



encouraged a Parish Council member to attend to speak on the matter.

121-19.3

County Councillor

**Action:** Clerk to write to Cllr Magill requesting a monthly report be sent directly to the Clerk for circulation.

121-19.4

Clerk & RFO

The Clerk gave an update on the complaint received about parking at the St Wilfrid's Hospice shop on the Main Road. No further action would be taken.

122-19

### **Committee Minutes and Reports**

122-19.1

Planning Committee 23 January 2020

**Resolved:** That the draft minutes of the Planning Committee held on 23 January 2020 be noted.

122-19.2

Neighbourhood Plan Steering Group

The revised questionnaire to developers had been circulated to the Group and to Parish Councillors by email for their electronic approval.

#### **Resolved:**

1. That the draft minutes of the meetings held on 14 January, 20 January and 27 January be noted.
2. That the Council vire up to £5,000 to the Neighbourhood Plan budget to cover any shortfall in funding for 2019-20.
3. That the Questionnaire, as finalised, be approved for circulation to developers.

122-19.3

Meeting with Gillian Keegan MP re Neighbourhood Plan

No response had been forthcoming from Gillian Keegan MP.

122-19.4

Pynham Meadow Acquisition – Revised Offer

Cllr Archer introduced this report advising that in order for the drain to be constructed there would need to be 2 crossovers, one in Pynham Meadow and one on the public footway A258. Cllr Archer had been in touch with the WSCC Rights of Way Officer, Katherine Eels, to enquire about the closure of the footway to enable works to be carried out and a modus operandi had been agreed with her.

The Clerk was requested to put pressure on Steele Raymond, (the solicitors acting for Quantuma, the Administrators (acting on behalf of Gallantgreen). The Council recorded its thanks to Cllr Archer for progressing this proposal. [Post meeting note: Cllr Archer contacted Mr J Wooldrige of Gallantgreen direct to advise him of the Council's decision and he has contacted Quantuma to expedite matters].

The spoil to be dug out when the drain is constructed could be retained for groundworks. This topic would be added to the next POSAC agenda.

#### The Council **resolved:**

1. To nullify Parish Council's decision on 5 December 2019 to accept the offer of 22 November 2019 from Administrator.
2. To authorise the immediate acquisition of Pynham Meadow in accordance with the revised proposal from the secured creditor, Gallantgreen Ltd who will pay to the Council a sum of £14,3000 in full and final settlement on transfer of the land to the Council.
3. To take on the responsibilities of the Chargee in the S106 Agreement including the obligation to construct a land drain.

122-19.5

Public Open Spaces Advisory Committee (POSAC) recommendations

The Council agreed Cllr Archer's proposed amendment to the design brief as follows:

- Cutting of ditch which will run near the north side of Pynham Meadow to the south of the car park in line with Yeoman's Field in Broad Road, with a bridge running over the ditch giving access from the car park direction to the rest of the meadow.

This bridge would be wide enough to take pedestrians as well as grass cutting equipment.

**Resolved:**

1. That Cllr J Sheppard be added as a member on this Advisory Group.
2. That the Council puts the design brief for Hawthorn and Pynham meadows out to three local landscape architects/gardeners to quote on the design and development of both meadows, noting that certain projects have been prioritised according.

The third recommendation had been considered in the previous agenda item, namely that the Council accept the revised offer of a payment of the sum of £14,300 from the secured creditor on the transfer of the land known as Pynham Meadow to the Parish Council in order to expedite with rapidity the acquiring of this land.

122-19.6 Environment Core Group

The notes of the group's meeting of 8 January 2020 were considered. Cllr Towers reported on the Winter Walk with CDC's Sarah Hughes, Community Wildlife Officer. A litter pick would be held around Newells Lane on 23 February 2020.

122-19.7 Roads and Footways

Cllr Towers had circulated emails of her correspondence with Mr P Ferroni, WSCC Highways Engineer, regarding Chidham Lane to all members. This issue had been ongoing for a number of years and Cllr Towers was commended for her persistence in resolving the matter.

122-19.8 Trees – update re Land at Good View hornbeam tree

Cllr Archer advised that there was nothing to report on this as he was awaiting developments.

With regard to the three Oak trees opposite the Bosham Inn he had been advised by the CDC Tree Officer that it was not possible to TPO these trees. Should WSCC Highways ever need to cut the trees down they could do this under certain powers.

District Cllr Moss was concerned that CDC had declared a climate emergency and that TPOs on trees like this should be considered. **Action:** Cllr Archer to send this information and photographs to the three District Councillors. District Councillor Moss undertook to speak to the CDC Tree Officer and report back.

122-19.9 Defibrillators – raised by Cllr G Hyde

Cllr Hyde raised the issue of the maintenance of the defibrillators after hearing about an alleged incident in Stoughton.

Each of the following establishments agreed to the installation of a defibrillator:

Hambrook Meadows Residential Home: Manager Danni Novell  
Chidham Village Hall: Committee Chairman Steve Tanner  
The Old House at Home Public House: Landlords John & Jane Huetson

Each of the defibrillators:

- Is owned by the PC and is on the PC Asset List.
- Is insured by the PC.
- Has a power supply to prevent it and its cabinet from freezing. When the cabinet is

- being heated (automatically), a red light flashes.
- Has an internal battery for operation. The battery must be replaced at the end of its defined life (5 years).
- Has an automatic indicator, visible to anyone through a window, to show whether it is operating satisfactorily (black tick) or not. A red cross indicates that the defibrillator needs attention.
- Has pads that have a defined life (5 years) and must be replaced at the end of their life.
- Has documentation provided by the supplier. The documentation indicates the respective lives of pads and battery and contains access and emergency codes. The South East Coast Ambulance Service (SECAM) also holds both codes for each establishment and the three establishments each hold the appropriate access code.
- Has an external keypad
- Displays a phone number to be rung to obtain the emergency code with which to unlock the cabinet via the keypad.

Each of the three establishments:

- Agreed to view the display (black tick or red cross) at least once a month. In fact, this is checked much more frequently.
- To inform the PC immediately if the red cross appears.
- Used its own qualified electrician to install the defibrillator. The pub used Steve Sopp and the Village Hall uses Alan Brown.

To date no red cross has appeared at any of the three establishments. No problem has arisen. No electrician is required during normal use.

The defibrillators were installed in September 2017. The pads and batteries have a five-year life and will expire in 2022. The Clerk had revised the guidance to advise that if there was a problem with a non-functioning defibrillator that the Clerk be contacted in the first instance. **Action:** Clerk to re-issue the guidance to the 3 establishments with defibrillators.

#### 122-19.10 VE75

Cllr Archer had contacted the PCC however, although some support in principle was expressed, no-one was keen to take on setting up an event. An event at one of the halls with a band and a bar, possibly a tea dance, was suggested.

**Action:** Clerk to write to the local groups – WI, CHANE, Village Hall Committee and the School – to enquire as to whether anyone would like to arrange an event for the weekend 8-10 May 2020 and to set up a committee with interested parties.

#### 122-19.11 Non-attendance of County Councillor

The Clerk had circulated a draft letter addressed to WSCC Democratic Services to members relating to this matter. The Chair had circulated an update his meeting with County Councillor Magill and future meeting arrangements. On the matter being put to the vote there were 3 for the proposal to send the letter and 3 against. Following the Chair's casting vote the Council:

**Resolved** that a letter be sent to WSCC Democratic Services expressing the Council's concern and dissatisfaction at the future non-availability of the County Councillor to attend Parish Council meetings due to work commitments.

#### 123-19 **Finance and Governance**

##### 123-19.1 Schedule of Payments

**Resolved** that the payment of invoices to 31 January 2020 on the Schedule of Payments be approved (attached to these minutes).

- 123-19.2 **Noted** the direct debit payment (attached to these minutes).
- 123-19.3 **Noted** the receipt of credits to the Council's bank account (attached to these minutes).

124-19 **Meeting Dates**

Future meeting dates were noted as follows:

NPSG – 10 February 2020

Planning Committee – Thursday 20 February 2020

Parish Council – 5 March 2020

Environment Core Working Group – 11 March 2020

125-19 **Items for the next meeting**

- Social media
- Website
- PCSOs
- NPSG

126-19 **Any Other Business**

The playground elephant had been picked up and repaired by Playdale. Tape had been put around the cargo net whilst it was being repaired.

Cllr Archer reported that a former parish councillor, Tom Willard, had recently died aged 100. The funeral would be held at 11.30am on Wednesday 12 February.

The graveyard works were being progressed by the PCC.

Meeting closed at 8:20pm.

Signed by:

Date:

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CHAIRMAN