted to ensure that all parish councils were aware of this judgement and requested that the matter be brought up at the Bournes Forum. Mr Weavis was requested to circulate this information to the Clerk &amp; RFO for distribution to parish councillors.</p> |
| 088-19   | <p><b>Receive Reports</b></p>   |
| 088-19.1 | <p>Parish Council Chair</p>   |

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|          | <p>The Chair gave his report as follows:</p> <ul style="list-style-type: none"> <li>- He and the Clerk had held a meeting with Andrews Grounds Maintenance to discuss the grass cutting contract. This would be fed into the meeting on 12 November</li> <li>- The Chair had met with Mr T Ayling, Planning Policy Manager, Chichester District Council that afternoon. A number of issues had been taken on board by CDC. The Council would not know until December whether housing numbers would be reduced. He had carried out a mini referendum with a number of residents in the parish which indicated that 200 houses was the favoured number.</li> </ul> <p>The Chair's report was noted.</p>  |
| 088-19.2 | <p>District Councillors</p> <p>A report had been circulated from the three Harbour Villages district councillors. Cllr Rodgers presented the report and took questions. He added that traffic management in Chidham Lane needed to be prioritised as it was a highly volatile situation and lives and property were at risk. Cllr Rodgers had spoken to the Headteacher about the situation and the school's Governing Body had discussed it. The parish council's Environment Group would be liaising with the school's Eco Group. A compulsory land purchase near the school to enable development of a parking area was discussed.</p> <p>It was suggested that this matter be taken up with the newly elected councillor at that time.</p> <p>Cllr Moss advised that the District's car parking charges were being consulted on. The District Council's Overview and Scrutiny Committee would be considering this consultation in more detail at its next meeting.</p> |
| 088-19.3 | <p>County Councillor</p> <p>In the absence of an elected representative from WSCC, District Councillors undertook to respond to any WSCC queries.</p>  |
| 088-19.4 | <p>Clerk &amp; RFO</p> <p>The Clerk reported that the playground equipment (spring rocker for the rocker elephant and missing bolt for the multi-play unit netting) had been ordered. There was an 8-10 week turn around taking into account the festive period.</p>   |
| 089-19   | <p><b>Committee Minutes and Reports</b></p>  |
| 089-19.1 | <p>Planning Committee 17 October 2019</p> <p><b>Resolved:</b> That the minutes of the Planning Committee held on 17 October 2019 be noted.</p>   |
| 089-19.2 | <p>Neighbourhood Plan Steering Group (NPSG)</p> <p>Mr Johnson had been at the meeting with the Chair and CDC that afternoon about the draft Site Option Appraisal report. CDC had to do a number of other technical studies before the housing numbers could be reassessed. CDC had acknowledged that the parish had some special issues however the major issue for them was the timetable for the Local Plan. The Government had offered no</p>  |

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|          | <p>extension of time but had offered support. CDC was undertaking further work with regard to the nitrate situation, waste water treatment and climate change. It was anticipated that a draft Local Plan would be available at the end of Q1 to go out to consultation. The parish council needed to get the SEA report carried out.</p> <p><b>Resolved:</b> That the report from the NPSG be noted.</p>   |
| 089-19.3 | <p>Staffing Committee report</p> <p>Cllr Sheppard advised that the Staffing Committee was set up 2 years ago and that various HR policies had been developed since that time. She had received only one response regarding the draft Appraisal Policy circulated for comment. It had been pointed out that the Appraisal Policy was the only policy which documented a specific employee. Cllr Sheppard advised that the other policies were mandatory, but that this policy on the process of the appraisal with the Clerk &amp; RFO was not a required policy. If further staff were employed by the Council, the Appraisal Policy would be reviewed at that time.</p> <p>On the proposal being put to the vote, councillors voted as follows: 8 in favour; 1 abstention.</p> <p><b>Resolved:</b> That the draft Appraisal Policy be agreed.</p>  |
| 089-19.4 | <p>Road and Footways</p> <p>Cllr Towers had circulated a written report in advance of the meeting. She advised that two areas had been considered recently with Mr N Scott, Project Officer, Local Transport Improvement Programme.</p> <p>The Sustainable Travel Project would be considered as part of the 2020 local delivery programme. It was noted that this project could go forward to the Annual Delivery Programme. <b>Action: Cllr Towers to send Mr Scott's email address to district councillors.</b></p> <p>The footway south of the school on Chidham Lane – In the summer WSCC Highways had carried out repairs to a section of the road south of the school where the grass verge was removed and the footway re-kerbed. Cllr Towers had written to WSCC Highways about the section 25m from where that finishes to the farmers gate just north of The Gables advising that this was in poor condition. She had had a response from Mr P Feroni, Highways Engineer, WSCC advising that this had been damaged because of school parking, that the mud affected all pedestrians equally therefore it was not an equality issue and that mud was normal in rural areas. There was no funding to kerb or harden this edge of the footway at present. He suggested requesting CDC to clean the street.</p> <p><b>Resolved:</b> That the Parish Council write a letter of complaint to Mr P Feroni about his response with a copy going to the County Councillor once elected.</p> |
| 089-19.5 | <p>Tree Councillor Update</p> <p>Cllr Archer had, as requested, provided a list to all councillors of all the TPOs that exist in the parish.</p> <p>He advised that he had spoken in length with Mr H Whitby, Tree Officer, CDC regarding the trees on the land North of Good View. Mr Whitby advised that in general the approach was that homes outweigh trees. The Millennium oak tree</p>   |

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|          | <p>had been felled as part of a TPA in August 2018.</p> <p>The three trees along Broad Road were raised and a request that these be TPO'd. There was concern that the landowner was ploughing too close to the trees. Residents can propose a TPO even if the land is not owned by them. For a tree to enjoy a TPO it has to satisfy a number of requirements – it has to be of general importance to the parish (not just a small section thereof) and it has to be of good health.</p> <p>A recent TPA for the same site had been issued for planning consultation.<br/> <b>Action: Cllr Archer to investigate this with Mr Whitby.</b></p> <p><b>Resolved:</b> that TPOs be applied for on the 3 trees along Broad Road on the land North of Good View.<br/> <b>Action: Cllr Archer to process these 3 TPO applications.</b></p>  |
| 089-19.6 | <p>National Community Energy Campaign</p> <p>An email with the proposed motion had been circulated in advance of the meeting. On the proposal being put to the vote, councillors voted as follows: 3 in favour; 2 against and 4 abstentions.</p> <p><b>Resolved:</b></p> <p>That Chidham and Hambrook Parish Council:</p> <ol style="list-style-type: none"> <li>(i) acknowledges the efforts that this council has made to reduce greenhouse gas emissions and promote renewable energy;</li> <li>(ii) recognises that councils can play a central role in creating sustainable communities, particularly through the provision of locally generated renewable electricity;</li> <li>(iii) further recognises <ul style="list-style-type: none"> <li>• that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,</li> <li>• that making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, and</li> <li>• that revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;</li> </ul> </li> <li>(iv) accordingly resolves to support the Local Electricity Bill, currently supported by a cross-party group of 115 MPs, and which, if made law, would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply; and</li> <li>(v) further resolves to <ul style="list-style-type: none"> <li>• inform the local media of this decision,</li> <li>• write to local MPs, asking them to support the Bill, and</li> <li>• write to the organisers of the campaign for the Bill, Power for People, (at</li> </ul> </li> </ol> |

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|           | <p>8 Delancey Passage, Camden, London NW1 7NN or <a href="mailto:info@powerforpeople.org.uk">info@powerforpeople.org.uk</a>) expressing its support.</p>   |
| 089-19.7  | <p>Neighbourhood Plan Monitoring Report</p> <p>As this document had been circulated late on the afternoon of the meeting, councillors were required to make their comments to the Clerk following the meeting. Subject to no negative responses/objections being received by Friday 15 November 2019, then the Council:</p> <p><b>Resolves:</b> that the Neighbourhood Plan Monitoring Report be approved and submitted to CDC.</p>  |
| 089-19.8  | <p>Pynham Meadow land acquisition update</p> <p>Cllr Archer provided an update on this matter. The ditch work would not start before Spring 2020 as the ground was too wet. Quantuma's secured creditor had received a second quote but had not yet come to a decision. Cllr Archer had ensured that Quantuma accepted that the parish council would receive, without charge, the land as it is plus a fully completed ditch that has been approved by a) the PC b) Mr P Cann, Senior Engineer (Drainage &amp; Coastal), Arun District Council and c) by West Sussex County Council Rights of Way Officer because of the public footpath under which it will be piped.</p> <p>He had advised Quantuma and Mr Cann of the existence of the diagonal easement for the relief sewer and had reminded Mr Cann of the original north/south sewer for the whole of Hambrook.</p> <p>The Clerk has applied to Southern Water for a copy of the plan of Pynham Meadow showing the sewer easement and had requested to know how deep this was.</p> <p>Councillors were concerned that maybe it was now more important to secure the land in the name of the parish council and then proceed to get the ditch works finalised later. Cllr Archer warned that there could be ongoing costs arising out of this option – archaeological reports and a survey if it was found that the extracted rubble was contaminated. It may be that the Council could apply for Operation Watershed funding for the ditch repair. <b>Action: Cllr Archer to establish the cost of the ditch repair from Quantuma and whether OW funding could be available.</b></p> <p>Cllr Archer's report was noted.</p> |
| 089-19.9  | <p>Meeting with G Keegan</p> <p>There was nothing to report in view of the 12 December election.</p>   |
| 089-19.10 | <p>St John's Ambulance training</p> <p>The Clerk had circulated the quote from St John's Ambulance in advance of this meeting. A 2 hour course would cost £100 plus VAT and could be delivered to 60 councillors/residents. Two compulsory modules were Communication &amp; Casualty Care and Primary Survey and the AED (defibrillator usage) would total 70 minutes. A further 20 minute module and a 30 minute module could therefore be added.</p> <p><b>Action: Cllrs Hyde and Gowlett to discuss this and to decide on the</b></p>   |

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|           | <b>relevant additional modules. To be added to the agenda for the next meeting for a decision.</b>   |
| 089-19.11 | <p>Re-siting the old telephone kiosk</p> <p>Various options were discussed. These included a) retaining the old red telephone box in its current position and carrying out maintenance, b) moving it to a new site (possibly the site of the newer telephone box which is being removed) or c) selling it.</p> <p><b>Action:</b></p> <p><b>The Clerk to write to BT to request them to remove the electricity from the old telephone box and to establish whether it would be possible to re-site the old telephone box onto the site of the new one which is being removed.</b></p> <p><b>Cllr Gowlett to establish how much work would be involved in moving it and the cost.</b></p>  |
| 089-19.12 | <p>Parish Councillors' drop-in surgery</p> <p>This had been raised at the last meeting as it was considered timely to introduce these surgery sessions due to the need to update residents on a number of big issues being progressed in the parish namely the Neighbourhood Plan, Pynham Meadow acquisition, development of the meadows etc.</p> <p>Southbourne Parish Council had advised that their surgeries were poorly attended. Fishbourne Parish Council run surgeries on a monthly basis. <b>Action: Clerk to contact Fishbourne PC for information.</b></p> <p>Quarterly meetings were suggested in order that they would not be too frequent and onerous for parish councillors. Promotion of the surgeries could be by way of the Village News.</p> <p><b>Resolved:</b> that this Council agrees to hold quarterly surgeries as an experiment over the next year.</p> <p>Advertising would be needed to ensure the surgeries were successful. This would be carried out in January 2020 following the December election.</p> |
| 090-19    | <b>Finance and Governance</b>  |
| 090-19.1  | <p>Schedule of Payments</p> <p><b>Resolved</b> that the payment of invoices to 31 October 2019 on the Schedule of Payments be approved (attached to these minutes).</p>  |
| 090-19.2  | <b>Noted</b> the direct debit payment (attached to these minutes).   |
| 090-19.3  | <b>Noted</b> the receipt of credits to the Council's bank account (attached to these minutes).   |
| 090-19.4  | <p>Consultation on draft Chichester Infrastructure Business Plan 2020</p> <p>The proposed amendments to the parish council's existing projects and new projects proposed in the Infrastructure Business Plan 2020 had been circulated. An amendment was suggested to IBP/603 as follows "outside Mansfield</p>   |

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|            | <p>Cottages, bottom top of Cot Lane”.</p> <p><b>Resolved:</b> That the existing and new projects as suggested be submitted to CDC in response to the consultation on the draft Chichester Infrastructure Business Plan.</p>   |
| 091-19     | <p><b>Meeting Dates</b></p> <p>Future meeting dates were noted as follows:<br/> Informal meeting of Council re Open Spaces – Wednesday 12 November 2019<br/> Environment Core Working Group – Wednesday 13 November 2019<br/> Finance Committee – Thursday 14 November 2019<br/> Planning Committee – Thursday 21 November 2019<br/> Parish Council – Thursday 5 December 2019</p>  |
| 092-19     | <p><b>Items for the next meeting</b></p> <ul style="list-style-type: none"> <li>- Report on the review of play equipment</li> <li>- St John’s Ambulance training</li> </ul>   |
| ncil093-19 | <p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>- Development of social media for the Parish Council.</li> <li>- Relocation of bins in Broad Road to take place on Monday 11<sup>th</sup> November</li> <li>- Response from PCC of Chidham – <b>Action: Clerk to write again to the PCC (both church wardens) and send copy to Mr H Bates.</b></li> <li>- Next CDALC meeting to be held 19 Nov – Cllr Sheppard attending. Agenda includes updates on PCSO’s and Neighbourhood Plans.</li> <li>- Another hole in bus shelter window. [Post meeting note: it was ascertained that this was due to a stone and that the glass hadn’t shattered all the way through]</li> </ul> |

Meeting closed at 20.51pm

Signed by:

Date:

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CHAIRMAN

**Chidham & Hambrook Parish Council**

## Chidham & Hambrook Parish Council

### Parish Council Meeting 10 October 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         | £85.00    | 19/121          | Hall hire October 2019<br>Parish Council £51.00<br>Neighbourhood Plan £34.00 |
| 2 | Office Furniture Online                              | 83-17-24  | 00172829       | £1,108.80 | 4919921         | Lockers for Village Hall (NHB 15/19 grant funding)                           |
| 3 | Ryness Lighting & Electrical                         | 60-20-31  | 40140849       | £299.95   |                 | Lighting battens for Village Hall (NHB 16/19 grant funding)                  |
| 4 | HMRC   | Set up    | Setup          | £339.01   |                 | 475PM009637172007<br>PAYE Month 7  |
| 5 | P MacDougall   | Set up    | Set up         | £43.75    |                 | Expenses October 2019  |
| 6 | B Jones  | Set up    | Set up         | £17.22    |                 | Expenses October 2019  |

#### 8.2 To note Direct Debit/Standing Order payments to be paid/ have been paid:

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|---|------------|-----------------|--------|--|-------------------|
| 1 | SuperTrust | 14 October 2019 | £57.73 |  | Pension (month 6) |
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#### 8.3 To note receipt of the following credits to the Council's bank account:

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|---|-------------|-----------------|------------|--|------------------|
| 1 | Lloyds Bank | 10 October 2019 | £5.50      |  | Bank interest    |
| 2 | CDC         | 25 October 2019 | £15,807.43 |  | 2019 NHB funding |
| 3 | CDC         | 29 October 2019 | £12,258.08 |  | 2019 CIL funding |