



# Chidham & Hambrook Parish Council

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23 December 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 7 January 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**  
No apologies for absence have been received.
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 3 December 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
7. **Committee Minutes & Reports**
  - 7.1 **Planning Committee**  
To consider the minutes of a meeting held on 17 December 2020 *attached*.
  - 7.2 **Neighbourhood Plan Steering Group**  
To consider the minutes of meetings held on 9 November and 7 December 2020 - *attached*.
  - 7.3 **Finance Committee**  
To consider the minutes of the meeting held on 15 December 2020 *attached*. To consider the following recommendations from the Finance Committee:  
Minute 025-20:

- 1) That the proposed budget of £49,075 for the forthcoming financial year 2021-2022 be approved.
- 2) That the precept of £49,015, representing an increase of 1.85% in precept and a Band D charge per property of £49.44 be approved. There is no increase in the Band D charge in cash terms since the previous year.
- 3) That the general reserves figure at year end be allocated to future Council projects which achieve the Council's strategic objectives within its Business Plan.

Minute 026-20:

That the revised Grants Policy be approved.

**7.4 Public Open Spaces Advisory Committee (POSAC)**

To consider the minutes of the meeting held on 10 December 2020 *attached*.

**7.5 Signs in the Parish – Site Meeting (Cllr C Archer)**

To receive and consider a report on the outcome of a site meeting on 22 December 2020 of Cllr C Archer with Mike Dare, WSCC Highways Officer – *to be circulated*.

**7.6 Parking on Broad Road (Cllr S Bramwell Smith)**

To consider a report – *to be circulated*.

**7.7 Parish Emergency Plan**

Cllr Hyde has volunteered to take the role of Co-ordinator in the event of an emergency. The Council is requested to consider who might take the role of the Deputy Co-ordinator.

**8. Finance and Governance**

8.1 To authorise invoices for payment – *attached*

8.2 To note Direct Debit/Standing Order payments made – *attached*

8.3 To acknowledge receipt of credits paid to the Council's bank accounts – *attached*

**8.4 The Council's Pension Scheme**

The Council's pension scheme, SuperTrust Master Trust, is closing and all clients will be transferred to The Crystal Trust (Crystal) which is administered by Evolve Pensions Limited (Evolve) with effect from January 2021. The Clerk will take the necessary steps to ensure that a new Participation Agreement and Direct Debit mandate is signed with Crystal Trust in the New Year.

**8.5 Signatories to the Council's bank account**

There are currently four signatories to the Lloyds Bank accounts. Cllr Archer wishes to relinquish his responsibility in this respect and an additional signatory is sought to take his place.

**9. Meeting Dates**

Planning Committee – Thu 21 January 2021 7:30pm

Neighbourhood Plan Steering Group – Monday 1 February 2021 7:30pm

Parish Council – Thu 4 February 2021 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 3 December 2020 at 7:30pm**

**Present**

Cllr C Archer	Cllr P Bolton
Cllr S Bramwell Smith	Cllr B Garrett
Cllr R Gowlett	Cllr G Hyde
Cllr R Perri	Cllr J Sheppard
Cllr J Towers (Vice-Chair)	

**In attendance Members of the public**

District Cllrs A Moss, P Plant and D Rodgers  
Mrs S James, Mr & Mrs Green

*Meeting commenced at 7:30pm*

097-20	<p><b>Apologies for absence</b> Cllr Towers gave apologies for Cllr P MacDougall as a result of his continued illness. The Council sent their best wishes to him for a speedy recovery. In the absence of the Chair, the Vice-Chair acted as Chair. County Cllr Magill had given his apologies due to a family bereavement.</p>
098-20	<p><b>Declaration of interests</b> No declarations were made.</p>
099-20	<p><b>Minutes</b> <b>Resolved:</b> That the minutes of the Parish Council meeting held on 15 November 2020 be agreed as an accurate record and signed by the Clerk noting this minute number</p>
100-20	<p><b>Matters Arising from the Minutes</b> The following issues were raised: - Minute 89-20 Cllr Archer had arranged a site meeting with Mike Dare, WSCC Highways Officer later this month. - Minute 91-20.2 Portsmouth Water should read Southern Water. District Cllr David Rodgers reported that there were 18 electric car charging points in the district. - Minute 091-20.3 Cllr Archer wished to know whether families had been advised by the community hub of the availability of school meals. <b>Action: Cllr Towers to ask County Cllr Magill.</b> - Minute 092-20.6 NHB funding for trees - Cllr Archer had publicised this on the website, the Facebook page and in the Village Magazine and had had two responses to date. - Minute 092-20.9 Land East side of Hambrook Hill South – The Clerk had applied for TPOs on two trees. A response had been received from CDC. A provisional TPO was being progressed on the tree to the west but a TPO on the tree to the east had been refused. Cllr Archer had written to the CDC Tree Officer exploring the refusal in more detail. - Minute 096-20 regarding complaints about hedging obstructing Broad Road - Cllr Gowlett had contacted LoveWestSussex and noticed there was already a complaint but nothing had been resolved. Cllr Perri had reported two hedges on Broad Road and a pothole on Broad Road near Hawthorne Meadow. Cllr Towers had reported one at the level crossing. The Clerk reminded all there was now a separate reporting tool for potholes - <a href="https://www.westsussex.gov.uk/roads-and-travel/report-a-pothole-online/">https://www.westsussex.gov.uk/roads-and-travel/report-a-pothole-online/</a></p>
101-20	<p><b>Public Open Forum</b></p>
101-20.1	<p>Mrs Green wished to raise an issue about increased traffic and the need for safety restrictions in Hambrook Hill South. Both she and Mr Green spoke about problems with the lack of pavements and street lighting in the road which was used by pedestrians,</p>

	<p>including families with buggies, children’s scooters, cyclists including school children, dog walkers and at least one mobility scooter. She suggested that, in order to increase safety in view of the increased traffic, the Council should consider recommending a new road sign showing the presence of pedestrians in the road and reducing the speed limit to 20mph. Cllr Archer suggested that or a pedestrian refuge would keep traffic on the correct side of the road and also provide a means for pedestrians to cross the road safely. <b>Action: Clerk to raise this with County Cllr Magill.</b></p> <p>Mrs James raised the divot on Chidham Lane outside of the school. Cllr Towers advised that this had been in hand for some time with WSCC. Mrs James suggested that perhaps the Parish could initiate private funding from residents to pay for it.</p> <p>She wished to pay tribute to the dustmen who had to deal with a lot more packaging in recent times and asked the District Councillors to look at that and to claw back some of the costs from suppliers.</p> <p>She also raised an issue regarding the costly and complex processes required by a residential property owner with a TPO’d tree to enable that tree to get approval for pruning or other work required to it. <b>Action: District Cllr Moss to raise with this the CDC Tree Officer.</b> She urged caution on requesting TPOs on trees without full consideration. Cllr Archer advised that there were a number of trees in the Parish with TPOs which were issued a long time ago. There was a list of criteria which he had to consider before requesting the making of TPOs and reassured her that the decision was not taken lightly. A map of TPO’d trees was available on the CDC website.</p>
102-20	<b>Receive Reports</b>
102-20.1	Parish Council Chair No report.
102-20.2	<p>District Councillors</p> <p>A report had been circulated and an update on current planning applications and both were both noted.</p> <p>The following queries were raised:</p> <ul style="list-style-type: none"> <li>- on the report about business start-ups the query was how many businesses had closed recently? <b>Action: District Cllr Rodgers to investigate.</b></li> <li>- Cllr Archer had been given the names of CDC officers dealing with the Subsidised Tree Scheme and would contact them. This Environmental Scheme had been set up by DEFRA to see how trees survived with care and attention and involved five districts. The Government was encouraging the planting of trees. The WSCC scheme only applied to trees on roadside verges. Currently the WSCC scheme and this scheme were not, and did not need to be, not coordinated. It was suggested that POSAC consider this scheme in an effort to get more trees on one or both of the meadows. Cllr Plant advised that the Woodland Trust gives away trees however orders needed to be in large numbers.</li> </ul>
102-20.3	<p>County Councillor</p> <p>A report had been circulated and was noted.</p> <p>The following queries were raised:</p> <ul style="list-style-type: none"> <li>- The work to the footpath in Chidham Lane was due to start in the New Year.</li> <li>- District Cllr Moss advised that CDC had requested Southern Water attend their Overview and Scrutiny Committee in the New Year to answer questions. <b>Action: District Cllr Moss to liaise with County Cllr Magill about whom he is meeting from Southern Water and Portsmouth Water.</b></li> </ul>
102-20.4	<p>Clerk &amp; RFO – <i>attached</i></p> <p>A report had been attached to the agenda and was noted. The following queries were raised:</p>

	<p>- Cllr Perri offered assistance in chasing up the parking spaces at Jutland House, Broad Road. <b>Action: Clerk to send her details.</b></p> <p>- The Clerk advised that Parish Councils had no facility for adding Urgent items to a Parish Council agenda once it had been despatched. She had circulated a Legal Note from NALC stating that should an issue be considered urgent then an extraordinary meeting of the Parish Council should be called.</p> <p>- A query was raised about progress with the acquisition of Pynham Meadow. <b>Action: Clerk to pursue the matter again.</b></p>
102-20.5	<p>PCSO report A report from PCSO Karen Turnbull had been circulated. It was suggested that points raised in this report should be publicised on the website and on Facebook. The public should also be reminded to put their crime reports on the Sussex Police website. <b>Action: Clerk</b></p>
103-20	<b>Committee Minutes &amp; Reports</b>
103-20.1	<p>Planning Committee The minutes of the meeting held on 19 November 2020 were noted. Cllr Gowlett advised that following a meeting with the landowner of Flat Farm regarding the application for a grain store the Planning Committee had voted to object to the application as the development was considered to be too close to residents which would bring noise and disruption to the area. The following queries were raised: - Minute 54-20.4 Land South of Grey Thatch – Cllr Archer had written to the CDC Tree Officer requesting a site meeting with him about the trees which border the footpath at the end of Harbour Way. - The update on planning applications circulated by Cllr Rodgers had been useful. The Hambrook Hill South application had been withdrawn. The Chaswood and Scant Road applications were currently being considered. Environment Impact Assessments were required to the Pallant Homes applications in Pottery Lane and on Flatt Farm. It was noted that a response to the Government White Paper, Planning for the Future, had been submitted and that this document had been placed on the Parish Council's website.</p>
103-20.2	<p>Neighbourhood Plan Steering Group The notes of the meeting held on 9 November 2020 were noted. Cllr Towers gave an update on progress advising that the site selection process had been started and this information would go into the draft Neighbourhood Plan to be presented to the Parish Council for approval. The next NPSG meeting was on Monday 7 December 2020 to consider this further. The CDC Interim Policy Statement was a good tool in our armoury to use to the Council's advantage.</p>
103-20.3	<p>Parish Emergency Plan Cllr Bolton had suggested that further services such as plumbers and electricians be added to the document. All services to be contacted to check that they are happy to be included. <b>Resolved:</b> That the Parish Emergency Plan be approved subject to the additions mentioned above.</p>
103-20.4	<p>Fingerposts in the Parish A report from Cllr Bolton was attached to the agenda. It was suggested that there was a third fingerpost on Priors Leaze Lane. <b>Action: Cllr Bolton will confirm its existence or not.</b> <b>Resolved:</b> That the proposed Action Plan be agreed and that both fingerposts be insured by the Council.</p>
103-20.5	Risk of Flooding and Operation Watershed Work

	<p>A report from Cllr Archer was attached to the agenda. Operation Watershed projects had been very effective in reducing the <b>severity</b> of the flooding however the <b>risk</b> of flooding remained the same. WSCC was not willing to fund the work required to effect a change on the flood risk maps; and expenditure of £15,000 by the Parish Council was not justified. Cllr Archer was thanked for his work in investigating this matter.</p>
103-20.6	<p>Broad Rd Cycleway update (Cllr J Towers)  A proposal that the Council support the CHEMROUTE proposals had been circulated.  <b>Resolved:</b> That the Parish Council support the proposals put forward in the CHEMROUTE Engagement Proposal Document.  Cllr Archer advised that, in view of the project relating to trees on roadside verges, he required sight of the draft document relating to the cycling route on Broad Road. The layout of the cycle route may preclude the presence of trees in this location.  <b>Action: County Cllr Magill.</b></p>
103-20.7	<p>Identifying trees for TPOs  Cllr B Garrett had raised this issue. He referred to what he called the massacre of trees on the Greenacres site and would attempt to find out what work had been done on this by the environmental planners, Genesis. A discussion ensued on the presence of poplar trees and their need for pruning.</p>
103-20.8	<p>Parking on Broad Road  Cllr Bramwell Smith had circulated a report. She corrected the area concerned as Broad Meadow, Broad Road (not Flatt Road) a grassy area with trees almost directly opposite the church hall. She had received information from Mike Dare, CDC Highways Engineer, on roundabouts and grasscrete. She had arranged a meeting with him following his meeting with Cllr Archer on 22 December. WSCC would not be funding this work and suggested the Parish Council could find a way to fund it in future. Parallel parking or parking at right angles to the road were the options discussed. The Chair thanked Cllr Bramwell Smith for her report. She advised that the kerb would need to be considered and the slope levelled. Underground services would also need to be considered. <b>Action: Clerk to add to the agenda for the next meeting.</b></p>
103-20.9	<p>Playground – banner  Cllr Perri had been in touch with a number of suppliers for the banner however they did not seem interested in producing just one banner. The playground was being managed well at present and being fully used by residents. It was considered that at this stage the banner was not considered a good investment but that some small notices could be put up. <b>Action: Cllrs Perri and Towers to arrange for lamination of a couple of signs to put up on the gate/fence.</b></p>
103-20.10	<p>Rescheduled meeting - Parish Action Group  This meeting would be deferred until the Chair had recovered. Save our South Coast Alliance (SOSCA) had held a useful meeting with the Parish Campaign Group and had also arranged a meeting with Southern Water.</p>
104-20	<p><b>Finance and Governance</b></p>
105-20.1	<p>The Schedule of Payments had been circulated. The Clerk requested that a further invoice from Andrews Ground Maintenance for the sum of £300 be added to this list for approval.  <b>Resolved:</b> That the payment of invoices to 3 December 2020 be approved for payment.</p>
105-20.2	<p>No Direct Debit/Standing Order payments had been made.</p>
105-20.3	<p>The receipt of credits paid to the Council's bank accounts were noted.</p>
106-20	<p><b>Meeting Dates</b></p>

	<p>Neighbourhood Plan Steering Group – 7 December 2020 7:30pm          POSAC – 10 December 2020 7:30pm          Finance Committee – 15 December 2020 7:30pm          Planning Committee – 17 December 2020 7:30pm          Parish Council – 7 January 2021</p> <p>Cllr Gowlett gave his apologies for the next Planning Committee meeting and requested that Cllr Towers chair the meeting.</p>
107-20	<p><b>Items for the next meeting</b></p> <ol style="list-style-type: none"> <li>1) Cllr Archer' meeting with WSCC Highways Officer, Mike Dare regarding signs in the Parish.</li> <li>2) Cllr Bramwell Smith's meeting, also with Mike Dare, re parking at Broad Meadow, Broad Road.</li> </ol>
108-20	<p><b>Any Other Business</b></p> <p>Cllr Garrett reported that the new vicar of Chidham and Funtington Parishes would be authorised formally by the Bishop on 18 December and would reside in the vicarage.</p> <p>Members expressed their gratitude to the Vice-Chair for handling Council issues in the absence of the Chair.</p>

The meeting closed at 20:53pm.

Signed by:

Date:

CHAIRMAN

DRAFT

## Chidham & Hambrook Parish Council – 3 December 2020

### Schedule of Payments

08.1 To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Clerk expenses	£83.01		Zoom 2 <sup>nd</sup> user licence and Google One Drive additional storage. Budget code 4200 IT.
2	Moore	£480.00	303543	External Auditor's review 2019/20 (Budget Code 4140)
3	Troy Hayes Planning	£2,070.00	1830	Review of promoted sites and associated meetings, site assessment and selection paper, ongoing client liaison with WSCC and CDC (Budget code 120/4150 EMR NP 325)
4	Troy Hayes Planning	£1,134.00	1862	Production of draft 'Interim' Neighbourhood Plan statement Budget code 120/4150 EMR NP 325)
5	Andrews Ground Maintenance	£300.00	CHPCNOV20	Playground risk assessment, strim catchpond and cut back Hawthorne Meadow

8.2 To note Direct Debit/Standing Order payments made:

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

1	Lloyds Bank	£1.21	9 Nov 2020	Interest Nov 2020 (1090 Bank Interest Received)
2	CDC	£12,592.82	20 Nov 2020	NHB grant for 2 projects (EMR

**Draft** Minutes of the Planning Committee meeting of Chidham & Hambrook Parish Council held remotely on Thursday 17 December 2020 at 7:30pm

<b>Present</b>	Cllr S Bramwell Smith Cllr J Sheppard Cllr J Towers	Cllr B Garrett Cllr J Towers (Chair)
<b>In attendance Members of the public</b>	District Councillor D Rodgers Mr & Mrs Green, Mrs S James	

*Meeting opened at 7:30pm*

- 062-20     **Apologies for absence**  
Cllrs R Gowlett and P MacDougall had given apologies.  
In the absence of the Chair, Cllr Towers was voted in to chair the meeting.
- 063-20     **Declarations of Interest**  
There were no declarations of interest.
- 064-20     **Minutes**  
**Resolved** that the minutes of the Planning Meeting held on 19 November 2020 be approved as a correct record subject to the above amendment and signed by the Clerk noting this minute number.
- 064-20.1   Matters arising:  
Minute 054-20.3 CH/20/02808/PNO Land at Flat Farm Broad Road Nutbourne – erection of grain store. An objection to this planning application had been submitted. The application had now been permitted. Cllrs Bramwell Smith and Garrett had visited the landowner to discuss the possible change of location for the grain store. The landowner confirmed he would consider this option with his agent.  
  
Minute 054-20.4 CH/20/02886/ELD Land South of Grey Thatch Harbour Way Chidham – existing lawful development certificate for land south of the existing dwelling used as a residential garden for more than 10 years  
An objection had been submitted by the Parish Council. There was concern that photos/video were not provided as part of the application and were only provided when requested. District Cllr Moss had indicated that he would red-card this application if CDC Planning Officers were minded to approve it.  
  
Minute 030-20.2 CH/01854/OUT Grand Holdings Chas Wood Nurseries Main Road Bosham PO18 8PN Outline permission for 19 no. dwellings with access, public open space, tennis court and other associated works (with some matters reserved except for access).  
A further comment had been submitted in response to this application.
- 065-20     **Public Open Forum**  
No member of public wished to speak.
- 066-20     **Planning Applications**
- 066-20.1   CH/20/02916/FUL - Case Officer: Calum Thomas (Wk48)  
Mr Tony Leigh Long Acres Drift Lane Chidham PO18 8PR  
Erection of a bund.  
**Resolved:** That the committee had no objection to this planning application and no comment to make.
- 066-20.2   CH/20/02948/ELD - Case Officer: William Price (Wk 48)  
Mr And Mrs S Colleran 19 The Avenue Hambrook Chichester West Sussex  
Existing lawful development - erection of ancillary outbuilding.  
This was a retrospective planning application.  
**Resolved:** That the committee had no objection to this planning application and no comment to make.

- 066-20.3 CH/20/03178/FUL - Case Officer: William Price  
Mr Clive Beharrell Middleton House Steels Lane Chidham PO18 8TB  
Replacement of two-storey cottage with single-storey dwelling, construction of studio/carport to rear.  
**Resolved:** That a site visit be undertaken and an extension of time for response to this application be requested to Friday 15 January 2021 in view of the Christmas period.  
Mrs James wished to raise the fact that the Old Schoolhouse had a great deal of historic relevance to the area and that hedging would be required as the new building was very close to the boundary and would be visible across the field.
- 066-20.4 CH/20/03179/LBC - Case Officer: William Price  
Mr Clive Beharrell Middleton House Steels Lane Chidham PO18 8TB  
Replacement of two-storey cottage with single-storey dwelling, construction of studio/carport to rear.  
As above.
- 066-20.5 19/01227/EIA | Screening opinion - 300 dwellings (including re-planning of the approved 50 dwellings on the site), a 2FE Primary School, community buildings and public open space. | Land North of Highgrove Farm Main Road Bosham West Sussex  
  
The Council had received a number of requests to respond to this application. It was decided to keep a watching brief on this matter and to request an update when relevant from District Cllr Moss.
- 067-20 **Planning Decisions**
- 067-20.1 CH/20/01209/FUL  
Mr and Mrs Evans Grey Thatch Harbour Way Chidham PO18 8TG  
Replacement wooden jetty (like for like).  
PERMIT
- 067-20.2 CH/19/02880/FUL  
Ms Tina Hyams (Nee Sullivan) Plot A Pond Farm Newells Lane West Ashling Chichester West Sussex PO18 8DF  
Proposed use of land as a travellers' caravan site consisting of 2 no. pitches for 1 no. mobile homes, 1 no. touring caravan, boundary treatment and car parking. Retention of existing shed and stables.  
PERMIT WITH S106
- 067-20.3 CH/20/00638/FUL  
Mr Hughes Plot C2 Pond Farm Newells Lane West Ashling Chichester West Sussex PO18 8DF  
Use of land as a Gypsy and Travellers caravan site consisting of 1 no. pitch containing, 1 no. mobile home and 1 no. touring caravan.  
PERMIT WITH S106
- 067-20.4 CH/20/01687/OUT  
A. E. and J Shepperd Land East Side Of Hambrook Hill Hambrook Chidham West Sussex PO18 8UJ  
Outline Planning Application for some matters reserved Access, erection of 39 no. dwellings. New access onto Hambrook Hill (South), open space within the centre of site and new pedestrian/cycle way from within to Broad Road.  
WITHDRAWN
- 067-20.5 CH/20/02808/PNO  
Mr M Bailey Land At Flat Farm Broad Road Nutbourne West Sussex  
Erection of grain store.  
PRIOR APPROVAL NOT REQUIRED
- 067-20.6 CH/19/02758/FUL Mr Paul Calvesbert Hambrook Holiday Park Broad Road Hambrook Chidham Chichester West Sussex PO18 8RF

Refurbishment, extension and rationalisation of existing layout of Hambrook Holiday Park including demolition of existing clubhouse and storage buildings. Construction of new access roads, laying out of redistributed existing/consented mobile home pitches, creation of green amenity spaces, landscaping together with parking and refuse storage.  
PERMIT WITH S106

067-20.7 CH/20/02370/DOM  
Mr & Mrs Price 3 Potters Corner The Avenue Hambrook Chidham PO18 8TT  
Erection of single storey side extension.  
PERMIT

067-20.8 CH/20/02439/FUL  
Greenacre (Chidham) Ltd Green Acre Main Road Chidham PO18 8TP  
Semi-bungalow and garage (Removal of condition 2 of planning permission CH/14/72 - removal of the agricultural occupancy condition).  
PERMIT

067-20 **Planning Appeals**  
There were no updates.

068-20 **Planning enforcement**  
The Clerk had circulated a number of updates on enforcement matters, particularly an appeal by the owners of Plot 8 Priors Leaze Lane and the recently reported issue relating to Land North of Good View. The Clerk had requested a full update on enforcement matters from the Planning Enforcement Manager CDC.

069-20 **Chair's Report**  
No report.

070-20 **Any other business**  
A discussion took place about notifying local residents of planning applications for large developments. It was suggested that leaflets should be circulated to advise local people of proposals with a guide on how to make a comments on a planning application. The Chidham Whatsapp group could also be notified. The Clerk queried the publication of a parish council newsletter. **Action: Clerk to place this on the agenda for the next Parish Council meeting.**

Cllrs Bramwell Smith and Garrett, in their recent meeting with Mr Martin Bailey, had discussed possible improvements in parking on the eastern section of Broad Road. It was not clear how adjusting the parking on the eastern side of Broad Road going north would fit with the proposed cycle path. Cllr Towers had not yet seen the plans for the cycle route.

The 13 spaces at Jutland House were allocated for residents by way of a S106 agreement. The Council was trying to take over these spaces from the developer, with the agreement of Network Rail.

Cllr Bramwell Smith was meeting with WSCC Highways Officer Mike Dare about parking on the west side of Broad Road.

Cllr Towers advised Mr and Mrs Green that she had raised the requested road sign/traffic calming measures proposed at the last Parish Council meeting with County Cllr Magill.

071-20 **Next meeting**  
The next meeting of this committee would be held on **Thursday 21 January 2021.**

Meeting closed at 8:22pm

Signed by:

\_\_\_\_\_  
Signed: (Chairman)

\_\_\_\_\_  
(Date)

DRAFT

**Chidham Hambrook Nutbourne East  
Neighbourhood Plan Steering Group  
9<sup>th</sup> November 2020 via Zoom Videoconferencing**

## MINUTES

**Present:** Stephen Johnson, Keith Dimon, Andy Collins, Jane Towers, Bruce Garrett, Philip MacDougall (Chair), Andrew Kerry-Beddell, Sue Bramwell-Smith, Rachel Perri.

**Apologies:** Andrew Sargent, Peter Bolton

**Honorary Secretary:** Lisa Wilcock.

*Meeting commenced at 1900hrs*

118/20	<b>Apologies</b> None.	
119/20	<b>Declarations of Interest</b> None.	
120/20	<b>Approval of minutes</b> Carried to next meeting.	
121/20	<b>Site Selection - <i>selecting sites and putting them in order.</i></b> The group decided to review the sites to provide an allocation based upon:- information given so far, the robust evidence gained from the NP process i.e. the AECOM report, Design Report, the residents survey and the Troy report. Noted that CDC are still yet to provide the group with an allocation and at this point there is still not published Local Plan. The group agreed to conduct the site selection on their own evidence as to what the allocation is likely to be.	
122/20	The group discussed the development ranges from low and high to understand what the figures meant for each site; a document called Review of potential allocations was distributed in advance of the meeting which the group used as type of agenda to follow each site in order. The group discussed the current site analysis document and how that can help group. <i>1927 Rachel Perri and Peter Bolton joined the meeting.</i> The group acknowledged the evidence supports their site choices. The group agreed that protecting the beauty of the route into the village should be considered as well as site suitability.	
123/20	The Interim Policy Statement was referenced as being another important guide to informing the selection of sites.	
124/20	A start was made on discussing Individual sites and their strengths and weaknesses in terms of access, location, sustainability, impact on AONB	
129/20	<b>Summary</b> The work will continue at the next meeting , group need to agree the selection so it can be included in a robust document . Also to go through the rejected sites as well to give a robust reason as to why they are rejected.	
131/20	<b>NP document</b> Noted that Troy Planning are to write the NP document but should be invited to the next meeting. JT read out email to group she received from Troy on 9 <sup>th</sup> November. Noted it is subject to the housing allocation. JT to speak to Jon Herbert about his discussions with Highways regarding the top few sites. <b>Action JT.</b>	JT
132/20	<b>Next meeting is as advertised.</b>	

*Meeting closes 2118hrs*

**Chidham Hambrook Nutbourne East  
Neighbourhood Plan Steering Group  
7<sup>th</sup> December 2020 via Zoom Videoconferencing**

## MINUTES

**Present:** Stephen Johnson, Keith Dimon, Andy Collins, Jane Towers (Chair), Bruce Garrett, Andrew Kerry-Beddell, Sue Bramwell-Smith, Peter Bolton.

**Apologies:** Andrew Sargent, Rachel Perri and Philip MacDougall.

**Honorary Secretary:** Lisa Wilcock.

*Meeting commenced at 1930hrs*

133/20	<b>Apologies</b> Andrew Sargent, Rachel Perri and Philip MacDougall.	
134/20	<b>Declarations of Interest</b> None.	
135/20	<b>Approval of minutes</b> Minutes approved. Of October and November meetings	
136/20	<b>Feedback on revised distribution of numbers.</b> The group discussed the provisional new housing number which CDC have suggested. . The group agreed to make a case to reduce the housing numbers.	
137/20	<b>Interim review of site selection with particular consideration given to</b> <ul style="list-style-type: none"> <li>• The implications for revised settlement boundaries</li> <li>• Consideration of new site 0027 which is a new site on the HELAA</li> </ul> <p>The group <b>agreed</b> to stick to their agreed housing figure as discussed at a previous meeting as the proposed CDC figure is not formally agreed or published. The group oppose the proposed revised figure.</p> <p>Consideration was given to the process of a provisional selection of sites. Using criteria in the Interim Position Statement and the AECOM Design Codes.</p> <p><b>Action</b> KD and SJ to redraw the provisional sites on a larger map to show how they will fit in with the wildlife corridor for the purposes for the groups further discussions. KD and SJ to highlight any concerns</p>	SJ/KD
138/20	<b>Discussion on Draft Interim Neighbourhood Plan (distributed)</b> SJ and KD have made comments on the document which was distributed in advance of the meeting. The group agreed that the document that has been submitted in advance of the meeting is <b>agreed</b> . Noted that policies are now complete and just need evidencing.	
139/20	<b>Evidence gathering for engagement with CDC</b> The group now have the Interim NP, AECOM Design Code, wastewater information. Noted that AKB to get more information on Nitrates. <b>Action</b> AKB. <p>Wildlife corridor needs more emphasis although the sites selected do not interfere with the Wildlife Corridor. Interim Policy Statement is to be adhered to and how the policy supports the current sites selected.</p> <p>SJ submitted the draft document in advance of the meeting. It was <b>agreed</b> that added to this document would be notes on the 2 outdoor community spaces for the Parish as</p>	AKB

	clarity is needed on this, settlement hierarchy, A259 and environment. This one document is to be produced to make it easier for CDC to review. Troy Planning to comment on proposed evidence base before it is sent out. <b>Action</b> JT to request a meeting with Toby Ayling at CDC.	JT
140/20	<b>AOB</b> Noted there is a pending planning application at Chaswood (20/01854/OUT). The group are reminded to submit comments. <b>Action</b> JT to ask Bambi to send an email to the database to invite residents to comment.	JT
141/20	<b>Next meeting 4<sup>th</sup> January 2021.</b>	

*Meeting closes 2119hrs*

DRAFT

**DRAFT Minutes of the Finance Committee meeting of Chidham & Hambrook Parish Council held remotely on 15 December 2020 at 7:30 pm**

**Present:** Cllr P Bolton Cllr G Hyde (Chair)  
Cllr J Sheppard

**Also present:** Clerk and RFO: Bambi Jones

- 020-20 **Apologies for absence**  
Cllr MacDougall had given apologies.  
**Resolved:** That Cllr Hyde chair the meeting in Cllr MacDougall's absence.
- 021-20 **Declarations of Disclosable Pecuniary Interest**  
No interests were declared.
- 022-20 **Minutes**  
**Resolved** that the minutes of the meeting held on 13 August 2020 be agreed as a correct record.  
**Resolved** that the Clerk sign the minutes noting this decision and the minute number.
- 023-20 **Public Open Forum**  
No members of public were present.
- 024-19 **Review of accounts for the period 1 April 2020 to 31 October 2020**  
The Clerk took the committee through the accounts for the seven month period. Due to budget underspend over the last few years a high general reserves figure had accrued and there was now a need to consider and allocate funds in next year's budget to future Council projects.  
**Resolved:** that the Accounts for the period 1 April 2020 to 31 October 2020 be noted.
- 025-20 **Proposed budget 2021-2022**  
The committee considered the proposed 2021-2022 budget which had been circulated with the agenda.  
The Clerk went through the budget explaining her reasoning for the adjustment of the budget codes. A recommendation from the Parish Council meeting of 6 August 2020 was considered in relation to the replacement of playground equipment (stepping stones, clatter bridge, suspended log walk and cross chains) which were showing signs of wear and deterioration.  
The committee was in agreement that in these unprecedented times the Council's precept should not be increased beyond current levels.  
The Committee recommended the Council should explore their funding of betterment projects using Council funds. In discussing the possible allocation of the general reserves figure of roughly £50,000, some suggestions for future Council projects were raised:  
- legal costs for housing numbers challenge  
- additional funds for playground renovation  
- Chidham Lane improvements and layby development.  
The Clerk advised that any projects should tie back to the Council's strategic objectives in its Business Plan.  
CDC S106 funding was due to expire in June and October 2021. This funding was ring fenced to Sport & Leisure and could be used to fund the development of Hawthorne Meadow covering pathways, grassed recreation/leisure areas and the bridge over the ditch.

**Recommendation to Council that:**

- 1) The proposed budget of £49,075 for the forthcoming financial year 2021-2022 be approved.
- 2) The precept of £49,015, representing an increase of 1.85% in precept and a Band D charge per property of £49.44 be approved. There is no increase in the Band D charge in cash terms since the previous year.
- 3) That the general reserves figure at year end be allocated to future Council projects which achieve the Council's strategic objectives within its Business Plan.

026-20

**CHPC Grants Policy**

Some minor amendments were suggested to the policy.

It was suggested that the availability of the Council's grants be advertised to the community to encourage applications for projects of benefit to residents.

It was also agreed that it would be useful to hear from residents who had benefited from these grants at Parish Council meetings.

**Recommend to Council:**

That the revised Grants Policy be approved.

027-20

**Any other business**

Byelaws be investigated for the meadows open spaces. **Action: Clerk to research.**

028-20

**Date of Next Meeting**

The next Finance Committee meeting will take place on Thursday 22 April 2021.

The meeting closed at 8:35pm

\_\_\_\_\_  
Signed: (Chairman)

\_\_\_\_\_  
(Date)

**Draft minutes of the Public Open Spaces Advisory Committee (POSAC) meeting held remotely via Zoom on Thursday 10 December 2020 at 7:30pm**

Present: Cllr P Bolton  
Cllr R Perri  
Cllr J Towers

Cllr S Bramwell Smith  
Cllr J Sheppard

Apologies: Cllr P MacDougall  
Clerk & RFO

**1 Election of Chair Pro Tem**

Councillor P Bolton was elected as Chair pro tem.

**2 Apologies for absence**

Received from Councillor P MacDougall and the Clerk/RFO.

**3 Declarations of Interest**

There were no declarations of interest.

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

**Resolved** that the minutes of the meeting held on 17 August 2020 were agreed and signed as a correct record by the Clerk on the Chair's behalf.

**5 Matters Arising from minutes not on the Agenda.**

No matters were added.

**6 To resolve that all considerations for Pynham and Hawthorne Meadows be separated**

This was agreed unanimously.

**7 To resolve the appointment of a POSAC member to assist the Clerk in achieving the acquisition of Pynham Meadow**

It was agreed that Cllr Bolton will take on the role to assist the Clerk with the Pynham Meadow acquisition.

It was also noted that there has been a 'land grab' by the Pynham Meadow flats where they have increased the size of their plots. It was agreed to note this and do nothing further pending transfer of ownership to the Parish Council.

Cllr Bramwell Smith reported a conversation with a local resident Chris Ott (**is this the correct name?**) who was involved with the original Pynham Estate development. He advised that the contract with Quantuma (the administrators) has been extended for a further year.

It was agreed by the committee that a timeline of the Pynham Meadow development will be prepared from the start of the planning and S106 agreements through to today and shared with the district councillors and county councillor with the goal to get their support to engage CDC to move the acquisition forwards. It is noted that CDC is a contractual party to the original S106 agreement whereas the Parish Council is not.

**ACTION** - Cllr Bolton to work with the Clerk to pursue the Pynham Meadow acquisition.

**8 To resolve the final details of the map of Hawthorne meadow to include**

- a) arrangement of paths - the paths will remain as is but with the addition of an extra pathway that will approach the hawthorn bushes in the centre of the meadow.
- b) surface material for paths - it was agreed that the main paths will be surfaced with 'No1 Finish' (as used in Maybush Copse for the wheelchair path).

- c) outline planning permission for pedestrian access from Broad Road to Hawthorne meadow - the Clerk has started this process. Additionally Cllr Perri advised there has been a similar bridge installed within Fishbourne Parish and she will request information, costings and a list of possible contractors.
- d) making a feature of hawthorn trees/bushes with a bench or two - this was agreed and a pathway will be created to approach this area and two benches sited looking out from the hawthorn bushes. These changes will be reflected on the master map.
- e) the future of the two small oak trees close to FP 258 - these will need to be removed. The tree wardens will be approached to see if these two trees can be moved and to identify if there is a suitable site on Hawthorn Meadow given that they will grow substantially in the coming years.
- f) signs indicating use by dogs - these will be sourced and placed by the pedestrian footbridge entrance together with a dog waste bin and ideally an information board with a description and map of Hawthorn Meadow. Cllr Sheppard forwarded an email thread to all POSAC members about the current issues dating from July 2017.

In addition to the above there was a short discussion around the southern boundary fence to the Hawthorn Meadow housing estate. It was agreed that the boundary fence was the responsibility of the estate and there will be no extra work done as part of this development. It was further agreed that once all aspects of the development programme are finalised, we will advise the estate residents of the plan and timings and request from the estate management company any access required to deliver the plan.

**ACTION** - Cllr Bolton to update the Hawthorn Meadow map to include a proposal for pathways and benches at the Hawthorn bushes.

9 **To resolve to prepare an Action Plan for the development of Hawthorne meadow, with associated costs, for consideration at the Finance meeting on December 15 2020.**

It was agreed there is insufficient time to get a proposal together by the 15th December. It was further agreed to target the next POSAC meeting on January 19th to present the Hawthorn Meadow Action Plan in order to present to the full Parish Council at the February meeting. Cllr Bolton will work with the Clerk to deliver this with support from other Councillors as required.

10 **Update on FP 258**

WSC will have an inspection visit to FP258 in the short term and will then advise any follow on actions. The Clerk should follow up with the County Councillor after this.

11 **Any Other Business**

No other business topics were raised.

12 **Date of next Meeting**

Next meeting is by Zoom on 19th January 2021 at 7:30pm

Ends: 20:35pm

## Chidham & Hambrook Parish Council – 7 January 2021

### Schedule of Payments

08.1 To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Vision ICT	£1,107.00	12078	Final invoice for design and development of new website
2	HMRC	£1,025.94	475PM00963717	Quarter 2 2020 tax and NI
3	B Jones	£13.20		Expenses December 2020
4	Troy Hayes Planning	£660.00	1884	Client meeting and review of site assessment

8.2 To note Direct Debit/Standing Order payments made:

1	SuperTrust	£202.84	14 Dec 2020	Months 7+8 pension payments
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8.3 To note receipt of the following credits to the Council's bank account:

1	Lloyds Bank	£1.17	9 Dec 2020	Interest Nov 2020 (1090 Bank Interest Received)
2				