



Chidham & Hambrook Parish Council

6 Woodlands Park Main Road Yapton Arundel BN18 0EZ

Tel: 07986 395253

Email: chidhamandhambrookpc@gmail.com Website: www.chidhamandhambrook-pc.gov.uk

31 December 2021

PARISH COUNCIL

You are requested to attend a meeting of the Parish Council on **Thursday 6 January 2022 at 7.30pm** at Chidham Village Hall.

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 and Cllr J Sheppard

AGENDA

1. **Apologies for absence**
2. **Declaration of interests**
3. **Notes from the last meeting**
To agree the notes from the meeting of the Extraordinary Parish Council meeting held on 30 November 2021.
- 3.1 Matters Arising
4. **Public Open Forum**
5. **Receive Reports**
 - 5.1 Parish Council Chair
 - 5.2 District Councillors
 - 5.3 County Councillor
 - 5.4 Clerk & RFO
6. **Committee Minutes & Reports**
 - 6.1 Advisory Group to the Planning Committee
To consider the notes of the meeting held on 16 December 2021.
 - 6.2 Neighbourhood Plan Steering Group
To consider the notes of the meeting held on 6 December 2021.
 - 6.3 Advisory Group to the Finance Committee
To consider the notes of the meeting held on 9 December 2021 and the draft precept for 2022-23 and agree the following recommendations:
 1. That the proposed budget of £51,512.00 for the forthcoming financial year 2022-23 be accepted.
 2. That a precept of £51,512.00, which represents an increase of £1.66 (3.36%) on the Band D charge to £51.10, be agreed.
 - 6.4 Appointment of new councillor Stephen Johnson to committees

- 6.5 Bourne Bus Project update – Cllr B Garrett
- 6.6 Queen’s Jubilee initiatives
- 6.7 Trees – Cllr S Bramwell Smith
- 6.8 Protocol on holding Councillors’ Surgeries – Cllr J Towers
The first Councillors’ Surgery will be held in February 2022 (dates suggested are 12 February or 26 February).
7. **Finance and Governance**
 - 7.1 To authorise the Clerk to pay the invoices reflected on the Schedule of Payments – to follow
 - 7.2 To note Direct Debit/Standing Order payments made
 - 7.3 To acknowledge receipt of credits paid to the Council’s bank accounts
 - 7.4 To confirm/ratify any payments made following email agreement.
8. **Meeting Dates**
Neighbourhood Plan Steering Group – Mon 10 January 2022 7:30pm
Advisory Group to the Planning Committee – Thu 20 January 2022 7:30pm
Advisory Group to the Public Open Spaces Advisory Group – Tue 25 January 2022 7:30pm
Advisory Group to the Parish Council – Thursday 3 February 2022 7:30pm
9. **Items for the next meeting**
10. **Any Other Business**

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.

**.0Draft minutes of an Extraordinary Meeting of Chidham and Hambrook Parish Council
held at Chidham Village Hall on Tuesday 30 November 2021 at 7:30pm**

Present Cllr P Bolton Cllr P MacDougall
Cllr J Sheppard

In attendance None

Members of Public Mr Stephen Johnson

Meeting commenced at 7:30pm

22-031 **Apologies for absence**

Apologies had been received from Cllrs Archer, Bramwell Smith, Garrett, Gowlett, Hyde and Towers.

22-032 **Declarations of Interest**

None.

22-033 **Minutes**

Resolved: That the minutes of the Extraordinary Parish Council meeting held on 28 October 2021 be agreed as an accurate record and signed by the Clerk noting this minute number.

22-034 **Matters Arising from the Minutes**

None.

22-035 **Public Open Forum**

There were no members of the public present.

22-36 **Cooption of Parish Councillor**

It was noted that there had been no call for a by-election to fill the casual vacancy for a Parish Councillor: An expression of interest has been received from one local person, Stephen Johnson, who was present at this meeting and gave representation to the committee. On indicating his wish to serve on the Parish Council and outlining his past and present contributions to the civil parish and following a brief, in-camera session of councillors present, the motion to co-opt Stephen Johnson was carried nem. con.

Resolved: That Mr Stephen Johnson be coopted to the Parish Council. Mr Johnson will be required to sign the Declaration of Acceptance of Office. **Action: Clerk to send this form to Mr Johnson to sign.**

22-037 **Meeting Dates**

Advisory Group to the Parish Council – 2 December 2021 at 7:30pm

22-038 **Items for the next meeting**

All items had been previously advised.

22-039 **Any Other Business**

The resignation of Cllr Gowlett as chair of Planning was noted.

The need for the Planning Committee to increase its membership was noted and SJ was asked to consider joining once his paperwork had been completed.

The resignation and the now small membership of the NPSG was also noted.

The meeting closed at 8.33pm

Signed by:

Date:

Draft notes of the Advisory Group to the Planning Committee meeting held on Thursday 16 December 2021 at 7:30pm

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

In attendance: Clerk & RFO

Also in attendance: District Cllr P Plant

Members of public: Mr S Johnson, Mr & Mrs A Green, Mr G Matthews, Mr J Matthews

Meeting opened at 7:30pm

AGP 67-22 **Apologies for absence**

Cllrs Gowlett and MacDougall had given their apologies. Cllr Towers was elected Chair of this meeting.

AGP 68-22 **Declarations of Disclosable Pecuniary Interests**

None.

AGP 69-22 **Notes of the last meeting**

The following amendments were suggested:

AGP 60-22.1 Since the retrospective planning application had been submitted, ~~the applicant had engaged in~~ much communication ~~had taken place~~ with local people, meeting with ~~the CHCDC~~, with this group and attending the Parish Council meeting. It was not clear why this communication had not taken place in 2014 before the Granary Barn was ~~restored~~ converted to allow for habitable accommodation.

Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:

That, subject to the incorporation of the above amendments, the notes of the last meeting held on 18 November 2021 be agreed as a correct record and be signed by the Clerk noting the minute number.

AGP 70-22 **Public Open Forum**

There was no request to speak.

AGP 71-22 **Planning Applications**

AGP 71-22.1 SB/21/02082/FUL

Land Adjacent To Plot 8 Priors Leaze Lane Hambrook Chidham West Sussex
Change of use of land from agricultural to 2 no. travelling showmen plots. |
Southbourne Parish Council had requested the Council to comment on this application, formerly enforcement matter – 20/00215/CONTRV

Members had visited the site the previous day and met with the applicants, Mr J Matthews and Mr G Matthews. Messrs Matthews had explained the ownership of the different plots of land. CDC's pre-application advice had suggested that the plots be moved nearer to the Highway i.e. Priors Leaze Lane. The planner had interpreted this to bring them closer to the east and the fence erected. Drawing Rev E appeared to show north orientation incorrectly. Previous drawing Rev B was referred to by the site owners which showed the mobile home and caravan further to the west of the property.

It was agreed that the committee was not in a position to make a decision on this application until there was agreement between the applicants, the district council and the agent in what they were seeking approval for.

Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:

That the Council responds to the district council as follows:

1. The orientation in Drawing Rev E is incorrectly drawn.

2. After discussion with the applicants, it appears that there has been a misunderstanding between the applicants, the district council and the agent in the location of the plots and referred to in the district council's pre-application advice.
3. We would like to see a revised layout that satisfies both the applicant and CDC.

AGP 71-22.2 21/01910/OUT – response due by 14 January 2022

Willowbrook Riding Centre Hambrook Hill South Hambrook Chidham PO18 8UJ
Outline planning permission with all matters reserved (except for access) for the demolition of all existing buildings and structures on site and the erection of 73 no. dwellings including 3 no. custom/self-build plots, parking, landscaping and associated works. CDC advised of new information to consider and whether a further response is required.

A full discussion on this application took place.

Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:

That a response be collated and submitted by 14 January 2022.

AGP 71-22.3 CH/21/02052/FUL - Case Officer: Maria Tomlinson (Wk 47) extension agreed
Mr M Hopkins Land to The East Of Paddock View Drift Lane Bosham Chichester
Change of use of land to a traveller's caravan site consisting of 1 no. mobile home, 1 no. touring caravan and associated development.

Discussion took place on the unmade access road and bridleway, the actual location of the plot and the inadequacy of the access to the site. The district council's policies relating to the travelling community and the requirement for pitches was raised.

Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:

That the Council had no comment to make.

AGP 71-22.4 CH/21/02433/DOM - Case Officer: Sascha Haigh (Wk 48)

Ms Anna Randle 14 The Avenue Hambrook Chidham PO18 8TY
Erection of single storey side extension and conversion of existing garage into habitable space following demolition of car port.

Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:

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

AGP 72-22 **Planning Decisions**

AGP 72-22.1 CH/21/01098/DOM

Mr & Mrs Sutherland Newlands Scant Road West Hambrook Chidham PO18 8UA
Erection of two storey rear extension and cladding of first floor.
PERMIT

AGP 72-22.2 CH/20/01139/OUT

Mr and Mrs S Allen Land South Of Springfield Hambrook Hill South Hambrook Chidham West Sussex
Outline Planning Application All Matters Reserved - Erection of 1 no. 3 bed dwelling in garden to south of existing house.
PERMIT WITH S106

AGP 73-22 **Planning Appeals**

AGP 73-22.1 * 20/00412/OUT **IN PROGRESS**

Case Officer: Andrew Robbins
Informal Hearing 23-Nov-2021 Chichester Harbour Hotel 10am Land Off Broad Road Broad Road Hambrook PO18 8RF Informal Hearing Outline Application for the construction of 35 no. affordable residential dwellings for first time buyers and those looking to rent their first home (Paragraph 71 entry-level exception site), with all matters reserved other than access.

Cllrs Bramwell Smith and Towers had attended this hearing. The appellant had failed to submit several required documents and were given until 10 December to respond. The Planning Inspector would then decide whether to reconvene virtually or to make a decision on the information she had. CDC Officers had been good at putting the case against the appellant. There appellant had wanted to consider the whole of Chidham, Hambrook and Nutbourne as one community. However, an argument was made for the importance of the three separate, distinct communities.

AGP 73-22.2 **20/03378/OUT - IN PROGRESS**

Case Officer: Andrew Robbins
Informal Hearing 15 Feb 2022

Chichester Harbour Hotel 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.

Should the above appeal fail, the applicants will go ahead with this appeal.

AGP 73-22.3 * **20/01826/FUL - APPEAL ALLOWED**

Case Officer: Andrew Robbins
Public Enquiry 01-Sep-2021

Land Adjoining A27Scant Road West Hambrook Chidham West
Sussex 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.

AGP 74-22 **Planning Enforcement**

No updates had been received on enforcement matters.

AGP 75-22 **Chair's Report**

In the absence of the Chair there was no report.

AGP 76-22 **Any Other Business**

Nothing was raised.

AGP 77-22 **Date of Next Meeting**

The date of the next Advisory Group to the Planning Committee meeting is 20 January 2022.

Meeting closed at 5.33pm

Signed by:

Signed: Chairman

Date:

**Chidham Hambrook Nutbourne East
Neighbourhood Plan Steering Group
6th December 2021 via Zoom Videoconferencing**

MINUTES

Present: Philip MacDougall (Chair), Stephen Johnson, Keith Dimon, Jane Towers, Andrew Sargent, Sue Bramwell-Smith. Jon Keynes

Apologies: Andy Collins, Bruce Garrett.

Honorary Secretary: Lisa Wilcock.

Meeting commenced at 1936hrs

259/21	Apologies/Resignation Andrew Kerry Beddell has resigned from the group as he is now in the position of County Councillor. Bruce Garrett and Andy Collins gave their apologies.	
260/21	Declarations of Interest None	
261/21	Approval of minutes of the meeting held on 11th October 2021. The minutes were approved with change to minute 253/21 – DK should be KD and Solopress is one word. 2 quotes from were obtained from Monster creative. The minutes were approved.	
262/21	Matters from mins that are not on the agenda None	
263/21	Opening remarks by Chair None	
264/21	Propositions following on from the pre-meeting discussion with Andrew including five-year housing supply and Thornham statement. The 5-year housing supply is significant along with the Thornham Statement for the group as it may amend the housing numbers. The housing numbers are due to be disclosed to the group now in January 2022. JT briefed the group. Housing supply is at 5.3 now but this did not include the Sunley planning approval. The group discussed that the NP could continue until 2037 which does allow for housing numbers to be adjusted towards the end of the plan. Noted that the LP could be delayed again due to the Environment Act and the policies might change, this may have implications for the group. CDC are looking into the implications of the Act.	
265/21	Matters not on the agenda that the Chair considers need to be added at short notice. Meeting dates for the Zoom meeting and the public meeting were discussed. Strategy document has been printed and all Parish Councillors, Post Office to have copies and/or public can apply to Clerk for an electronic copy. December 2021 to be changed on the flyer. Noted Bruce sent an email in advance of the meeting, comments were made and noted but the editor has final approval. Newsletter needs to be agreed – date to be changed – any further changes. Editor was asked to ensure that there is consistency towards the bottom of the page. Noted that black box on the front needs to make clear that the flyer is not the actual strategy document. It was agreed that the word 'If' needs to be added rather than 'and'. Action PMacD to make final changes to document as Editor before it is sent to print. Questionnaire is now complete but final numbers need to be agreed by the group. Noted that the questionnaire can also be completed online by the public.	PMacD

	<p>The group agreed to print 200 copies of the questionnaire. The group agreed to print 1000 of the flyers on a suggested.</p> <p>KD will take responsibility for printing. It was agreed that the documents should be printed onto 100gsm paper. The group agreed to print it at Monster Creative KD to collect them and instruct Monster. Action KD and PMacD to get the quote for 1000 copies of 'Have your say' on 100gsm and 200 copies of the 'Strategy Document' also on 100gsm.</p>	KD/PMacD
266/21	<p>Update on all matters relating to public Consultation events and procedures.</p> <p>The group were updated in relation to this matter. There is to be a Public Zoom meeting and a meeting at St Wilfrid's to allow the public to hear the group give the background and to hear their views to see if things need to change within the NP This will form part of the consultation.</p>	
267/21	<p>Policy Document</p> <p>SJ gave an update on the amended document and it will be circulated to the group after the meeting. Noted that there is a New Environment Act and there might be changes that need to be made. This item is to be carried to the February meeting so it can be reviewed after the public meetings. All documents will be sent the group by SJ. Action SJ to send to the group.</p>	SJ
268/21	<p>AOB</p> <p>What happens next with Sunley Homes and is there a process now that the development has been given permission? The group need to discuss with Sunley how to make it the best they can as a group. It was agreed that the Parish Council would make contact with the developers. Action JT to speak to the Clerk of the Parish Council. Noted that JK would like to be involved in the discussions with Sunley Homes. Action PMacD to ask Jon Herbert which is the best group to lead this discussion, either PC or NPSG.</p>	JT PMacD
269/21	Date of next meeting Monday 10th January 2022	

Meeting closed hrs

DRAFT Minutes of the *ADVISORY GROUP* to the Finance Committee meeting of Chidham & Hambrook Parish Council held remotely on 9 December 2021 at 4:30 pm

Present: Cllr B Garrett Cllr P Bolton
Cllr P MacDougall (Chair) Cllr J Sheppard

Also present: Clerk and RFO: Bambi Jones

- AGFC 9-22 **Apologies for absence**
There were no apologies..
- AGFC 10-22 **Declarations of Disclosable Pecuniary Interest**
No interests were declared.
- AGFC 11-22 **Minutes**
The minutes of the Finance Committee held on 22 July 2021 were considered.
Recommendations under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021: That the minutes of the meeting held on 22 July 2021 be agreed as a correct record of the meeting and signed by the Clerk noting this minute number.
- AGFC 12-22 **Public Open Forum**
No members of public were present.
- AGFC 13-22 **Review of accounts for the period 1 April 2021 to 31 October 2021**
The Clerk had circulated the Receipts & Payments Cost Centre Report, the Trial Balance Report, and the Earmarked Reserves Report for discussion. The Group noted the 2021-22 Accounts to 31 October 2021.
- AGFC 14-22 **To consider the Precept for 2022-23**
A draft budget for 2022-23 had been circulated. The Clerk advised that the Council's emergency earmarked reserves would be increased by 5% to 55% of precept (£28,331.60).
Recommendations under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021 that the Parish Council:
 - 1) Accept the proposed budget of £51,512.00 for the forthcoming financial year 2022-2023.
 - 2) The proposed budget will require a precept of £51,512.00 which represents an increase of £1.66 (3.36%) on the Band D charge to £51.10.
- AGFC 15-22 **To appoint an internal auditor for the 2021-22 year end accounts**
Good governance suggests changing the organisation's auditor at regular intervals. It was agreed that the Council appoint a new auditor in 2022 but that we continue to use our current auditor for the 2021-22 accounts.
Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021: That R S Hall & Co. be appointed as the Council's internal auditor for the 2021-22 accounting year.
- AGFC 16-22 **Any other business**
No issues were raised.
- AGFC 17-22 **Date of Next Meeting**
The next meeting will take place on 28 April 2022.

The meeting closed at 4:59pm

Signed: (Chairman)

(Date)

BUDGET 2022-2023

		2020-21 expenditure	2021-22 budget	2021-22 Current spend	2021-22 projected spend	2022-23 proposed budget	
110	Administration						
4000	Salaries & NI	14,067.00	16,284.00	10,304.00	16,284.00	20,000.00	Increase Employers NI and cost of living increase
4010	Home Working	216.00	216.00	126.00	216.00	312.00	Increase HWA in line with Govt. guidance
4020	Pension	1,415.00	1,500.00	398.00	700.00	1,300.00	Reduce budget.
4100	Expenses	11.00	300.00	77.14	150.00	300.00	
4110	Training	60.00	300.00	0.00	150.00	300.00	
4120	Payroll	90.00	100.00	0.00	100.00	200.00	Increase budget slightly
4140	Audit Fees	600.00	800.00	500.00	500.00	800.00	
4150	Professional fees	0.00	550.00	0.00	0.00	550.00	
4160	Subscriptions & Memberships	875.00	900.00	869.18	869.18	1,000.00	SLCC, WSALC,NALC. Increase budget slightly
4170	Office Equipment	175.00	400.00	110.64	250.00	400.00	
4190	Website	0.00	500.00	250.00	250.00	500.00	Website hosting costs
4200	IT	700.00	600.00	507.80	600.00	1,300.00	Assets; Accounts; Zoom; JNR. Increase budget.
4210	Insurance	908.00	1,000.00	910.32	910.32	1,200.00	Increase budget.
4220	CHPC Grants	1,442.00	2,000.00	100.00	700.00	2,000.00	
4230	Hall hire	0.00	500.00	17.00	100.00	500.00	
4240	Chairman's Allowance	0.00	150.00	0.00	100.00	150.00	
4250	Election expenses	0.00	500.00	0.00	0.00	500.00	
4260	Publications	220.00	350.00	196.89	350.00	350.00	
4270	Repairs and Maintenance	0.00	500.00	0.00	100.00	500.00	
4320	Neighbourhood Plan	2,097.00	3,000.00	360.50	2,000.00	3,000.00	Spend on EMR NP. This budget for overflow.
4999	Sundry Expenses	13.00	500.00	0.00	100.00	500.00	
		22,889.00	30,950.00	14,727.47	24,429.50	35,662.00	
120	General Open Spaces						
4150	Professional fees	0.00	550.00	0.00	0.00	550.00	
4270	Repairs and Maintenance	0.00	700.00	0.00	0.00	700.00	
4350	Bus Shelter Repairs	0.00	500.00	150.00	300.00	500.00	
4360	Bins - Litter & Dog	0.00	1,000.00	693.68	750.00	1,000.00	Emptying costs WSCC
4370	Benches	0.00	100.00	0.00	100.00	300.00	Repair of benches. Increase costs
4380	Grounds Maintenance	3,440.00	4,500.00	2,610.00	4,500.00	5,000.00	Review contract this year. Increase budget.
4390	Hedges & Ditches	150.00	500.00	0.00	500.00	500.00	
4400	Play Area Maintenance	729.00	1,500.00	478.50	1,000.00	1,500.00	
4410	Street lighting	£1,423.00	£1,600.00	£1,450.94	£1,500.00	£1,800.00	Street lighting costs WSCC. Increase costs.
4420	Ditch Warden	500.00	500.00	0.00	500.00	500.00	Annual payment to Ditch Warden in May.
		6,242.00	11,450.00	5,383.12	9,150.00	12,350.00	
130	Capital Expenditure						
4510	Notice Board renewals	0.00	0.00	0.00	0.00	0.00	
4520	Playground Equipment	25.00	4,000.00	223.50	2,000.00	1,000.00	Retain budget for repairs
4540	Parish Signs	0.00	2,675.00	2,675.00	2,675.00	500.00	Retain smaller budget for repairs
	Bourne Bus Project					2,000.00	
		£25.00	£6,675.00	£2,898.50	£4,675.00	£3,500.00	
	TOTAL EXPENDITURE	29,156.00	49,075.00	23,009.09	38,254.50	51,512.00	
	Income - Bank interest		60.00				
	Precept required		49,015.00			51,512.00	

	2021-22	2022-23	Difference of
1 Precept required	£49,015.00	£51,512.00	
2 Taxbase	991.50	1008.10	
3 Charge per band D property	£49.44	£51.10	£1.66
4 % increase in Precept (cash terms)	£0.00	£2,497.00	5.09%
5 % increase in Precept per band D property	1.85%	3.36%	

PROTOCOL FOR HOLDING COUNCILLORS' SURGERIES

The Parish Council has agreed that its Councillors will hold regular surgeries with local people. This is an opportunity for residents to raise any issues or concerns they may have pertaining to the area where they live. This Protocol sets out the processes for these meetings.

1. All such meetings must have a minimum of two Councillors present.
2. Residents will need to make an appointment in advance. Appointments will be in 15-minute slots.
3. A maximum of two people may attend any appointment
4. It would be helpful to know the nature of the query in advance, but this is not essential.
5. Only those living in the Parish may make appointments
6. The appointments will be time managed
7. Anyone displaying abusive or threatening language or behaviour will be asked to leave.
8. Any advice given will be politically neutral and impartial.
9. Councillors will maintain confidentiality at all times unless harm may be done in so doing.
10. An appropriate venue will be used, preferably with wifi.
11. If notes are made during the meeting, these should be passed to the Clerk to hold in line with Data Protection rules.
12. Advice will be given to residents and signposting to other local government services such as highways, social care, planning etc.

This will be trialed on a monthly basis depending on uptake.

Agreed by Parish Council: xx