



Chidham & Hambrook Parish Council

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29 January 2021

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 4 February 2021 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 7 January 2021 and the Extraordinary Parish Council meeting held on 26 January 2021 – *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 – report *circulated*
7. **Committee Minutes & Reports**
 - 7.1 **Public Meeting** 26 January 2021
 - 7.2 **Planning Committee**
 1. To consider the minutes of a meeting held on 21 January 2021 *attached*.
 2. To consider the recommendation from the Extraordinary Public Meeting held on 26 January 2021: *That the Planning Committee sets up an initial group to record the Council's objections to these applications having listened to the views of residents at the aforementioned Public Meeting.*
- 7.3 **Neighbourhood Plan Steering Group**
To consider the minutes of the meeting held on 11 January 2021 - *attached*.

- 7.4 **Public Open Spaces Advisory Committee (POSAC)**
1. To consider the minutes of the meeting held on 19 January 2021 *attached*.
2. To consider a report – *to be circulated* – with a budget for developing Hawthorne Meadow to be agreed.
- 7.5 Bournes Forum update (Cllr P MacDougall)
- 7.6 Broad Road Cycle Path and Chidham Lane Footways (Cllr J Towers)
- 7.7 Lost Rights of Way
To consider a report from Mr K Seddon – *circulated separately* - and decide the way forward.
- 7.8 Update on West Sussex Association of Local Councils (WSALC) (Cllr J Sheppard)
- 7.9 Business Plan (Cllr P MacDougall) - deferred
- 7.10 Parish Council newsletter
Referred to the Parish Council by minute 070-20 of the Planning Committee when discussing means of communicating planning applications to residents.
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 **Payroll Services Provider**
To consider the *attached* report.
9. **Meeting Dates**
Neighbourhood Plan Steering Group – Monday 8 February 2021 7:30pm
CDC All Parishes Meeting – Monday 8 February 2021 6:00pm
Planning Committee – Thu 18 February 2021 7:30pm
Parish Council – Thursday 4 March 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 7 January 2021 at 7:30pm**

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

Meeting commenced at 7:30pm

109-21	<p>Apologies for absence There were no apologies for absence. The Chair advised that Cllr P Bolton should continue as Chair on POSAC at the next meeting if he was not present. It was noted that meetings would continue to start at 7.30pm.</p>
110-21	<p>Declaration of interests No declarations were made.</p>
111-21	<p>Minutes Amendment suggested – ‘Currently the WSCC scheme and this scheme were not, and did not need to be, not coordinated.’ Resolved: That the minutes of the Parish Council meeting held on 3 December 2020 be agreed as an accurate record and signed by the Clerk noting this minute number.</p>
112-21	<p>Matters Arising from the Minutes The following issues were raised: Minute 100-20 in relation to minute 092-20.6 NHB funding for trees – Cllr Archer reported that since the last meeting there had been a few further responses. Minute 101-20.1 This request had been passed to County Cllr M Magill. Minute 102-20.2 – District Cllr David Rodgers would respond on business start-ups. Minute 102-20.2 Subsidised tree scheme for PC – Cllr Archer had made contact with the CDC Officers. Minute 102-20.4 Acquisition of Pynham Meadow – The Clerk gave an update on her progress. Cllr Archer suggested that Cllr P Bolton contact him for the background on contact with the mortgagee, Gallantgreen. Minute 102-20.5 PCSO report – Cllr Archer had been in contact PCSO Baylee Reed in connection with local issues, one of which was a paddle boarder being towed by a car on the Catchpond. Minute 103-20.1 Planning Committee minute 54-20.4 Cllr Archer will chase answers from Tree Officer H Whitby regarding the trees in the property bordering the public footpath. Minute 103-20.4 – Cllr Bolton had been unable to find a finger post in Priors Leaze Lane. Minute 100-20 relating to minute 096-20 Reports to Love West Sussex relating to complaints about overgrown hedges had been resolved. Cllr Garrett had carried out strimming at St Wilfrid’s.</p>
113-21	<p>Public Open Forum</p>
113-21.1	<p>Mrs James had submitted a number of questions relating to whether the Council had a Business Strategy, how this would feed into the Neighbourhood Plan and whether the Council would consider setting up an entrepreneurial group. Ms James suggested that to save time at the meeting the answers could be emailed to</p>

	<p>her.</p> <p>Mrs James stated that the Council was considering payment of an invoice related to consultant's charges for client meeting and review of site selection and requested confirmation that site selection was indeed under way and how much this work would cost. Cllr J Towers advised that she had answered Mrs James' recent questions and that site selection review was under way.</p> <p>The Chair advised that if it was possible to answer public questions at a Council meeting then this would take place. If not, then the member of public would receive a written response within 14 days.</p>
114-21	Receive Reports
114-21.1	<p>Parish Council Chair Cllr J Towers, Vice Chair, gave the Chair's report. She welcomed back the Chair following his recent illness.</p> <p>She advised that she had made several Love West Sussex reports and did not have a suitable responses. Action: Cllr M Magill to take this up</p> <p>The Council had had a request from the Convenor of the Sussex Don't Lose Your Way Group to consider the parish's Rights of Way and to report any that don't appear on the the map of that organisation in order that these be recorded. Action: A response will be coordinated by Cllr J Sheppard to be submitted by the end of January.</p> <p>The inadequate situation with regard to nitrate neutral mitigation was raised. Mr A Kerry Bedell had done a lot of research on this and on waste water capacity. A proposal was made that the Council write to local Parish Councils, who are equally concerned, to request them to put their names to a joint letter to be sent to CDC to request that they consult with all parish councils when developing a strategy. The proposed letter had been circulated to all prior to the meeting.</p> <p>Resolved: That the Council write to all local Parish Councils seeking support to send a joint letter to Chichester District Council regarding nitrate neutrality mitigation.</p> <p>It was noted that a response had been received from Gillian Keegan MP to the Chair's letter to her of 20 October 2020 regarding the Local Plan and related matters.</p>
114-21.2	<p>District Councillors A report had been circulated and was noted.</p> <p>Matters relating to Covid-19 vaccinations, how to recognise scams, and hidden planning applications was discussed.</p>
114-21.3	<p>County Councillor A report had been circulated and was noted.</p> <p>Cllr M Magill was talking to WSCC Highways about the divot in Chidham Lane. He would also chat with the PCSO regarding communication.</p> <p>The Broad Road cycle scheme had S106 funding of £200,000. The design phase could be implemented at a cost of £100,000 and the scheme would cost £1m. No further funding was available. [Post meeting note: Funding of £500,000 had been found by Highways that had previously been set aside for this scheme giving a total of £700,000.]</p> <p>A design consultation for Chemroute had been appointed. There was now a period of 3-6 months for design, 3-6 months for further detailed design and funding process etc.</p> <p>Cllr Magill had sought a meeting with the relevant traffic officer at WSCC as he was concerned with the piecemeal consideration of highways and traffic issues on Broad Road.</p> <p>The Chair raised a recent issue with some local residential care homes and the quality standard of care.</p>
114-21.4	<p>Clerk & RFO No updates since the last meeting.</p>

115-21	Committee Minutes & Reports
115-21.1	<p>Planning Committee</p> <p>The minutes of the meeting held on 17 December 2020 were noted.</p>
115-21.2	<p>Neighbourhood Plan Steering Group</p> <p>The minutes of the minutes of meetings held on 9 November and 7 December 2020 were noted.</p>
115-21.3	<p>Finance Committee</p> <p>The Clerk advised that the Council would have roughly £74,000 in its General Reserves fund at year end. Taking into account the sum set aside for emergencies of £24,062, there was roughly £50,000 which would need to be considered for allocation to strategic projects.</p> <p>The following amendments were suggested to the 2021-22 Budget:</p> <ul style="list-style-type: none"> - 4520 Playground Equipment – reduce this from £6,675 to £4,000 - Add new Capital Expenditure budget of £2,675 for Parish Signs <p>The minutes of the meeting held on 15 December 2020 were noted.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the proposed budget of £49,075 for the forthcoming financial year 2021-2022 be approved taking into account the above amendments. 2. That a precept of £49,015 be approved, representing an increase of 1.85% in precept and a Band D charge per property of £49.44. 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. 4. That the revised Grants Policy be approved.
115-21.4	<p>Public Open Spaces Advisory Committee (POSAC)</p> <p>The minutes of the meeting held on 10 December 2020 were noted.</p>
115-21.5	<p>Signs in the Parish – Site Meeting</p> <p>Cllr C Archer had circulated a report and also an email from Mr M Dare, Assistant Highways Manager WSCC, giving suggestions following his meeting with Cllr Archer, had also been circulated. Locations had been agreed with Mr Dare. The report was noted. Action: Cllr Archer would progress the matter in conjunction with Mr Dare and the Clerk.</p>
115-21.6	<p>Parking on Broad Road</p> <p>An email response from Mr M Dare, Assistant Highways Manager WSCC, giving suggestions following his meeting with Cllr S Bramwell Smith, had been circulated. Parking parallel to the road on its west side opposite Broadmeadow had been favoured which would allow 3 separate laybys with no parking in between. The layby on the east side of the road could also be improved but this was dependent upon the proposals of the cycle scheme on the east of Broad Road.</p> <p>The issue of carrying out a traffic count in the north of Hambrook was raised. Action: County Cllr M Magill will look into WSCC carrying out a traffic review</p>
115-21.7	<p>Parish Emergency Plan</p> <p>Resolved: That Cllr Hyde take on the role of Co-ordinator of the Parish Emergency Plan in the event of an emergency and Cllr R Gowlett take on the role of Deputy Co-ordinator.</p> <p>The Clerk would now publish the Parish Emergency Plan on the Council's website and forward a copy of the plan to CDC's Emergency Coordinator for information. Action: Clerk</p>
116-21	Finance and Governance
116-20.1	<p>The Schedule of Payments had been circulated. The Clerk requested that a further invoice from Andrews Ground Maintenance for the sum of £155 be added to this list for approval.</p> <p>Resolved: That the payment of invoices to 6 January 2021 be approved for payment.</p>
116-20.2	The Direct Debit/Standing Order payments made were noted.

116-20.3	The receipt of credits paid to the Council's bank accounts were noted.
116-20.4	<p>The Council's Pension Scheme</p> <p>It was noted that the Council's pension scheme, SuperTrust Master Trust, had ceased trading on 31 December 2020 and that all their clients had been transferred to The Crystal Trust (Crystal), administered by Evolve Pensions Limited (Evolve) with effect from January 2021. The Clerk would take the necessary steps to ensure that a new Participation Agreement and Direct Debit mandate was signed with Crystal Trust.</p> <p>Action: Cllr B Garrett to research into the background of new company and feed back to the Clerk.</p>
116-20.5	<p>Signatories to the Council's bank account</p> <p>Resolved: That Cllr C Archer be removed as the fourth signatory to the Council's bank account and that Cllr B Garrett take his place.</p>
117-21	<p>Meeting Dates</p> <p>Neighbourhood Plan Steering Group - Monday 11 January 2021 7:30pm POSAC meeting – Tuesday 19 January 2021 7:30pm 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</p>
118-21	<p>Items for the next meeting</p> <ul style="list-style-type: none"> - An update on West Sussex Association of Local Councils (Cllr J Sheppard) - Business Plan review
119-21	<p>Any Other Business</p> <p>Cllr R Perri advised that she had considered the Government guidance on children's playground opening in Tier 4. It was noted that there was no further requirement on the Council and all current arrangements to ensure everyone's safety was satisfactory.</p> <p>Cllr G Hyde raised the issue of email and phone scams relating to the virus and how to detect whether genuine or scam. [Post meeting note: Various emails were circulated and information was posted on the Council's website to advise residents how to detect a scam email or phone call].</p> <p>Cllr R Gowlett reported that the SIDs had been left non-operational over Christmas as the Council was required to take these down regularly. The batteries would be changed next week when weather permitted.</p> <p>Cllr R Gowlett advised that the Planning Committee was meeting tomorrow with the agent and developer of Land Adjoining A27 Scant Road West.</p> <p>Cllr Archer advised that there was a worldwide initiative to stop 'thank you' emails which were clogging up email servers worldwide and suggested the Council follow this to save on unnecessary energy.</p> <p>Cllr Archer advised that the new Priest-in-Charge Vicar Fr. Andrew Birks was now fully established in the Vicarage and had taken several Services over the Christmas period; he was running 100 miles in January for a prostate cancer charity and those who so wished could support him.</p>

The meeting closed at 21:15pm.

Signed by:

Date:

CHAIRMAN

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 (Budget Code 4190 EMR CIL (IBP816))
2	HMRC	£1,025.94	475PM00963717	Quarter 2 2020 tax and NI (Budget Code 4000)
3	B Jones	£13.20		Location Plan Hawthorne Meadow. Clerk's expenses December 2020 (4100)
4	Troy Hayes Planning	£660.00	1884	Client meeting and review of site assessment (Budget code 120/4150 EMR NP 325)
5	Andrews Ground Maintenance	£155.00	CHPCDEC20	Ground maintenance services Dec 2020 (4400 Playground risk assessment - £75.00; 4380 grass cutting Hawthorne/Pynham meadows - £80.00)

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)
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PROPOSED BUDGET 2021-2022

		2020-21 Budget	2020-21 Current spend	2020-21 projected yr end	2021-22 Proposed Budget
110	Administration				
4000	Salaries & NI	17,620.00	7,655.00	14,000.00	16,000.00
4020	Pension	1,400.00	806.00	1,381.71	1,500.00
4100	Expenses	600.00	0.00	100.00	300.00
4110	Training	600.00	60.00	120.00	300.00
4140	Audit Fees	800.00	200.00	650.00	800.00
4150	Professional fees	550.00	0.00	0.00	550.00
4160	Subscriptions & Memberships	900.00	875.00	875.00	1,000.00
4170	Office Equipment	600.00	160.00	200.00	400.00
4190	Website	550.00	0.00	0.00	500.00
4200	IT	600.00	569.00	569.00	600.00
4210	Insurance	1,200.00	908.00	908.00	1,000.00
4220	CHPC Grants	2,500.00	512.00	1,200.00	2,000.00
4230	Hall hire	700.00	0.00	200.00	500.00
4240	Chairman's Allowance	150.00	0.00	0.00	150.00
4250	Election expenses	500.00	0.00	0.00	500.00
4260	Publications	350.00	31.00	100.00	350.00
4270	Repairs and Maintenance	500.00	0.00	0.00	500.00
4320	Neighbourhood Plan	3,000.00	1,226.00	3,000.00	3,000.00
4999	Sundry Expenses	500.00	13.00	100.00	500.00
		33,620.00	13,015.00	23,403.71	30,450.00
120	General Open Spaces				
4150	Professional fees	550.00	0.00	550.00	550.00
4270	Repairs and Maintenance	1,700.00	0.00	500.00	700.00
4350	Bus Shelter Repairs	500.00	0.00	200.00	500.00
4360	Bins - Litter & Dog	1,700.00	0.00	0.00	1,000.00
4370	Benches	100.00	0.00	0.00	100.00
4380	Grounds Maintenance	4,500.00	2,390.00	3,545.00	4,500.00
4390	Hedges & Ditches	2,000.00	80.00	200.00	1,000.00
4400	Play Area Maintenance	1,500.00	614.00	1,580.00	1,500.00
4420	Ditch Warden	500.00	0.00	500.00	500.00
4530	Street lighting	£1,470.00	£1,423.00	£1,423.00	£1,600.00
		14,520.00	4,507.00	8,498.00	11,950.00
130	Capital Expenditure				
4510	Notice Board renewals	0.00	0.00	0.00	0.00
4520	Playground Equipment	0.00	25.00	100.00	4,000.00
	Parish Signs				2,675.00
		£0.00	£25.00	£100.00	£6,675.00
	TOTAL EXPENDITURE	48,140.00	17,547.00	32,001.71	49,075.00
	Income - Bank interest				60.00
	Precept required				49,015.00

**Draft minutes of the Extraordinary meeting of Chidham and Hambrook Parish Council
held remotely on Tuesday 26 January 2021 at 8:30pm**

Present

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

In attendance District Cllrs A Moss, P Plant and D Rodgers and County Cllr M Magill
Members of the public A number of residents attended this meeting.

Meeting commenced at 8:40pm

120-21	Apologies for absence There were no apologies for absence.
121-21	Declaration of interests No declarations were made.
122-21	Minutes There were no minutes to be approved.
123-21	Public Open Forum A Public Meeting had taken place prior to this Extraordinary Parish Council meeting therefore the Public Open Forum was dispensed with.
124-21	A Public Meeting was held at 7:00pm prior to this Extraordinary Parish Council meeting considered three planning applications submitted by Pallant Homes, namely: CH/20/03319/OUTEIA – Land West of Pottery Lane Nutbourne – Outline planning application for up to 94 dwellings and provision of associated infrastructure CH/20/03220/OUTEIA – Land East of Broad Road Nutbourne – Outline planning application for 132 dwellings and provision of associated infrastructure CH/20/03321/OUTEIA – Land North of A259 Flat Farm Main Road Chidham – Outline planning application for 68 dwellings and provision of associated infrastructure It was suggested that the Planning Committee be tasked with setting up an initial group to decide how to take these objections forward and to involve District Councillors. Cllr Garrett volunteered to take on the response for one of the applications. District Cllr Moss advised that there was a special meeting of the Chichester Harbour Conservancy in mid-February to consider these three applications. Resolved: That the Planning Committee sets up an initial group to record the Council's objections to these applications having listened to the views of residents at the aforementioned Public Meeting. Action: Clerk to circulate slides from the Public Meeting to all councillors.
125-21	Any Other Business Cllr Hyde raised the issue of brownfield sites around the Chichester district and whether these should be taken into account by the Planning Committee when considering objections to the above planning applications. Action: Cllr Moss to circulate the list of brownfield sites. Cllr Bramwell Smith also suggested a list of empty shops.

The meeting closed at 8:58pm.

Signed by:

Date:

CHAIRMAN

Draft Minutes of the Planning Committee meeting of Chidham & Hambrook Parish Council held remotely on Thursday 21 January 2021 at 7:30pm

Present: Cllr S Bramwell Smith Cllr B Garrett
Cllr R Gowlett (Chair) Cllr J Sheppard
Cllr J Towers

In attendance: District Cllrs D Rogers, P Plant and A Moss

Members of the Public: Mrs S James, Mr P White, Smith Simmons & Partners, Mr & Mrs Hipperson, Mr M Helyer, Helyer Davies Architects

Meeting opened at 7:30pm

072-21 **Apologies for absence**
None.

073-21 **Declarations of Interest**
There were no declarations of interest.

074-21 **Minutes**
Cllr MacDougall had given his apologies for the last meeting as Chair of the Neighbourhood Plan Steering Group.
Resolved that the minutes of the Planning Meeting held on 17 December 2020 be approved as a correct record subject to the above amendment and signed by the Clerk noting this minute number.

075-21 **Matters arising:**
None

076-21 **Public Open Forum**
Mr P White wished to speak on planning applications 1 and 2.
CH/20/03305/FUL Maybush – The architect Mr M Helyer and the owner Mr S Hipperson were also present. This was a replacement dwelling and garage as the existing property had fallen into disrepair. Chichester Harbour Conservancy had no objection as the design complied with their guidelines. The orchard and grounds would be retained for the applicant's use in perpetuity.
CH/20/03379/FUL Cut Mill House – It was proposed to extend the footprint of the property rather than go up one storey. The owner had had difficulty in letting the one bedroomed tourist accommodation hence the application to extend the property.

077-21 **Planning Applications**

077-21.1 CH/20/03305/FUL
Mr & Mrs Hipperson Maybush Cot Lane Chidham PO18 8SP
Demolition of the existing dwelling and outbuildings and the construction of a replacement dwelling and associated works.
Members of the committee had been to view this proposal and supported the application.
Action: Clerk to send details of CDC's Wildlife Officer to Cllr B Garrett.
The access to the property would be where it is currently.
Resolved: That the committee had no objection to this planning application and no comment to make.

077-21.2 CH/20/03379/FUL
Mr M Wrennall Cut Mill House Cut Mill Chidham Chichester
Extension of existing tourist accommodation unit.
Mr P White confirmed that owner wanted to move elsewhere in the locality and would continue to manage the holiday accommodation. CDC would impose planning conditions to prevent it becoming a separate dwelling. The property had not been used as holiday

let accommodation. The design does not exceed the AONB tolerances of 50% increase above existing footprint and 25% increase above existing silhouette. The base is currently laid for car parking but part of this area would be used for the extension.

Members concerns were as follows:

- If this application were to be permitted the property could become a separate dwelling
- Enormous storage in the roof could lead to a later application for a 2 storey house
- the plans do not show the severance point with Cut Mill House in relation to the proposed extended boat house. The boathouse seems to sit within the curtilage of the main house and garden which appears 'on the market'.
- The property had not yet been occupied as a holiday let. There was no evidence submitted as to the difficulty in securing rentals nor how this was marketed. Locally there are many one bedroom holiday lets which have had no difficulty.

Resolved: That the committee objects to this planning application on the basis of the comments above.

- 077-21.3 CH/20/01826/FUL - (ongoing application)
Sunley Estates Ltd Land Adjoining A27 Scant Road West Hambrook Chidham
Erection of 118 dwellings (including 35 affordable dwellings) accessed via Broad Road, and the provision of public open space, landscaping and associated works at Rose Briar Copse, Land East of Broad road, Hambrook – revised design and more detailed internal layout
The committee agreed that there was no need to add further commentary on this revision to the plans.
- 077-21.4 CH/20/03319/OUTEIA
Pallant Homes – Land West of Pottery Lane Nutbourne
Outline planning application (with some matters reserved except Access and Layout) for up to 94 dwellings and provision of associated infrastructure
This application was deferred to be considered at a Public Meeting arranged by the Council on Tuesday 26 January 2021.
- 077-21.5 CH/20/03227/DOC – Case Officer: Sascha Haigh (not part of a list)
Greenacre (Chidham) Ltd - Green Acre Main Road Chidham PO18 8TP
Discharge of condition 4 (tree protection) of Planning Permission 16/04132/OUT
Cllr B Garrett was concerned with the plans available on the portal which, when reduced from A0, were difficult to see. He undertook to carry out a visit to the property to establish the current situation. He will circulate comments to the committee for approval to be input to the CDC Planning Portal. **Action: Cllr B Garrett**
- 077-21.6 CH/20/03220/OUTEIA
Land East of Broad Road Broad Road Nutbourne
Outline planning application (with some matters reserved except Access and Layout) for 132 dwellings and provision of associated infrastructure
This application was deferred to be considered at a Public Meeting arranged by the Council on Tuesday 26 January 2021.
- 077-21.7 CH/20/03321/OUTEIA
Land North Of A259 Flat Farm Main Road Chidham West Sussex
Outline planning application (with some matters reserved except Access and Layout) for 68 no. dwellings and provision of associated infrastructure.
This application was deferred to be considered at a Public Meeting arranged by the Council on Tuesday 26 January 2021.
- 078-21 **Planning Decisions**
- 078-21.1 CH/20/02662/DOM
Mr and Mrs A Robertson Canigou Cot Lane Chidham PO18 8SP
Single storey rear extension.
PERMIT noted.
- 078-21.2 CH/20/02886/ELD

Mr & Mrs Evans Land South Of Grey Thatch Harbour Way Chidham PO18 8TG
Existing lawful development certificate for land south of the existing dwelling used as a residential garden for more than 10 years.
WITHDRAWN noted.

- 079-21 **Planning Appeals**
20/00412/OUT – Land Off Broad Road Hambrook PO18 8RF - Outline application for the construction of 55 no. affordable dwellings for first time buyers and those looking to rent their first home with all matters reserved.
The Appeal had been confirmed by the Planning Inspectorate in October 2020 however this did not appear on their website.
- 080-21 **Planning enforcement**
20/00367/CONBC - Land North Of Good View, Priors Leaze Lane
The move onto the site of a mobile home last week had been reported to CDC Enforcement by a councillor and by the Clerk.

18/00293/CONDWE – The Granary Barn Steels Lane Chidham - Refurbishment of the building and use as habitable accommodation
Noted.

CH/20/00292/CONHH - Warwick Lodge Main Road Chidham - Construction of a structure forward of the dwelling house
Noted.

CH/20/00235/CONADV – Barleycorn Main Road Nutbourne – Display of flags on poles
There were still 2 flags on poles at full height remaining at the property.
- 081-21 **Contaminated Land Strategy**
Chichester District Council was carrying out a consultation on the draft Contaminated Land Strategy, subject to public consultation between 1 January 2021 and 29 January 2021. District Cllr P Plant advised that CDC held a database of sites with potential contamination. No response was required from the Parish Council.
- 082-21 **Chair's Report**
The Chair did not have an oral report. District Cllr D Rodgers had reported a pipe coming out of a fence at Land North of Good View as an enforcement matter. This pipe had now been removed.
- 083-21 **Any other business**
None
- 084-21 **Next meeting**
The next meeting of this committee would be held on **Thursday 18 February 2021.**

Meeting closed at 8:12pm

Signed by:

Signed: (Chairman)

(Date)

Chidham Hambrook Nutbourne East
Neighbourhood Plan Steering Group
11th January 2021 via Zoom Videoconferencing

MINUTES

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

Apologies: Philip MacDougall.

Honorary Secretary: Lisa Wilcock.

Meeting commenced at 1930hrs

142/21	<p>Apologies Philip MacDougall.</p>	
143/21	<p>Declarations of Interest None.</p>	
144/21	<p>Approval of minutes Minutes approved.</p>	
145/21	<p>Matters Arising Noted that the group want to invite Troy Planning to a future meeting.</p>	
146/20	<p>Report on Planning applications and propose action: Land West of Pottery Lane 20/03319/OUTEIA Land worth of A259 Flat Farm 20/03321/OUTEIA Flat Farm was discussed first. The group noted that this is a section of land rather than the whole site that is being considered in the NP. Noted that this land is in the middle of the proposed wildlife corridor and it interrupts the historic view of the South Downs. It was proposed that the group should meet Pallant for a ‘without prejudice’ meeting to discuss both these applications (and the third Pallant are proposing if it has been submitted by then. CDC have recommended no OUTLINE applications and only FULL applications. Noted that group needs a firm figure of housing allocation for the whole Parish and are still waiting for further discussions with CDC. Waste water treatment capacity is also an issue for the planners as they will not be able to commence building until the issue is resolved if they were to achieve planning permission. The group has no information on the new site added to the HELAA and have had no information from CDC. CDC will not tell the group who promoted the land. Proposal to speak to Pallant Homes in a ‘without prejudice’ meeting on all applications was agreed. The group will speak to Pallant Homes about 2 sites with documentation and planning (noted it maybe 3 by the time of the meeting). Action JT and Clerk of Parish Council to arrange meeting.</p>	

		JT/BJ
147/21	<p>Feedback on discussion with Sunley/ Neame Sutton re new amendments</p> <p>Update provided by the Chair following the meeting on 8th January 2021. Notes were taken at the meeting and will be distributed to the group after the meeting. The store was discussed and its future as a Post Office, the office hub and its flexibility. Community are asked to represent themselves at the meeting if they choose to object or support the application. JT can give information on how to do this.</p>	
148/21	<p>Report from AKB on current position with waste water</p> <p>Wastewater the good news is that the group have support from the Harbour Villages application and will absorb the capacity. Southern Water/OFWAT have confirmed that there is no more work to be done until 2027 at the earliest to increase capacity.</p> <p>OFWAT require a made LP from Havant, Emsworth, Westbourne, Southbourne and Chidham and Hambrook so a proposal cannot be put through until 2025 at the very earliest. Southern Water said that it cannot be increased as the harbour is at 10mg/l already.</p> <p>Nitrates - the Parish does not have a say where the offset land will be. There is a spreadsheet showing offset land that can be built. Density could be reduced to 25 per hectare rather than 35. The group noted that they are waiting for a separate meeting with Toby Ayling to discuss this further.</p>	
149/21	<p>Report on Council + MP meeting with Southern Water (if available)</p> <p>No feedback from meeting noted yet. Carry to next meeting.</p>	
150/21	<p>Next steps with site selection</p> <p>Suggestion is to try to get a meeting with Toby Ayling as soon as possible. The NP cannot progress without this meeting going ahead. Until the group understands the allocation they cannot finalise site selection.</p> <p>It was agreed that Jon Herbert should be invited to the next meeting. Action Clerk of the Parish Council to invite Jon to next meeting.</p> <p>It was agreed that Andrew KB should speak to Valerie Dobson to ask about site 27 and a meeting with Toby Ayling. Action AKB to speak to Valerie Dobson.</p> <p>It was agreed that Jon Herbert should tweek the NP as per the comments made by KD. Action JT to speak to JH about this further.</p> <p>It was agreed that this NP document should be shown to CDC for further clarification on site selection and to check the group is on the right lines. Action JT and the Clerk of the Parish Council to arrange this.</p>	<p>BJ/JT</p> <p>AKB/JT</p> <p>JT</p> <p>JT/BJ</p>
151/21	<p>Parish Action Group</p> <p>For logistical reasons this needs to be kept separate from the Parish Council.</p> <p>AKB has set up a website to raise an action group and the Clerk will advise the people on the data list she holds should they be interested. AKB asked for an admin person to look after the Parish Action Group website to keep it separate from the NP group and the Parish Council. For reference the website is www.chpag.wordpress.com. This is a resident campaigning group only.</p>	

152/21	<p>Strategic Environmental Assessment</p> <ul style="list-style-type: none"> - Habitat Regulations - do we require any other packages? <p>we have roughly £7,500 remaining budget to apply for next year April 2021.</p> <p>Sussex Wildlife Trust - access needed to source information from the library. The cost is £120. Action Clerk of the Parish Council to put the grant request forward for approval at the next Parish Council meeting.</p> <p>It was agreed that the AECOM Habitats Regulations Assessments are needed and the grant need to be applied for. Action Clerk of the Parish Council to liaise with Jon Herbert in order to apply for all available grants. [Post meeting note: The Clerk advised that this technical support grant had already been applied for and was approved.]</p>	<p>BJ</p> <p>BJ</p>
153/21	Any Other Business	
154/21	Next meeting 8th February 2021 at 7.30pm.	

Meeting closed 21:19hrs

DRAFT

Draft minutes of the Public Open Spaces Advisory Committee (POSAC) meeting held remotely on Tuesday 19 January 2021 at 7:30pm

Present: Cllr P Bolton
Cllr P MacDougall
Cllr J Sheppard

Cllr S Bramwell Smith
Cllr R Perri
Cllr J Towers

Also present: Clerk & RFO

1 Election of Chair

Resolved: That Cllr P Bolton be appointed as Chair of this committee.

2 Apologies for absence

All present.

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 10 December 2020 be agreed as a correct record and signed by the Clerk noting the minute number.

5 Matters Arising from minutes not on the Agenda

None.

6 To update on Hawthorne Meadow progress

Cllr Bramwell Smith was concerned that in moving the 2 oak trees they may not survive. They are close to the footpath and may require maintenance in future years. Cllr Bolton has asked Cllr Archer to talk to the Tree Wardens regarding this. Await a response from the Tree Wardens before making a decision.

Bridge - Cllr Bolton's report on the quotes for the bridge were discussed. If bridge is higher than road surface then ramps would be required - as for play area bridge. To save costs the bridge should be on prepared abutments. Rough cost is £9,000.

Pathway costs – Cost of No 1 finish is about £3,600 per 100m. This finish is as Maybush Copse and suitable for wheelchair users. It requires little maintenance and no borders are recommended. The width of the pathway would be similar to Maybush Copse and length estimated at 300m so cost roughly £9,000. **Action: Cllr Bramwell Smith to seek quotes.**

Dropped kerb on roadside – WSCC has a range of contractors. Cost roughly £5,000.

Planning pre application advice request re bridge – Clerk confirmed that the response should be with us by Friday 22 January.

Connection between meadows through hedge – The Clerk had spoken to Sarah Hughes, CDC Community Wildlife Officer and Henry Whitby, CDC Tree Officer and been advised that we would need to apply for approval. Wildlife currently use this as access (use wildlife corridor to justify on application). If connection through the hedge is turned down then we would need access from the footpath and/or Broad Road.

A budget will be pulled together to take to the next Parish Council meeting for approval.

Action Cllr Bolton

7 To update on Pynham Meadow acquisition

Cllr Bolton had spoken to Mr J Wooldridge, the Mortgagee and was formerly a Director of Mildren Homes. He wishes to ensure that no liability is attributed to him on transfer of the land to the Council. He has a financial drive to transfer the land. There is a list of outstanding items to do with the entire development. He may have to fund a Civil Engineer

to certify that roads are built to required standards. **Action: Cllr Bolton and the Clerk to discuss further.**

8 **Update on Footpath FP258**

The Clerk had spoken to the WSCC PROW Officer, Ms K Eels and received the following update:

- She had received the report from the local ranger on this footpath. The surface of the footpath was not too bad but some of the branches to the northern end of the footpath were quite low. She will instruct WSCC contractors to carry out a good surface cutback, however their contractors are running behind and it might be a couple of months before this work is done. The footpath also gets a Summer cut between June and August each year so this will be done again later on this year again.
- She has written to the two land owners to the West and will repeat the letters. Failing a response she will instruct WSCC legal to write letters to them.
- She has also written to Quantuma as the owner of the land to the East of footpath in the at its northern end. She has emailed my contact at Quantuma sending photos and a location plan showing the area in question requiring the overhanging branches to be cut back.
- She is putting in a request for an oak waymark post at the position between Hawthorne Gardens development and Hawthorne Meadow (to try to stop people coming off the footpath and into the development road).

11 **Any Other Business**

- Dog bin – Cllr MacDougall has this in his garden for placement in Hawthorne Meadow by the bridge.
- Byelaws – reconsider when we have taken ownership of Pynham Meadow.
- S106 funding available **Action: Clerk to check** [Post meeting note: There is £12,812.67 to be used by 29 June 2021 and £13,750.94 to be used by 5 October 2021. These funds are ring fenced for Sport & Leisure projects and confirmation has been received from CDC that this would cover pathways, grassed recreation/leisure areas and the bridge over the ditch.]
- New Homes Bonus funding – **Action: Clerk to confirm whether this funding will be available in the future.** [Post meeting note: This funding is proposed for 21/22 but subject to review in future years.]
- A round picnic table, placed in the green space belonging to the development, was considered an attractive option for the meadow. **Action: Cllr Bolton will source something similar.**
- Benches and picnic table - confirm whether these need to go onto a concrete plinth or whether they could go onto Type 1 surface. **Action: Cllr Bramwell-Smith**
- Interpretation board – this could be sited at the entrance by the bridge or by the picnic table. To include local flora and fauna and pictures. Perhaps Sarah Hughes could help with identification. **Action: Clerk will obtain costing for this**
- Communication with the public – A newsletter will go out to those on our Parish Residents Group at an appropriate time. Also put this on the Village Magazine.
- Communication with Hawthorne development management company re access to the meadow for contractors.

12 **Date of next Meeting**

Next meeting is by Zoom on Tuesday 16 February 2021 at 7:30pm

The meeting closed at 20:20pm

Chidham & Hambrook Parish Council – 7 February 2021

Schedule of Payments

08.1 To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Ladywell Accountancy Services	£90.00	CHID001	PAYE Year 2020-21
2	Climate Project Services Ltd	£242.66	370	Services re Neighbourhood Plan Steering Group (EMR NP)
3	Bambi Jones	£48.00		Zoom one month subscription Large Meeting capacity
4				
5				

8.2 To note Direct Debit/Standing Order payments made:

1	SuperTrust	£101.42	13 Jan 2021	Month 9 pension
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8.3 To note receipt of the following credits to the Council's bank account:

1	Lloyds Bank	£1.29	11 Jan 2021	Interest Dec 2020 (1090 Bank Interest Received)
2				