



Chidham & Hambrook Parish Council

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26 February 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 March 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, 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.*

Cot Lane proposal for speed limit 20mph (Mr Tim Paterson invited to make his proposal)
6. **Receive Reports**
 - 6.1 Parish Council Chair
 - 6.2 District Councillors
 - 6.3 County Councillor
 - 6.4 Clerk & RFO – report to be *circulated*
7. **Committee Minutes & Reports**
 - 7.1 **Planning Committee**
To consider the minutes of a meeting held on 18 February 2021 *attached*.
 - 7.2 **Neighbourhood Plan Steering Group**
To consider the minutes of the meeting held on 8 February 2021 and the minutes of the meeting to be held on Monday 1 March 2021 (*to be circulated*).
 - 7.3 **Public Open Spaces Advisory Committee (POSAC)**
To consider the minutes of the meeting held on 16 February 2021 *attached*.
 - 7.4 Business Plan (Cllr P MacDougall)

To consider and approve the revised Business Plan – to be *circulated*.

- 7.5 Paddleboarder Towed on Catchpond from Chidham Lane (Cllr C Archer) – report *attached*.
It is proposed that: The Parish Council install at the Catchpond in Chidham Lane a suitable warning sign to deter inappropriate and unsafe activities.
- 7.6 Update on West Sussex Association of Local Councils (WSALC) (Cllr J Sheppard)
- 7.7 Bus shelter maintenance (Cllr P Bolton) – report *attached*.
To consider quotes to carry out maintenance to two of the three Parish Council bus shelters.
- 7.8 Laptops for Councillors (Cllr J Towers)
Proposal: Parish Councillors are undertaking extensive work remotely and outside of meetings and it is considered that some councillors do not have the right technology to enable them to carry out this work. The Parish Council is asked to consider the provision of laptops for those councillors who may require them.
- 7.9 Preparing for the possible return to face-to-face meeting
Guidance from NALC *attached*.
- 7.10 Ditch Warden report (Cllr C Archer)
A report from the Council's Ditch Warden will be *circulated*.
- 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 **CHPC Grant request**
To consider the following requests for Parish Council grant funding - *circulated separately*:
1. The Friends of Bourne in the sum of £430 for equipment for the Environmental Club
2. Chidham PCC in the sum of £500 for upkeep of extension graveyard
- 9. Meeting Dates**
Planning Committee – Thu 18 March 2021 7:30pm
Parish Council – Thursday 1 April 2021 7:30pm and 6 May 2021
Neighbourhood Plan Steering Group – Move meeting scheduled for 5 April.
- 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.

	<p>these applications. The term 'informal' is to underline the meeting to be one 'without prejudice' as we too did not wish any comments made to be subsequently used to our disadvantage as a parish. This is reflected in the above policy at paragraph 4.</p> <p>2. Referring to Minute 150-21 in the NPSG meeting held on 4 February 2021, I am unable to locate Site 27 on the list of sites. Post Meeting Answer: It is on the 2020 HELAA, not the 2018 HELAA.</p> <p>3. Has there been any response regarding the dangerous footpath to the south? Post Meeting Answer: Cllr J Towers agreed to follow this up.</p> <p>4. What is the process for getting an agenda item onto the Parish Council agenda? Post Meeting Answer: The way to raise an agenda item is through a Parish Councillor or through the Clerk. If sent to the Clerk she would normally clear this with the Chairman. In line with legislation the agenda needs to be despatched to Councillors three clear days before the meeting. Therefore, as our Parish Council meetings are on a Thursday evening, the agenda is sent out the previous Friday. The agenda is normally put onto the website at the same time. Cllr S Bramwell Smith joined the meeting.</p>
125-21	Receive Reports
125-21.1	Parish Council Chair The Chair had nothing to report.
125-21.2	District Councillors A report had been circulated and was noted. District Cllr Moss advised that the three Harbour Villages councillors had met with Officers the day before and he would be preparing a report to the Parish Council. It had been agreed by CDC Cabinet to collect textiles as part of recycling initiatives and items under the WEE definition. A holding response had been received to CDC's letter to OFWAT re Southern Water. A full response was awaited.
125-21.3	County Councillor The report circulated by Cllr M Magill was noted.
125-21.4	Clerk & RFO – report <i>circulated</i> The report was noted. Action: Clerk to remove Cllr C Archer's name as Lead Councillor on the Land Acquisition issue.
126-21	Committee Minutes & Reports
126-21.1	Public meeting 26 February 2021 This was noted.
126-21.2	Planning Committee The minutes of the meeting held on 21 January 2021 were noted. 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. The Chair, Cllr R Gowlett advised that the Planning Committee would meet informally before the next formal meeting on 18 February to discuss the responses to the Pallant Homes applications. The date for objections to be received was Friday 26 February. It was suggested that certain knowledgeable residents be involved in that meeting. The Clerk confirmed that, in respect of Minute 080-21, she had written to the landowner of the Land North of Good View, to request that the ditch be cleared.
126-21.3	Neighbourhood Plan Steering Group The minutes of the minutes of meetings held on 11 January 2021 were noted. Minute 148-21 first sentence – should read '...have support from Harbour Villages application <u>councillors</u> '. Action: Cllr MacDougall will draw attention to that point at the NPSG meeting.
126-21.4	Public Open Spaces Advisory Committee (POSAC) The minutes of the meeting held on 19 January 2021 were noted. A report had been circulated by Cllr Bolton with a budget for developing Hawthorne Meadow and comments were made as follows:

	<p>- Cllr Bramwell Smith is due to meet with the pathway contractor in due course to receive costings.</p> <p>- Cllr Archer advised that one of the Council's Tree Wardens had been in contact with Cllr Bolton and had proposed that the smaller oak tree be removed and disposed of but leave the 4 inch diameter tree as it was worth preserving, although this was on the edge of the footpath.</p> <p>- The connection between the meadows through the hedge was considered essential and it was suggested that the planning application be firmly worded to this effect.</p> <p>- The grounds maintenance contract with Andrews will need to be reviewed as the layout of Hawthorne Meadow will necessitate different cutting regimes.</p> <p>Resolved: That the total budget cost of £27,312.50 be approved for the development of Hawthorne Meadow and that the various projects now be progressed.</p>
126-21.5	<p>Bournes Forum update</p> <p>Cllr MacDougall had attended a recent meeting of Bournes Forum and reported back on Chemroute and the three Pallant Homes applications. Cllr Towers advised that she had attended a Southbourne Parish Council meeting regarding the Pottery Field application.</p>
126-21.6	<p>Broad Road Cycle Path and Chidham Lane Footways</p> <p>A report had been circulated by Cllr Towers which was noted.</p> <p>At the present time only funding for Phase 1 was available, which would take the path down Broad Road to the railway crossing only. Phase 2 would continue to meet Broad Road but this route was only 60% LTN 20 compliant. It was agreed to put the project on hold until there was more certainty about funding and the outcome of the Flat Farm Planning Application.</p> <p>Cllr Archer advised that decisions on the tree planting scheme may be needed which would assume the cycle path does not go ahead. Funding had been allocated on the priority of Safer Routes to School.</p>
126-21.7	<p>Lost Rights of Way</p> <p>The report from Mr K Seddon, circulated by email, was noted.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the Council accept the proposals in Mr Seddon's report to gather evidence and submit those sites deemed 'lost rights of way' to the appropriate authority by the deadline of end November 2021. 2. That Cllrs J Sheppard and Bramwell Smith and/or Garrett work with Mr Seddon on this project.
126-21.8	<p>Update on West Sussex Association of Local Councils (WSALC)</p> <p>Cllr J Sheppard had circulated her report, which was noted.</p> <p>The WSALC AGM was taking place on 25 February 2021 and Cllr J Sheppard had agreed to attend. The WSALC Value for Money report was published the week before and had been circulated to members. The Clerk and Councillors spoke about the Council's membership of other organisations such as NALC, SSALC and SLCC and the range of services provided. Comments were made as follows:</p> <ul style="list-style-type: none"> - if WSALC survives then it was considered useful to remain a member - an alternative costing model where the Council pays a basic subscription for membership and support services and then pays the real cost of training. <p>Resolved: That proposals are circulated to Councillors for a response and feedback so that Cllr Sheppard has a mandate from the Council to vote at the AGM on 25 February 2021. Action: Clerk to circulate</p>
126-21.9	<p>Business Plan</p> <p>Cllr P MacDougall as Chair deferred this to the next meeting.</p>
126-21.10	<p>Parish Council newsletter</p> <p>This had been referred to the Parish Council by Minute 070-20 of the Planning Committee when discussing means of communicating planning applications to residents.</p> <p>The Chair advised that there had been no newsletter for some time due to the Covid-19 situation and that the circulation of newsletters would resume once lockdown was over.</p>

	They were usually produced prior to the Annual Parish Meeting in May each year and then six months later in November.
127-21	Finance and Governance
127-21.1	The Schedule of Payments had been circulated. Resolved: That the payment of invoices to 4 February 2021 be approved.
127-21.2	The Direct Debit/Standing Order payments made were noted.
127-21-3	The receipt of credits paid to the Council's bank accounts were noted.
127-21.4	Payroll Services Provider The report from the Clerk & RFO was noted. Resolved: That the appointment of Rachel Hall as the Council's payroll provider, be approved from 1 April 2021 at the cost of £100 per annum for one employee.
128-21	Meeting Dates Neighbourhood Plan Steering Group – Monday 8 February 2021 7:30pm CDC All Parishes Meeting – Monday 8 February 2021 6:00pm JS and Clerk to attend POSAC – Tuesday 16 February 2021 7:30pm Planning Committee – Thursday 18 February 2021 7:30pm Parish Council – Thursday 4 March 2021 7:30pm
129-21	Items for the next meeting - Business Plan (Cllr P MacDougall) - WSALC report back (Cllr J Sheppard) - Paddleboards on Catchpond (Cllr C Archer)
130-21	Any Other Business Cllr Gowlett advised that batteries had been changed on the Speed Indicator Devices and they had been reinstalled. Cllr Bramwell Smith had had a response from the PCSO when she contacted him on a local matter recently. Cllr Towers advised that it would be helpful if all councillors submitted their comments on major planning applications to CDC in their own right.

The meeting closed at 21:28.

Signed by:

Date:

CHAIRMAN

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	£242.26	370	Services re Neighbourhood Plan Steering Group (EMR NP)
3	Clerk & RFO	£48.00		Zoom one month subscription Large Meeting capacity
4	Andrews	£50.00	CHPCJAN21	Playground risk assessments
5	Sussex Wildlife Trust	£120.00	BR53720	Biodiversity data (NP request)

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)
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Draft Minutes of the Planning Committee meeting of Chidham & Hambrook Parish Council held remotely on Thursday 18 February 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 and A Moss

Members of the Public: Mrs S James, Mr A Kerry-Bedell, Mr A White and Mrs S White

Meeting opened at 7:30pm

085-21 **Apologies for absence**

An apology for absence had been received from District Cllr P Plant.

086-21 **Declarations of Interest**

There were no declarations of interest.

087-21 **Minutes**

Resolved that the minutes of the Planning Meeting held on 21 January 2021 be approved as a correct record and signed by the Clerk noting this minute number.

088-21 **Matters arising:**

None

089-21 **Public Open Forum**

Cllr J Sheppard joined the meeting.

Mrs S James was concerned with a reference Mr Kerry-Bedell made to a Neighbourhood Plan policy of objecting to development on all sites without enhancement of biodiversity. Mrs James asked a subsequent question regarding information on site selection. Cllr Towers advised this was not the appropriate forum for Neighbourhood Plan matters and recommended her to put her question to the Parish Council. Mrs James also stated that Councils were not able to comment on private boundary issues as they do not relate to planning policy.

090-21 **Planning Applications**

090-21.1 CH/20/03378/OUT - Case Officer: Joanna Bell

PNH Properties Land At Flat Farm Hambrook West Sussex PO18 8FT
Outline Planning Permission With Some Matters Reserved (Access) - Erection of 30 dwellings comprising 21 market and 9 affordable homes, access and associated works including the provision of swales.

The previous application CH/20/00412/OUT had gone to Appeal.

This application was no longer an Entry Level Exception Site. Cllr Towers had prepared an objection on the following points:

- housing was still only a distance of 3.3m further away from the pylons than the original application
- all houses close to the pylons would be affordable housing
- there was no proposal for nitrate mitigation

It was suggested that if the housing nearer the pylons was removed from the application this reduced size development might be more acceptable to the Council.

Action: Cllr Towers to circulate her comments to the committee for comment.

Resolved: That the Council object to this planning application based on the above comments once agreed by the Committee electronically.

090-21.2 CH/21/00233/DOM - Case Officer: Oliver Naish

Mr Rob MacDonald Wight Cottage Main Road Nutbourne PO18 8RT

Demolition of lean-to and erection of single storey side/rear extension and replacement conservatory, two storey annex to far east of the site, with ground floor garage and pilates studio and first floor bedroom with en-suite.

The committee was concerned that building work appeared to have commenced. Members were confused as to the plans and the layout of the development. When the application was considered last year, they were going to separate the site and there was going to be a separate access, however this didn't appear to have taken place. There were only 4 documents to consider.

Resolved: That the agent be approached for a meeting in order that he may explain the development to the committee. A two week extension be sought. **Action: Clerk**

- 090-21.3 CH/20/00593/FUL – Case Officer: William Price
Appleton House Farm Drift Lane Chidham PO18 8PR – **revised application**
(consultation response by 10 Feb 2021)
Change of use of detached garage, store with games room over to 1 no. 3 bed dwelling
A neighbour, Mr A Kerry-Bedell, had submitted information on his objection to the development to members and was present. He was concerned about an historic boundary line issue following previous planning applications in addition to concerns about impact on wildlife. There was currently planning permission for a 4 bed house, however car parking was not clearly marked on the plans This was a very rural property and there was no information on the protection of wildlife habitats.
- Resolved that the Council object to this planning application and comment as follows:**
- 1) The site does not meet rural needs as defined in the NPPF Paragraphs 77-79 that deal with 'rural housing'.
 - 2) There is no evidence of the protection of wildlife habitats in accordance with CDC Local Plan Key Policy 49 and the Chidham and Hambrook Neighbourhood Plan Policy Justification para. 55 which states 'Community questionnaire responses demonstrated overwhelming support for the protection of wildlife habitats/biodiversity, in particular, trees/woods/orchards, green corridors or ecological networks, waterways and ponds.'
 - 3) The boundary issue be resolved before this application progresses.
 - 4) Concern of overdevelopment if the four bedroom house is also built out.
- 090-21.4 CH/20/03319/OUTEIA (Wk 3 with extension)
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
The Parish Council, at its Extraordinary Meeting held on 26 January 2021, agreed that the Council object to this planning application and the Planning Committee prepare the response by the extension date of Friday 26 February 2021.
District Cllr A Moss advised that he had sent the recent Harbour Conservancy responses to the Planning Committee. Southern Water, Natural England and the South Downs National Park had also responded.
The agreed response would be returned to the Clerk by lunchtime on 26 February and copied to the Parish Council for information before submission to the Planning Portal.
- 090-21.5 CH/20/03220/OUTEIA (Wk 3 with extension)
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
The Parish Council, at its Extraordinary Meeting held on 26 January 2021, agreed that the Council object to this planning application and the Planning Committee prepare the response prior to the extension date of Friday 26 February 2021.
The agreed response would be returned to the Clerk by lunchtime on 26 February and copied to the Parish Council for information before submission to the Planning Portal.
- 090-21.6 CH/20/03321/OUTEIA (Wk 3 with extension)

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.

The Parish Council, at its Extraordinary Meeting held on 26 January 2021, agreed that the Council object to this planning application and the Planning Committee prepare the response prior to the extension date of Friday 26 February 2021.

The agreed response would be returned to the Clerk by lunchtime on 26 February and copied to the Parish Council for information before submission to the Planning Portal.

090-21.7 20/01826/OUT

Land adjoining A27 Scant Road West Hambrook PO18 8UA

Mixed use development comprising 118 dwellings (including 36 affordable dwellings), public open space, landscaping and associated works and a retail convenience store with community space above, all accessed via Broad Road

This application was due to be considered by the CDC Planning Committee on 3 March 2021 and it was agreed that Cllr J Towers represent the Council at this meeting.

090-21.8 CH/21/00005/DOM - Case Officer: Alicia Snook

Mrs & Miss O'Dea 3 Oak Tree Farm Hambrook Chidham PO18 8QA

Demolition of side and rear conservatories. Construction of two storey side extension annexe and single storey rear extension.

Resolved: That the Council had no objection to this planning application but would comment that a condition should be included that the house should not be treated as ancillary accommodation or marketed as a separate dwelling.

090-21.9 CH/21/00146/DOM - Case Officer: Alicia Snook

Mr Thomas Schlieben Ivy Bank Main Road Chidham Chichester

Demolition of conservatory and erection of single storey rear extension.

Resolved: That the Council had no objection to this planning application and no comment to make.

090-21.10 CH/21/00260/FUL - Case Officer: Calum Thomas

Mr Richard Cummins Coastway Cottage Drift Lane Bosham Chichester

Conversion of 1 no. dwelling house to 2 no. flats; resubmission of 19/02695/FUL.

There was general confusion about the site and the proposals – particularly the 'red line' in the plans and access through to the back which was considered very narrow.

Resolved: That the plans were considered insufficient for the committee to make a decision. An extension of time should be sought to consider further information to be provided.

[Post meeting note: District Cllr A Moss queried the application with the Case Officer. As a result the application has been invalidated due to the 'red line' confusion and lack of information]

090-21.11 CH/21/00387/FUL - Case Officer: Calum Thomas (Wk 7)

Mr George Smith Land North Of Good View Priors Leaze Lane Hambrook Chidham

Erection of 2 bed dwelling. (Variation of condition 13 of permission CH/18/00243/FUL-temporary siting of mobile home to accommodate owner and family for duration of building works and prior to provision of a security fence).

The committee discussed the site and the concern about the proposal to build a 2 bed dwelling when the mobile home recently sited and additional caravan and outbuildings took up most of the site.

Resolved: That the Council object to this planning application as there was insufficient detail on how exactly it was possible to build this house with the mobile home, caravan and outbuildings taking up most of the site.

Should CDC be minded to approve this application the following comments are made:

- 1) A condition be added that following the completion of the development that the mobile home, caravan and ancillary structures be removed from the site.
- 2) A further condition be added that immediately after removal of the mobile home from the site, the ditch and the exit from the pipe under Broad Road (draining Scant

Road West) be completely cleared of any material deposited in the ditch for temporary access.

District Cllr A Moss will take this matter up with the Case Officer.

091-21 **Planning Decisions**

091-21.1 CH/20/03178/FUL

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.
PERMIT Noted.

091-21.2 CH/20/03179/LBC

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.
PERMIT Noted.

091-21.3 CH/20/02027/DOM

Mr Adam Sennitt 8 Maybush Drive Nutbourne PO18 8SS
Erection of single storey side/rear extension.
PERMIT Noted.

092-21 **Planning Appeals**

Land at Flat Farm 20/00412/OUT has gone to Appeal – no response.

093-21 **Planning enforcement**

CH/20/00235/CONADV - Display of flags on poles

The Barleycorn, Main Road, Nutbourne, Chichester, West Sussex, PO18 8RS
Advised by CDC Enforcement that the breach of planning control had been resolved and the file closed. The remaining advert was within deemed consent limitations.
The committee was concerned that the flag poles/flag in front of this Grade II listed building were an eye sore. The poles do not appear to have been reduced in height.
There is one flag remaining.

Resolved: That the Council should write to the Enforcement Officer challenging the above decision.

District Cllr A Moss requested comments be sent to him and District Cllr D Rodgers to take up with CDC as well.

094-21 **Chair's Report**

The Chair wished to thank all planning committee members, District Councillors and the Clerk for all the additional work they had been carrying out with regard to the planning application responses.

Due to their joining the meeting after the Public Open Forum, the Chair invited Mr and Mrs Green to speak. Mrs Green advised that they live close to the property Land North of Good View where a mobile home had been sited. There appeared to be another wooden structure, like a garden room. A tree was down and fencing around.

Mr Green advised that there were a number of oversized very bright red painted signs advertising businesses particularly on Hambrook Hill and the lane leading off to the West and he wondered whether they need planning permission. He was requested to send in photos and a location plan for the Clerk to take up with CDC. **Action: Clerk and District Cllr Moss.**

095-21 **Any other business**

Cllr Sheppard reported that the children crossing sign on Main Road, which had been reported as damaged to LoveWestSussex, was still not repaired. **Action: Clerk to check progress and copy in County Cllr Magill.**

Cllr Towers suggested that a set of questions be compiled for the Zoom meeting with CDC Planning Officers Jeremy Bushell, Jane Thatcher and Tony Whitty on 23 February

at 3.00pm. **Action: Cllr Towers to circulate for comment.** [Post meeting note: the invitation link has been sent out by the Clerk]

096-21

Next meeting

The next meeting of this committee would be held on **Thursday 18 March 2021.**

Meeting closed at 8:58pm

Signed by:

Signed: (Chairman)

(Date)

Draft minutes of the Public Open Spaces Advisory Committee (POSAC) meeting held remotely on Tuesday 16 February 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 **Apologies for absence**

All 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 19 January 2021 be agreed as a correct record and signed by the Clerk noting the minute number.

4 **Matters Arising from minutes not on the Agenda**

The Clerk fed back with pricing on Minute 11 in regard to the interpretation board.

6 **To update on Hawthorne Meadow progress**

The following issues were raised:

- The Clerk has been advised by Mike Dare, WSCC Highways Officer, that a road safety auditor response will be required as part of the planning application for the bridge over the ditch. The Clerk has been trying to establish some contacts in this respect.
- Cllr Bolton had received 5 responses on bridge quotes. **Action: Cllr Bolton to share precis on costs and proposal.**
- Cllr Bramwell Smith had been in touch with Peter Baldwin who will provide her with an estimate. They had looked at the hawthorne hedge section with forms a U which seemed to be the best place for the table. He suggested the path could go through the hawthorne hedge gap. **Action: All members to meet at the meadow to discuss the position of benches and table.**
- Discussion re gap in hedge and the habitat issue vs community access, size of access and safety issues. **Action: Clerk to put in planning application for hedgerow removal and establish the width of the mower used to cut the grass on Hawthorne Meadow.**
- Pavement kerbing is required both sides of the ditch for the bridge and needs WSCC approval. Cllr Bolton has approached 4 companies. He met one contractor at the site who could do the benches and dog bin installation as well.
- Pete Baldwin could also be approached for a quote for benches and dog bin.
- The S106 grant funding application has been prepared and submitted to CDC. Quotes will be required before this can be considered by CDC Grants Panel.
- One of the Council's Tree Wardens has suggested that the smaller oak sapling is removed and the larger one retained. All agreed with this proposal.
- Information board - Michelle Furtado is happy to pull together a board for us at a cost of roughly £1,000 with artwork. Information on the hedge should be included. The Clerk had quotes on an A0 size board. **Action: Some examples of board, sizes and prices to be pulled together for discussion. Action: Cllr Towers to establish who did artwork for Harbour Conservancy.**

- The dog bin (no litter) is in Cllr MacDougall's garden. [Post meeting note: We have 2 dog bins only (one in PM's garden, the other at the layby near the Church in Cot Lane. The remaining 4 Neopolitan style bins are litter/dog combined bins – located outside play area, Maybush Copse, outside school and at Hambrook Post Office.

7 **To update on Pynham Meadow acquisition**

- Cllr Bolton had tried to establish an update with Quantuma however she is on leave at present. District Cllr Rodgers had offered to take matters up with CDC Officers as required.
- Cllr Bolton had seen a dog notice board which he would photograph and circulate to the group. **Action: Cllr Bolton**

8 **Update on Footpath FP258**

The Clerk had been in touch with the contractor requested by Quantuma to quote on cutting back branches on the footpath and requested that the cuttings be taken away. The WSCC Footpath Officer Kathy Eels had advised that she had written to the two landowners on the western side of the ditch and that this would be referred to their legal section for further correspondence should there be no reply.

11 **Any Other Business**

- Cllr Bramwell Smith suggested that a note go to the Hawthorne Management Company advising them of the development of the meadow. The Clerk has a contact to write to in this regard. It was suggested that we write to them when our planning application goes in.

12 **Date of next Meeting**

The next meeting of this group would take place on Tuesday 16 March 2021 at 7:30pm.

A short meeting would take place on Hawthorne Meadow on 8 March at 10am.

The meeting closed at 20:10pm

PADDLEBOARDER TOWED ON CATCHPOND FROM CHIDHAM LANE

1. The informant does not want to be identified.
2. The “Annual Event”, as the towing was described by the paddleboarders, was on Christmas Day 2020 or very close.
3. The towing from a vehicle was illegal, according to PCSO Baylee Reed.
4. It is clearly important that action should be taken to discourage this activity and similar activities, such as boating or swimming, on the Catchpond. Escalation could rapidly occur leading to the Catchpond becoming an undesirable place to be.
5. PCSO Baylee Reed has put a note on his log for himself or another PCSO to patrol on the days around Christmas Day 2021.
6. The Landowner or the PC could erect a sign warning against activity on or in the water. Baylee Reed has sent me a photograph (qv) of a typical sign that Baylee has used with other Parish Councils.



7. I have spoken to Martin Bailey, farmer and joint owner of the Catchpond, who told me that he and his brother Trevor Bailey, also a farmer and joint owner of the Catchpond, would have no objection if the

Parish Council were to install a sign, similar to that shown in the photograph, at the Catchpond.

8. The Parish Council would need to maintain such a sign, which would be placed on the Council's insurance manifest.
9. If a resident sees it happening again, they should dial 999 (Baylee Reed's advice).

PROPOSAL

That the Parish Council install at the Catchpond in Chidham Lane a suitable warning sign to deter inappropriate and unsafe activities.

Cliff Archer

23 February 2021

BUS SHELTERS - MAINTENANCE

Following my recent survey of the bus shelters, the following was noted:

The bus shelter opposite The Barleycorn is fine - no wash down needed.

The bus shelter N of A259 further east requires a wash down and tidy up. Unfortunately I don't have any recent photos of this one.

The bus shelter S of A259 east needs to have the foliage cut back, a wash/brush down and a re-stain. I have been advised that the last time this was done it was done badly, hence drip marks onto the bench therefore these drips need to be cleaned. Pics of the bus shelter were circulated to all by email.

Quotes have been requested on the above basis and received as follows:

- 1) Handyman 1 - Includes removal of foliage plus retreat the wood work and make good - £150.
- 2) Handyman 2 – Washing down and removing foliage – 2 hrs. To re-finish the shelter with wood stain, sanding without power will take a little longer than if power was available so I would estimate 4 hours prep and 2-4 hours for one or two coats of wood preserver. My charges are £25 per hour and wood preserver would be another £25. Total estimated £225

Cllr P Bolton
2021-02-25

NALC – PREPARING FOR THE POSSIBLE RETURN TO FACE-TO-FACE MEETINGS

The regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face to face meetings from 7 May. NALC is working with a number of national bodies to press the government to extend these regulations beyond this date and will continue to stress the urgency and importance of this issue. However, at this time government has no plans to extend these regulations and so councils should start preparing for the real possibility of face to face meetings from May.

NALC's position remains that all local councils should continue to meet remotely while the regulations are in force. The guidance below has been written to help local councils prepare for the scenario that remote council meetings cannot lawfully take place from 7 May 2021. There is still much uncertainty around how legislation or COVID-19 risks may change over the coming weeks and months. NALC will update this guidance as the situation evolves. Each council will have to decide which course of action will best fit their needs and manage risks.

To help local councils prepare for this possibility some advice and suggestions are below:

- Consider what council business can be conducted before May so that the council can dedicate time to those issues in remote meetings. The more discussion and decisions you can conduct in remote meetings means the council can aim to hold fewer and shorter face to face meetings after May.
- This may require more meeting time than is currently planned, so the council should look at the meeting schedule in the run-up to May and see if more time or more meetings are required. Where possible, consider holding the annual council meeting and the parish meeting while the current Regulations permit for them to be held remotely (see also NALC's [Legal Briefing L01-20](#)).
- Consider when the council does need to meet face to face, and whether meetings can be delayed to later in the year when the potential COVID-19 risk may be further reduced.
- The council might consider holding a remote meeting as late as possible in April so that councillors who are unable to attend face-to-face meetings will have as much time as possible before disqualification by virtue of s.85 of the Local Government Act 1972 becomes an issue.
- It may help the council's business continuity to implement (or review) a scheme of delegation. This would allow the clerk to make certain decisions for the council, which would be especially important if the council were unable to hold meetings due to COVID-19 risks. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of the delegation will end or be reviewed.

Some tips that may help manage well-attended remote meetings are:

- keeping the meeting short with limited business/votes
- using electronic voting tools (many platforms have built-in tools for voting)
- if you plan to vote by a show of hands or calling a register then budget significant extra time for this
- building in public engagement through online tools, that you could use to ask the public to feedback or express views that you would usually discuss in a meeting

You could also do this before or after the meeting as a way of ensuring ongoing public engagement (there are a number of free tools available online)

- build in time to practice and prepare with the Clerk and Chairman in advance of the meeting
- Further guidance on [holding effective remote meetings](#) available from NALC

From May 2021, as face-to-face council meetings resume there will still be the risk to attendees of COVID-19 exposure. Councils should conduct a risk assessment in advance of a face to face meeting which should give consideration to what the council can do to reduce risk to councillors, staff and public including:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself
- Staggering arrival and exit times for staff, councillors and members of the public
- Placing seating at least 2-metres apart
- Ensuring everyone wears face masks
- Holding paperless meetings
- If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers
- Arranging seating so people are not facing each other directly
- Choosing a venue with good ventilation, including opening windows and doors where possible
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before.
- The council (or venue owner/operator) will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows. For example, could meetings be live-streamed or could members of the public submit questions via email?
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a [test and trace procedure](#)
- Venues must conform with the government guidance for [multi-purpose community facilities](#) and for [council buildings](#). If the venue is run by the council then the council must take responsibility for this, otherwise, the council can ask the venue to provide confirmation that they do conform to this guidance
- The council must understand and ensure it is acting in compliance with the latest government [safer workplaces guidance](#)

Managing staff:

- It would be advisable to inform the clerk and any other staff whose role involves supporting or attending council meetings, as soon as possible that the council will need to prepare to return to face to face meetings from May onwards. This will allow them to make the necessary preparations as described above, and also to allow time to engage with staff to alleviate any concerns they may have related to attending physical meetings again.

- Councils should consult with staff (ask for and consider their views to try and reach an agreement) about returning to work as part of their preparations for face to face meetings.
- The council must make the workplace (including council meetings) as safe as possible for staff, this includes undertaking a risk assessment, taking reasonable steps to reduce risks identified in the risk assessment, and ensure it is acting in compliance with the latest Government [safer workplaces guidance](#)
- ACAS have produced useful [guidance for employers and employees](#) related to COVID-19, including advice on how to support staff to [return to the workplace](#) and how to manage situations where staff may be worried or not wish to return.

Chidham & Hambrook Parish Council – 4 March 2021

Schedule of Payments

08.1 To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Troy Hayes	£1,800.00	1926	Ongoing client liaison; review of Interim NDP and Site Summary 120/4150 EMR 325 NP

8.2 To note Direct Debit/Standing Order payments made:

1				
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8.3 To note receipt of the following credits to the Council's bank account:

1	Lloyds Bank	£1.13	9 Feb 2021	Interest Jan 2021 (1090 Bank Interest Received)
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