

**Draft minutes of the meeting of Chidham and Hambrook Parish Council
at Chidham Village Hall on Thursday 5 December 2019 at 7:00pm**

Present

Cllr C Archer	Cllr P Bolton
Cllr S Bramwell-Smith	Cllr M Gilby
Cllr R Gowlett	Cllr G Hyde
Cllr P MacDougall (Chair)	Cllr R Perri
Cllr J Sheppard	Cllr J Towers

In attendance District Councillors A Moss, D Rodgers and P Plant.
West Sussex County Councillor for Bourne M Magill

Members of the public Mr S Johnson, Ms M Wethey, Mr B Savory, Mr A Sargent

Meeting commenced at 19:00hrs

094-19 **Apologies for absence**

No apologies for absence had been received.

095-19 **Declaration of interests**

There were no declarations of interest.

096-19 **Minutes**

Minute 089-19.5 An amendment was proposed by District Cllr Penny Plant and agreed - 'For a tree to enjoy a TPO it has to satisfy a number of requirements – it has to have a high amenity value and be of good health.

Resolved that the minutes of the meeting held on 7 November 2019 be signed as a true and accurate record subject to the above amendment.

097-19 **Matters Arising from the Minutes**

089-19.6 **Action:** Clerk to inform local media and write to local MPs asking them to support the Bill.

098-19 **Public Open Forum**

Mr B Savory spoke about the recent movement of a dog litter bin to Hawthorne Gardens. He suggested that this be sited on Pynham Crescent (halfway between Priors Leaze Lane and Hawthorne Gardens) as it would be easier for CDC collection. The Chair acknowledged that the dog bin had been put in the wrong place. He advised that he was going to meet with the CDC dog warden to have a discussion about a number of dog related issues raised by residents and he would discuss the placement of the bin. Ms M Wethey advised that she was happy to be included. She suggested that there should be an access point from Broad Road to the meadow and the dog bin should be sited there. The Chair undertook to email Ms Wethey.

Mr Savory also advised that a willow tree had fallen near the play area in WSCC land which was a danger. It was suggested that this land belonged to the

Hawthorne Gardens development as riparian owners and that the Hawthorne Garden Management Company should be contacted.

Action: Clerk to report this on the LoveWestSussex site and report back to Ms Wethey and Mr Savory.

Mr D Rodgers advised that the original Parish Plan had included a cricket pitch and a youth club in the area however Cllr Archer, as Parish Plan Coordinator, advised that these had been assessed as 'lower' requirements than, for instance, the requirement for public open spaces in the Parish Plan.

099-19 **Receive Reports**

099-19.1 Parish Council Chair

The Chair gave his report as follows:

- Pallant Homes had responded to the Council's email to them about their leaflet being misleading but it did not answer the questions we had posed to them. They had however made some small changes to the leaflet and this had been delivered to residents. **Action:** Chair to meet with landowner Mr M Bailey. Cllr Gilby will accompany him. **Action:** Clerk to arrange.
- Mr S Johnson advised that arrangements to meet with developers would be initiated in the New Year.
- A newsletter would be put together after the election.
- A recent complaint had been received regarding Cobdens' lorry movements on Chidham Lane in the early hours. **Action:** Chair to meet with Cobdens to discuss.

The Chair's report was noted.

099-19.2 County Councillor

The newly elected WSCC County Councillor for Bourne, Mr Mike Magill, was welcomed and gave a brief presentation about his background. He encouraged all to copy him in on issues which he could investigate on the parish council's behalf. He would take up the Chidham Lane state of the road issue with Highways and would also look into the proposed cycle route which Sustrans had scored highly. The Infrastructure Business Plan also included a project Local Cycling and Walking Infrastructure. These projects had WSCC backing but required external funding.

The WSCC project to make the A259 a 'resilient road' was considered at odds with the cycling route proposed. Mr Magill was fully aware of the heavy traffic carried by the A259.

The County Councillor's report was noted.

099-19.3 District Councillors

A report had been circulated from the three Harbour Villages ward members.

An update was received on the outcome of the Cabinet/Council meetings to discuss the Local Plan. The responses to the original consultation responses had been the main issue. A number of reports and studies now needed to be finalised which would have a knock-on effect on the housing numbers. These reports would be published once available. The Council was urged to make their recommendations on the Neighbourhood Plan to CDC. These comments and

the evidence behind it would go straight to the Examiner who would consider the competing evidence. Councillors were encouraged to read the responses to the submissions and to consider those that were relevant to the Parish.

Cllr Plant advised that the car parking consultation was now on the CDC website. The proposal was to increase all costs by inflation of 3%.

The District Councillors' report was noted.

Action: Cllr Plant to let the Chair have an updated list of the responsibilities of the three Harbour Villages councillors in respect of the work they do for the District Council.

099-19.4 Clerk & RFO

The Clerk advised that she had received a letter from 4Sight thanking the Council for the grant of £100.

100-19 **Committee Minutes and Reports**

100-19.1 Planning Committee 17 October 2019

Resolved: That the minutes of the Planning Committee held on 21 November be noted.

100-19.2 Neighbourhood Plan Steering Group (NPSG)

The next meeting of the NPSG on 9 December had now been cancelled. The meeting would review the final draft AECOM report following which the process of site selection would take place with the consultant. It was important that as full a representation as possible was enabled for the rescheduled meeting. Unfortunately, this was likely to take place in the New Year now and some time would be lost.

Following concern from councillors that they were not in the loop as to the work of the NPSG, it was agreed that an informal meeting of councillors should take place at which Mr Johnson would brief all in more detail. **Action:** Clerk to arrange.

Cllr Moss advised that all district councillors were invited to go on a tour of all potential sites in late January and requested that any information about the sites should be fed to CDC in advance.

Resolved: That the report from the NPSG be noted.

100-19.3 Finance Committee 14 November 2019

The minutes of the Finance Committee held on 14 November 2019 were considered. The Clerk advised that an additional paragraph should to be added to the Council's Standing Orders in order that it mirrored the Council's Financial Regulations relating to urgent decisions being delegated to the Clerk in consultation with the Chair and/or Vice-Chair with a maximum expenditure of £1,000 permitted under this delegated authority.

Resolved that:

1. The Risk Management Policy and Risk Register be approved.
2. The Council's Standing Orders, with the inclusion of the above paragraph, be approved.

3. A further project be added to the District Council's Infrastructure Business Plan 'replacement of bus shelters in the parish'.
4. The proposed budget for the forthcoming financial year (2020-21) of £48,190 be approved.
5. The precept of £48,124, which is an overall increase of approximately 2.07% on the previous year and which represents an increase of 0.51p per annum (1.05%) on the Band D charge to £49.44, be approved.

100-19.4 Environment Core Group

Cllr Towers reported that a successful walk had taken place but that there was a lot of litter in Newells Lane. The group would organise a litter pick.

100-19.5 Tree Councillors update

Cllr Archer presented his report. The Planning Committee had requested him to investigate a number of tree related planning applications.

The 2020 annual plan of work was noted.

Resolved: That the Parish Tree Councillor apply for individual Tree Protection Orders (TPO) or a group TPO on the oak trees on the South side of the A259, opposite Bosham Inn.

Action: Clerk to add the Terms of Reference for the Tree Wardens, Tree Councillor and Parish Council to the website.

100-19.6 Pynham Meadow Land acquisition

Cllr Archer gave his report on this matter. The contract for Quantuma LLP, Mildren Construction's administrator, would end in June 2020 and it was considered essential to resolve this matter before then. The administrator had offered to transfer the land to the Council together with a contribution of £12,500 to install the ditch. Simultaneously Gallantgreen Ltd, the secured creditor, would enter an agreement to pay the Council a maximum of £12,500 for any necessary and unavoidable costs relating to the ditch incurred by the Council up to 30 June 2020.

The Chair thanked Cllr Archer for all the work he had done to resolve this matter and Cllr Perri for having raised the suggestion.

Resolved:

1. That, subject to appropriate further legal advice, the proposal from Mildren Homes administrator, Quantuma LLP, be accepted and that the immediate acquisition of Pynham Meadow be progressed.
2. That, subject to resolution 1 being passed by the Council's solicitor, the quotations from Stonehouse Groundworks in the sum of £13,500 plus VAT (ditch and pipework) and £800 plus VAT (soil report) be accepted.

Action: Clerk to notify Alyson Minton, Quantuma LLP of the above formal Resolutions of the Parish Council.

100-19.7 Western Tidebank Slippage

Cllr Archer advised that the Ditch Warden had visited the site at a high 5.1m tide. The tide was lapping at the top of the concrete facing along a 325m length of the tidebank and seawater was flowing into the gap inland through the 4

pressure-relief drains in the concrete. The agencies were making progress in identifying the riparian owner. However, there could be a sudden and complete collapse of the bank threatening a large area of Chidham. An emergency repair had been costed at £300 (half a day's work). The Environment Agency were aware of the situation. **Action:** Cllr Archer to contact them to discuss it further.

A rough estimate to make a permanent repair of the slippage was £3,000. The responsibility would be with the riparian owner once identified.

Resolved: That the Council should coordinate a determined effort to get these vital assets protected and maintained.

100-19.8 Development of Broad Road children's play area

Cllr Perri introduced her report with proposals to replace the toddler and junior swing sets. These posts now had steel footings and came with a 20yr guarantee. A 10% reduction had been applied to the equipment costs; a further reduction would be sought. It was agreed that all the existing signs should be removed and the new sign should state 'Managed by Chidham and Hambrook Parish Council'.

A separate project for installation of the new picnic benches/seating benches would be carried out with agreed NHB funding.

Resolved: That the Council put in a funding bid to Chichester District Council for S106 monies to cover this equipment.

Action: Clerk to check insurance liability and check with Mr Edmead, a neighbour, as to whether the playground is locked every night.

100-19.9 Dog bins and litter bins

Further to the discussion in the Public Open Forum at this meeting, the Chair and Cllr Gilby to revisit the site.

100-19.10 Roads and Footways

Cllr Towers introduced her report and provided an update on the Active Travel Plan. Mr N Scott, Project Officer – Local Transport Improvement Programme, would be providing her with a hard copy of the plan. No response had been forthcoming from Mr P Ferroni, WSCC Highway Engineer. This matter had been passed to WSCC Cllr Mike Magill to progress.

Resolved: That the Council support, in principle, the improvement of walking and cycling facilities on Broad Road, A259 and Chidham Lane leading to the school.

Action: Clerk to write to WSCC to object to the removal of Broad Road in the gritting process.

100-19.11 Development of Social Media.

Cllr Towers introduced her report and explained the use of the proposed CHPC Facebook page and the administration rights. This matter would be deferred to the next meeting.

Action: Cllr Towers agreed to circulate further information on Facebook and the setup of a CHPC page.

100-19.12 Re-siting of old red telephone kiosk

Defer to next meeting.

100-19.13 Chidham Lane bus shelter

Cllr Gilby had received a quote from Nutbourne Construction for work to repair the bus shelter.

Resolved: That this work to repair the failing concrete frame of the bus shelter on the A259 at Chidham Lane, in the sum of £150.00 plus VAT, be authorised.

100-19.14 Recognition Scheme

The Recognition Scheme had been adopted at the Parish Council meeting of 12 September 2019. Councillors were requested to approve a light-touch approach to the selection process.

Resolved:

1. That a formal thanks be provided to all those by name who have made a positive contribution to the parish at each Annual Parish Meeting. New names and those continuing to serve will be included. Each nominee to be asked by Parish Councillors whether they would be happy to receive a vote of thanks at the APM before their name is included.
2. That the Recognition Scheme be amended accordingly.

Action: Parish Councillors to submit names and confirm the agreement of the volunteers to the Parish Clerk when requested.

101-19 **Finance and Governance**

101-19.1 Schedule of Payments

Resolved that the payment of invoices to 30 November 2019 on the Schedule of Payments be approved (attached to these minutes).

101-19.2 **Noted** the direct debit payment (attached to these minutes).

101-19.3 **Noted** the receipt of credits to the Council's bank account (attached to these minutes).

102-19 **Meeting Dates**

Future meeting dates were noted as follows:
Environment Core Working Group – Wednesday 18 December 2019
Planning Committee – Thursday 19 December 2019
Parish Council – Thursday 9 January 2020

103-19 **Items for the next meeting**

- Update on the Broad Road children's play area review
- Re-siting of old red telephone kiosk
- St John's Ambulance training
- POSAC recommendations
- PCSOs

104-19 **Any Other Business**

The drop-in surgeries for residents would commence in the New Year.

Signed by:

Date:

CHAIRMAN

Chidham & Hambrook Parish Council
Parish Council Meeting 5 December 2019

8.1 Schedule of Payments

	Name	Payment	Invoice/Ref No.	Reference
1	Chidham & Hambrook Village Hall Management Committee	£72.25	19/132	Hall hire November 2019 Parish Council £72.25 Neighbourhood Plan £0
2	Troy Hayes Planning	£330.00	1513	Work to Neighbourhood Plan incl review of Site Options Appraisal report (EMR NP)
3	Surrey Hills Solicitors	£288.00	2818	Fees re acquisition of land (EMR CIL)
4	Troy Hayes Planning	£900.00	1525	Work to Neighbourhood Plan including attendance at CDC meeting, review of emerging CDC Local Plan, ongoing client liaison and commentary on site assessment work.
5	Start Traffic	£51.24	122909	30mph repeater signs, post and delivery (EMR NHB)
6	Chichester District Council	£205.39	100216442	Relocate litter bin from play park to parish notice board at start of footpath. Relocate dog waste bin from Broad Rd to Hawthorne Gardens.
7	Westcotec	£7560.00	10669	Speed Indicator Device (SID) with smiley/angry face beneath, battery powered and 2 data collection units (EMR NHB)

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

1	SuperTrust	£57.73	13 Nov 2019	Pension (month 6)
---	------------	--------	-------------	-------------------

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

1	Lloyds Bank	£6.05	11 Nov 2019	Bank interest
---	-------------	-------	-------------	---------------