



Chidham & Hambrook Parish Council

27 Bramber Square, Rustington, BN16 3EJ

Tel: 07986 395253

Email: chidhamandhambrookpc@gmail.com Website: www.chidhamandhambrook.info

27 August 2020

MEETING OF THE PARISH COUNCIL

Due to the continuing pandemic lockdown situation and following a recent change in legislation, Parish Council meetings are permitted to be held remotely. You are therefore requested to attend a Zoom meeting of the Parish Council on **Thursday 3 September 2020 at 7:30pm**. Members of the public are welcome to attend this virtual meeting (proceedings may be recorded).

MEMBERS: Cllr P MacDougall (Chairman), Cllr J Towers (Vice-Chair), Cllr C Archer, Cllr P Bolton, Cllr S Bramwell Smith, Cllr B Garrett, Cllr R Gowlett, Cllr G Hyde, Cllr R Perri and Cllr J Sheppard

Signed: B Jones

Mrs B Jones **Clerk and RFO**

AGENDA

1. **Apologies for absence**
Apologies have been received from Cllr P Bolton.
2. **Declaration of interests**
 - 2.1 To receive declarations of interest in respect of matters contained in this agenda in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation Requests received by the Clerk not previously considered.
3. **Minutes**
To approve and sign the minutes of the Parish Council meeting held on 6 August 2020 - *attached*.
4. **Matters Arising from the Minutes (if not on the agenda for discussion)**
5. **Public Open Forum**
Members of the public are invited to raise matters or to ask questions. *Standing order: The period of time designated for public participation at a Council in accordance with standing order 3(e) above shall not exceed (15) minutes unless directed by the chairman of the Council. Subject to standing order 3(f) above, a member of the public shall not speak for more than (3) minutes.*
6. **Receive Reports**
 - 6.1 Parish Council Chair
 - 6.2 District Councillors
 - 6.3 County Councillor
 - 6.4 Clerk & RFO – *to be circulated*
7. **Committee Minutes and Reports**
 - 7.1 Planning Committee
Minutes of meeting held on 20 August 2020 will be *circulated*.
 - 7.2 Neighbourhood Plan Steering Group
The minutes of the last meeting held 12 August 2020 are *attached*.

- 7.3 Play and Open Spaces Advisory Committee (POSAC)
Consider recommendations in minutes of the last meeting held on 17 August 2020 - *attached*.
- 7.4 Broad Road playground – Review of Opening (Cllr R Perri)
- 7.5 Emergency Resilience Policy – deferred to next meeting
- 7.6 Flood Risk Maps & Operation Watershed Ditch Work (Cllr C Archer)
Response to question raised in Public Open Forum at 6 August 2020 Parish Council meeting *attached*.
- 7.7 New Chidham and Hambrook signs (Cllr R Perri)
Proposal for additional sign on north boundary of Hambrook - coming into Hambrook from Cheesemans Lane.
- 7.8 Notable verges (Cllr J Towers)
8. **Finance and Governance**
- 8.1 To authorise invoices for payment – *attached*
- 8.2 To note Direct Debit/Standing Orders made – *attached*
- 8.3 To acknowledge receipt of credits paid to the Council's bank accounts – *attached*
9. **Meeting Dates**
Neighbourhood Plan Steering Group – 7 September 2020 7:30pm
Planning Committee – 17 September 2020 7:30pm
Parish Council – 1 October 2020 7:30pm
10. **Items for the next meeting**
11. **Any Other Business**
Meeting to conclude by 9pm (*Standing Order 3(w): A Council meeting should not normally exceed a period of (2) hours*).

THE PUBLIC HAVE A RIGHT TO ATTEND COUNCIL MEETINGS AND ARE MOST WELCOME

Filming of Parish Council meetings and use of social media: During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting.

**Draft minutes of the meeting of Chidham and Hambrook Parish Council
held remotely on Thursday 6 August at 10:30am**

| | | |
|------------------------------|---|---------------------------|
| Present | Cllr C Archer | Cllr P Bolton |
| | Cllr S Bramwell Smith | Cllr R Gowlett |
| | Cllr G Hyde | Cllr P MacDougall (Chair) |
| | Cllr R Perri | Cllr J Sheppard |
| | Cllr J Towers (Vice-Chair) | Cllr B Garrett |
| In attendance | District Councillors D Rodgers, P Plant and A Moss. County Councillor M Magill | |
| Members of the public | Mrs S James | |

AGENDA

- 042-20 **Apologies for absence**
Apologies had been received from Cllr R Gowlett.
- 043-20 **Declaration of interests**
There were no declarations of interest.
- 044-20 **Minutes**
026-20 – Cllrs C Archer and B Garrett are members of the Parochial Church Council of Chidham.
028-20.8 - Minute 017-20 should read ‘trailers’ not ‘trainers’.
029-20 third bullet point should include the words ‘and their work in carrying out flooding prevention in the parish’.
Resolved that the minutes of the Parish Council meeting held on 2 July 2020 be agreed as an accurate record and signed by the Clerk noting this minute number.
- 045-20 **Matters Arising from the Minutes (if not on the agenda for discussion)**
The following issues were raised:
Minute 031-20 – Cllr Archer complimented the NPSG on the excellent quality of the questionnaire.
- 046-20 **Public Open Forum**
Mrs S James posed a number of questions as follows:
- Telegraph poles in Chidham Lane; raised issue of their height and the fact that they were installed without PC prior knowledge/approval. Mrs James questioned whether the PC should progress with plan to remove them and trench them. £40,000 had been put forward as the cost and they were erected a couple of years ago.
- Operation Watershed: Mrs James suggested that flood risk now reduced in recent mapping by Env Agency 2 different risks. **Action: Clerk to put together a written response with CA.**
- Queried the number of fingerposts in the parish. The Clerk advised that in 2019 the fingerpost at the Chidham Lane end of Steels Lane had been repaired by residents and was now on the Asset Register. It was thought that WSCC had responsibility for fingerposts. **Action: Clerk to clarify with WSCC.**
- Queried whether the Flood Risk maps for the Parish could be updated to take into account the ditch work undertaken by the Parish Council through the WSCC Operation Watershed funding scheme. **Action: Cllr C Archer to investigate and prepare a written response to be sent to Mrs James by the Clerk.**

047-20 **Receive Reports**

047-20.1 Parish Council Chair
Cllr MacDougall advised that he had attended a meeting regarding the Chichester cycle route. He was concerned at the proposed uses of the varying funding amounts being raised.
The Clerk would now put the full Parish Council agenda on the website, to include reports and papers. **Action: Clerk**

047-20.2 District Councillors
A written report from the Harbour Villages councillors had been circulated and was noted.
District Cllrs D Rodgers and A Moss gave updates on various planning issues. District Cllr P Plant advised that Government had written a recent report which said that cyclists and pedestrians should not mix; this could affect the Chemroute project.
A Government planning consultation White Paper had recently been issued regarding proposals to reform the planning process. District Councillors had been invited to a presentation on this and would feed back to the Council.

047-20.3 County Councillor
A written report from County Cllr M Magill had been circulated and was noted. He gave an update on the cycle projects. The Highways England (HE) design phase was being progressed and consultation would be carried out. He agreed to follow up on the following:
- investigate the issue of fingerposts with WSCC to ascertain ownership and maintenance responsibility
- temporary cycle route in Broad Road which will become permanent - he would investigate the S106 monies assigned to this project. **Action: County Cllr M Magill**
The Chair raised the cycling route in Nutbourne East and how that should be progressed.

047-20.4 Clerk & RFO
The Clerk had circulated an update on current projects which was noted. She gave a further update on correspondence received relating to the Pynyam Meadow acquisition. CDC had requested information from the Council on the development of the meadows to fulfil the S106 legal requirement.
Resolved that:
1. The Public Open Spaces Advisory Committee (POSAC) consider the design and prepare a response to CDC.
2. Recommendations from POSAC to be circulated to all members for electronic approval in order to hasten this work.
Cllr J Sheppard advised that she found this performance report was in an easy-to-understand format.

048-20 Membership of Committees
Cllr MacDougall advised that he would be standing down from the Planning Committee.
Resolved that
1. Cllr P MacDougall be removed as a member of the Planning Committee.
2. Cllr B Garrett become a member of the Planning Committee
3. Cllrs P Bolton and B Garrett become members of the Finance Committee
4. The member responsibility for litter/bins and overgrown vegetation be removed.

049-20 **Committee Minutes and Reports**

049-20.1.1 Planning Committee

It was noted that planning application responses had been agreed electronically and submitted to CDC. These lists and responses were available on the website.

Resolved that the minutes of the meeting held on 16 July 2020 be noted.

049-20.1.2 Planning application notices

District Cllr A Moss reminded the committee of revised processes which CDC had advised would be carried out in relation to advising neighbours and residents about planning applications. CDC would not be sending out letters in future and would use the internet and local paper instead. It was incumbent upon the parish council and local residents to raise issues regarding clarity.

Resolved that a response from the Council setting out their concerns be sent to CDC.

This issue will be forwarded to the Planning Committee for a response to CDC to be drawn up. **Action: Clerk to add to next Planning Committee agenda and invite Cllr A Moss to the meeting.**

049-20.2 Neighbourhood Plan Steering Group

The minutes of the last meeting of the NPSG held on 6 July 2020 had been included with the agenda and were noted.

The Neighbourhood Plan questionnaire was being collected. The NPSG was intending to form a small group to have meetings with individual developers by Zoom and sought approval from the Council.

Resolved that the NPSG hold a Zoom meeting with each developer to consider their responses to the Neighbourhood Plan questionnaire.

049.20.3 Play and Open Spaces Advisory Committee (POSAC)

A report circulated with the agenda was considered. A further meeting of POSAC was planned for Monday 17 August 2020 to consider all proposals.

049-20.4 Broad Road Playground

Cllr R Perri gave an oral report on the current progress with development of the playground. [Post meeting note: her written report was circulated following the meeting]

The annual ROSPA risk assessment inspection had been carried out on 12 June and it listed deterioration in a number of areas. The stepping stones, clatter bridge, suspended log walk and crossing chains showed signs of wear and deterioration but they were still low risk. These could be replaced within the next 1-2 years and the Finance Committee should be requested to consider a budget of £9,000 for replacement or appropriate funding sought.

The installation of new equipment took 2 weeks in July and had now been completed and inspected by Cllr R Gowlett. The sign for the outside of the playground had yet to be delivered.

The playground was now in good condition with new equipment, new benches/tables and new surface areas installed. It was suggested that re-opening should now take place and reviewed on a monthly basis for the foreseeable future during the Covid-19 epidemic. Government guidelines had been checked which suggested signage be put up, waiting areas be provided if relevant and the number of families restricted. She was reluctant to ban the consumption of food in the park however this could be included in the signage with guidance to parents. No policing would be carried out and parents would be required to follow the guidance and self-police. It was suggested that no more than 3 family groups be allowed in at any one time.

Resolved that

1. The Finance Committee be requested to consider a budget for playground equipment in its 2021-22 budget setting process.
2. A formal risk assessment be carried out for the playground re-opening and usage guidance notices be developed, following which the playground be opened. **Action: Clerk/Cllr R Perri**

- 049-20.5 **Overgrown footpath running parallel to Broad Road**
 A report had been circulated by Cllr J Sheppard and was noted. Minor branches had been cut back and left lying at the side of the pathway. The larger branches are still evident. Members were concerned that if we take up this clearance work, which was the responsibility of the landowner and WSCC, that it could become a precedent.
 A quote had been received from Andrews Ground Maintenance to clear the larger branches from the footway, leaving them to one side of the pathway. Cllr C Archer commented that larger branches being left on the ditch side of the pathway could pose maintenance problems later. Appropriately-located access gaps should be left between any such branches left on the Meadow side of the pathway.
 The matter could be referred to the Environment Group, with assistance from Ms S Hughes (CDC Community Wildlife Officer), or POSAC to resolve. It was suggested that County Cllr M Magill take this matter up with WSCC.
Resolved that POSAC be requested to consider the issue by revisiting the site with Andrew and to look in more detail at what needs to be done. Local people had offered to help and they could be included in a clear up as volunteers. **Action: POSAC with assistance from Cllr M Magill.**
- 049-20.6 **Notable verges**
 A report had been circulated as part of the agenda and was noted. Cllr J Towers advised that WSCC was promoting notable verges on their website and was keen to pass this over to Parish Councils to take responsibility. However there had been some difficulty in getting WSCC to agree to the Council's request to reduce grass cutting at the verge on the corner of Chidham Lane and the A259.
 County Cllr M Magill advised that WSCC are working with huge grass cutting contracts and to vary one small element of this, with crews that change regularly, might cause them some difficulty as they do not have flexibility built into the contract due to the scale of the work. He agreed to investigate this matter and respond to the Council at its next meeting. **Action: County Cllr M Magill**
- 049-20.7 **Tree Councillor's report**
 The report, which had been circulated with the agenda, was noted.
- 050-20 **Finance and Governance**
- 050-20.1 **Resolved** that the payment of invoices to 31 July 2020 be approved for payment.
- 050-20.2 Noted the direct debit/standing orders made.
- 050-20.3 Noted the receipt of credits paid.
- 050-20.4 No urgent payments had been made.
- 051-20 **Meeting Dates**
 Neighbourhood Plan Steering Group – Wed 12 August at 7:30pm by Zoom
 Finance Committee – Thu 13 August at 7:30pm by Zoom
 POSAC – Mon 17 August at 7:15pm by Zoom
 Planning Committee – Thu 20 August at 7:30pm by Zoom
 Parish Council – next meeting on Thu 3 September at 7:30pm by Zoom
- 052-20 **Items for the next meeting**
 - Playground review of opening
 - Emergency planning policy – **Action: District Cllr P Plant to put Clerk in touch with CDC Officer.**
- 053-20 **Any Other Business**
 None
- 054-20 **Exclusion of Press and Public**

Resolved that, with regard to agenda items (renumbered) 12a and 14, the public and representatives of the press be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972, namely Paragraph 1 (Information relating to an individual) and Paragraph 8 (Information which is subject to any obligation of confidentiality) because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

055-20

Staffing Committee

The Chair of the Staffing Committee presented her report which had been circulated.

Resolved that the following be agreed:

1. The Clerk's statutory annual leave entitlement is increased to 21 days plus 8 bank holidays plus 2 statutory days making a total of 31 days. Based on the Clerk's current working hours of 20 per week, this amounts to 124 hours pro-rata per year which runs from 1 April 2020 to 31 March 2021.
2. The Clerk is permitted to carry forward up to 5 days (pro-rata 20 hours) to the following annual leave year, to be taken before 30 June of that year.
3. After five years' service the Clerk's annual leave will rise to 25 days (pro-rata 100 hours).

The meeting closed at 12.13pm.

Signed by:

Date:

CHAIRMAN

Chidham & Hambrook Parish Council – 6 August 2020

Schedule of Payments

08.1 To authorise invoices for payment:

| | Name | Payment | Invoice/Ref No. | Content |
|---|----------------------------|-----------|-----------------|--|
| 1 | Andrews Ground Maintenance | £460.00 | CHPCJUN20 | Playground risk assessments and maintenance; Hawthorne Meadow walkways, Catchpond strimming and verge strimming along Broad Road |
| 2 | VisionICT | £1,107.00 | 11666 | Design and development of website (EMR CIL) |
| 3 | Monster Creative | £691.74 | 6543 | Design of NP questionnaire booklet, envelopes and labels (EMR CIL) |
| 4 | SSALC | £36.00 | 14169 | S Bramwell Smith Effective Councillor Webinar 14 July 2020 (Training budget) |
| 5 | Surrey Hills Solicitors | £30.00 | 3737 | Services in connection with acquisition of land (EMR CIL) |
| 6 | Bambi Jones | £186.98 | Claim form | Gloves, safety helmets, truck unit, step ladder and high viz jackets for SID group |
| 7 | WSCC | £1,708.09 | 8001473462 | Street lighting maintenance 2019-20 |
| 8 | FuturEcoLogic Ltd | £1,347.50 | 1011b | Final invoice completion of Site Appraisal and Conceptual Design contract |
| 9 | Andrews Ground Maintenance | £495.00 | CHPCJUL20 | Playground risk assessments, playground maintenance and Hawthorne Meadow walkway maintenance July 2020 |

8.2 To note Direct Debit/Standing Order payments made:

| | | | | |
|---|------------|---------|------------|-------------------------|
| 1 | Supertrust | £197.44 | 13/07/2020 | Pension Months 3/4 2020 |
|---|------------|---------|------------|-------------------------|

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

| | | | | |
|---|-------------|-------|------------|--------------------|
| 1 | Lloyds Bank | £5.87 | 09/07/2020 | Interest June 2020 |
|---|-------------|-------|------------|--------------------|

**Chidham Hambrook Nutbourne East
Neighbourhood Plan Steering Group
12th August 2020 via Zoom Videoconferencing**

DRAFT MINUTES

Present: Philip MacDougall (Chair), Stephen Johnson, Keith Dimon, Andy Collins, Jane Towers, Sue Bramwell-Smith, Peter Bolton, Richard Weavis, Rachel Perri, Jane Towers.

Apologies: Andrew Kerry-Beddell, Andrew Sargent, Roger Gowlett.

Honorary Secretary: Lisa Wilcock.

Meeting commenced at 1930hrs

| | | |
|--------|---|--------|
| 072/20 | Apologies Apologies received from Andrew and Andrew. | |
| 073/20 | Declarations of Interest None | |
| 074/20 | Approval of minutes Approved minutes of meeting on 7 th July 2020. | |
| 075/20 | Matter Arising None | |
| 076/20 | Item Raised by Chairman Noted that a planning application for 37 houses at Flat Farm is to be presented to the Parish Council should members of this group wish to attend. | |
| 077/20 | Residents Questionnaire KD updated the group. The questionnaires are nearly all back. 990 were delivered and at least 529 are coming back. Roughly a 54% response. About 182 returned have got significant comments within them and KD has been putting that information into a Word document. It was suggested that this information should not only be distributed to the group but also to the Parish Council, District Councillors so that they are made aware of residents feelings. Concerns over losing agricultural land and also the junction at Broad Road were raised. Once the raw data is processed KD and AKB will put together the analysis. Action AKB and KD. Noted that second homes in the area are currently 18 out of 1001 dwellings, KD to check that number with the Clerk of the Parish Council. | AKB/KD |
| 078/20 | Planning Application Sunley Estates Ltd Noted that a planning application from Sunley Estates had been received. The application was discussed and the group were invited to make comments to the Parish Council Clerk before the Planning Committee meeting. | |
| 079/20 | Meeting the Developers – agreement of principal and process to be adopted A document was sent to the group in advance of the meeting setting out the process of meeting with developers and landowners. SJ went through the proposal which was to contact the main developers and land owners as appropriate. Noted some will be via Zoom meeting and others via letter. The Zoom meetings will be attended by Jon Herbert and the Clerk to the Parish Council or Lisa Wilcock to take notes. 3 or 4 members of the NPSG group should be in attendance. The meetings to the main 3 developers will be organised in | |

| | | |
|--------|---|-----|
| | <p>the first week of September. Jane Towers to be Chair, SJ, KD, RP, AC, AKB were put forward as members who should be in attendance. Noted that members attendance of the meeting may be on a rotation basis depending on the numbers at meetings and availability, meetings should take no longer than an hour each. RW noted that the HELAA is due out shortly and this may have an impact on the questions. It was agreed that questions and the letter to sites will be written and passed through Troy Planning for comment and for Troy to add any missing questions. The meeting will be Chaired by JT and Jon Herbert to be the equivalent of a Vice Chair.</p> | |
| 080/20 | <p>Draft Policies – to establish what further progress can be made How can the group move forward? SJ sent out a document to the group in advance of the meeting. Noted that the Policy document was now at version 11a which has a lot of policies there and having too many policies is not a wise thing. Noted that if there are matters within the questionnaire responses that need addressing then the policies will be modified. Troy are to be consulted on the policy process.</p> | |
| 080/20 | <p>Consider work required to Progress NP during FY2020-1 and where grant funding (we can apply for a maximum of £10,000) should be applied The group need to include the cost of the review of the NP before it goes forward, consultation, printing costs. LW to go through what is required for the next 12 months to see how much grant is required. Action LW.</p> | LW |
| 081/20 | <p>Media statement This is now on the Website and Facebook page. Should the group make the media aware that the group are working in tandem with the Interim Policy Statement from CDC? Noted that the Future of Planning (white paper) has been released and District Councillor Adrian Moss is coming back to the Parish Council with comments after it has been reviewed. It was discussed that the group will leave the statement as it is on the website and wait for any comments via the Parish Council.</p> | |
| 082/20 | <p>Review Action Plan There are 2 plans, LW will update the plan and distribute to the group. <i>After the meeting it was agreed that the Troy action plan would be followed and updated.</i></p> | LMW |
| 083/20 | <p>Real meetings versus Zoom meetings NALC are recommending that all meetings continue as Zoom. Noted that if members of the group wanted to meet in smaller groups to work on projects such as policies or the questionnaire feedback they can do so with each others consent but the NPSG meetings will continue to be via Zoom.</p> | |
| 084/20 | <p>AOB Can a member of the NPSG comment on planning applications? Yes as they can come along and speak as a member of the public. Did the Design Code comments go back to AECOM and have they responded? Yes it has gone back. Is the Parish Council taking advice on the new Planning White Paper? District Councillor Adrian Moss is looking into on behalf of the Parish Council and will respond.</p> | |
| | <p>Next meeting 7th September at 7.30pm</p> | |

Meeting ended 21:08

Draft minutes of the Public Open Spaces Advisory Committee (POSAC) meeting held remotely via Zoom on Monday 17 August 2020 at 7:15pm

Present: Cllr P Bolton Cllr S Bramwell Smith
Cllr P MacDougall Cllr R Perri
Cllr J Sheppard Cllr J Towers

Also present: Clerk & RFO

1 **Apologies for absence**

All members were present.

2 **Declarations of Interest**

There were no declarations of interest.

3 **To approve minutes of previous formal meeting**

Resolved that the minutes of the meeting held on 2 June 2020 be agreed and signed as a correct record by the Clerk on the Chair's behalf.

4 **Matters not on the Agenda that the Chair considers need to be added at short notice.**

The acquisition of the land at Pynham Meadow was added below.

5 **Update on Acquisition of Pynham Meadow**

The Clerk gave an update on the legal situation with regard to the land acquisition. She would be responding to Mrs S Archer, Enforcement Manager, with details of the conceptual design recently carried out for the meadows in evidence of our proposed development of the two meadows to satisfy S106 requirements. **Action: Clerk will send conceptual design to Mrs Archer as evidence of ongoing work to develop the meadows.**

Cllr MacDougall mentioned additional funding (not CIL or S106) which was available to the Parish Council. (Mildren Homes had overpaid and when they requested return of this money they were denied.) **Action: Clerk to investigate.**

It was suggested that a Zoom meeting be held between the Clerk, Cllr P MacDougall, our solicitor Ian Davison, Shona Archer and CDC's solicitor Nicola Golding. **Action: Clerk to arrange.**

5 ***FuturEcoLogic* Ltd consultation and proposals for the meadows**

The consultation was considered a really worthwhile exercise as it had determined that local residents wanted very simple things. Certain changes to what was originally envisaged worked better. Other issues such as the use of FP 258 to access the meadows north/south was considered a safety issue.

Some of the issues discussed:

- The hedge between the meadows should be opened up for access north/south; maybe just the width of a pathway. **Action: Clerk to check with officers at CDC/WSCC.**
- Dog free area or dogs on leads (education sessions for the public suggested and possible inclusion of Pynham in CDC's Dog Free Zone Order)
- Dogs running into Hawthorne Gardens development; could include suitable planting to resolve this.
- Include the dog exercise area or just allow dogs all over Hawthorne Meadow.
- The proposed access from Broad Road into Hawthorne Meadow would provide an alternative entrance to using the Hawthorne development entrance. **Action: Clerk to contact WSCC**
- The variety of pathway surfacing methods be investigated. **Action: Cllr Bramwell Smith to speak to Mr P Baldwin re presentation to POSAC.**
- Starting with work to Hawthorne Meadow until we get possession of Pynham Meadow

- The costs of setting up allotments needs to be investigated together with the cost of bring the water tap closer to the allotments.
- An approved design for fencing at the entrance from Broad Road should be expedited.

Recommend to the Parish Council that:

1. The conceptual design from FuturEcoLogic Ltd is accepted as the design for the two meadows except for the following:
 - a) The dog exercise area in Hawthorne Meadow is deleted from the conceptual design and that dogs are allowed all over Hawthorne Meadow and not on leads.
 - b) Pynham Meadow is dog free.
 - c) The overgrown access between the two hedges is re-instated.
2. Work to be begin immediately on the development of Hawthorne Meadow with full costings for implementation of the project as well as future operational costs.
3. The Council monitors the 'dogs not on leads' situation and reviews this in a year's time.
4. Feedback on the consultation is prepared for publication to the Council's website and on social media.

Feedback had been requested from Michelle Furtado. **Action: Clerk to circulate draft feedback for consideration.**

6 The way forward with Footpath FP258

Cllr Sheppard advised that the branches which needed cutting in the Pynham section of the footpath were mainly Willow which would keep growing. The southern Hawthorne section of the footpath was mainly bramble which was easy to cut back and maintain. The Council would need to consult with WSCC about closure of the footpath to enable the work to be carried out. A more detailed costing would need to be obtained from Andrews Ground Maintenance to carry out this work.

Following the cutting back by Andrews we could then get volunteers to keep the footpath maintained.

Recommend to the Finance Committee that a budget is established to maintain and clear Footpath FP258.

7 Any Other Business

Cllr Sheppard, on her walk around the meadows with Andrews Ground Maintenance, had established that there were two oak trees very close to the FP258 that would be huge in a few years' time. There was also a Hawthorne hedge planted in an L-shaped format in the middle of Hawthorne Meadow. This would need to be borne in mind in any future decisions about the meadows. **Action: POSAC to carry out an investigation.**

Cllr Sheppard also mentioned the cutting of verges along Broad Road between the ditch and the strip of land next to the road cut by WSCC which had been changed to every 11 weeks. The Council had decided at a recent meeting that we should continue with 6 weekly cuts for the current year.

Recommendation to the Parish Council that the Council continues with six weekly cuts of the grass verge along Broad Road until March 2022 when this will be reviewed.

Discussion on how the consultation feedback would be communicated to all residents, particularly given the interest in the consultation. It was proposed that the final design (minus dog walking area) would be published on the website and social media with comments about our decisions. It was also suggested that those properties directly adjacent the meadows should be leafleted.

8 Date of next meeting

The date of the next meeting is to be decided.

The meeting ended at 8:30pm.

OPERATION WATERSHED DITCH WORK – SURFACE WATER FLOOD RISK MAPS FOR THE PARISH

A question was asked at the 6 August 2020 Parish Council meeting as to whether the Operation Watershed ditch reinstatement work undertaken in the Parish should result in changes to the Flood Risk Maps.

I consulted the Flood Risk Management Team of WSCC and asked for formal replies to three specific questions; here are the questions and verbatim replies:

1. Does WSCC produce its own Flood Risk Maps or just use Maps produced by the EA?

No, we continue to use the EA mapping. Since first being published these maps have been updated 4 times, each time using better LIDAR (composite DTM (Digital Terrain Modelling) data and allowing for local drainage infrastructure. We have spoken a number of times to the company who do the work for the EA about 'local' flood maps for West Sussex and their view is that without significant detailed survey work the current mapping could not be further improved.

2. Did the ditch work undertaken in the Operation Watershed projects reduce the Flood Risk in the Parish?

The 'Operation Watershed' work reduces the likelihood, but not the flood risk indicated by the EA maps.

3. Should the ditch work undertaken in the Operation Watershed projects result in changes to the Flood Risk Maps?

For the reasons stated in my previous email and above, No. Much of the work undertaken by Operation Watershed projects reinstates historic drainage infrastructure. This drainage will have been taken into consideration during the mapping process and subsequent refinements made over the last 10 years.

Cllr Cliff Archer BE(Hons)(Melbourne), MPhil, CEng, MICE
Drainage & Sea Defence
Chidham & Hambrook Parish Council
26 August 2020

Chidham & Hambrook Parish Council – 3 September 2020

Schedule of Payments

08.1 To authorise invoices for payment:

| | Name | Payment | Invoice/Ref No. | Content |
|---|-------------------------|---------|-----------------|---|
| 1 | Surrey Hills Solicitors | £510.00 | 3870 | Services in connection with acquisition of land (EMR CIL) |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

8.2 To note Direct Debit/Standing Order payments made:

| | | | | |
|---|-----------------------------------|--------|------------|--------------------------------------|
| 1 | Information Commissioner's Office | £35.00 | 05/08/2020 | Annual data protection insurance fee |
|---|-----------------------------------|--------|------------|--------------------------------------|

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

| | | | | |
|---|-------------|--------|------------|--------------------------------------|
| 1 | Lloyds Bank | £5.01 | 10/08/2020 | Interest July 2020 |
| 2 | Came & Co. | £52.79 | 14/08/2020 | Refund of overpaid insurance premium |
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