



Chidham & Hambrook Parish Council

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26 August 2022

MEETING OF THE PARISH COUNCIL

You are requested to attend a meeting of the Parish Council on **Thursday 1 September 2022 at 7.30pm** at Chidham Village Hall.

MEMBERS: Cllr P MacDougall (Chairman), Cllr J Towers (Vice-Chair), Cllr P Bolton, Cllr S Bramwell Smith, Cllr B Garrett, Cllr R Gowlett, Cllr M Hickman, Cllr S Johnson and Cllr M Savory (1 vacant seat)

AGENDA

1. Apologies for absence

Apologies have been received from Cllrs B Garret, P Bolton and J Towers.

2. Declaration of interests

3. Notes from the last meeting

To agree the minutes of the meeting of the Parish Council meeting held on 4 August 2022 and the minutes of the Extraordinary Parish Council meeting on 4 August 2022 (held in private business).

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

5.5 Ditch Warden – West Chidham tide bank winter storm damage

6. Committee Minutes & Reports

6.1 Planning Committee

To consider the minutes of the meeting held on 18 August 2022.

6.2 Neighbourhood Plan Steering Group

To consider the Neighbourhood Plan Annual Monitoring Report and approve this for submission to CDC.

6.3 Public Open Spaces Advisory Group

To consider the notes of the meeting held on 30 August 2022 and any recommendations.

6.4 Civility and Respect Pledge

The Chair is requested to sign the formal pledge.

6.5 Communications

6.6 Car parking spaces Lion Park

6.7 PCSO and community safety

- 6.8 Parish Handyman
- 6.9 Defibrillator maintenance
The defibrillators will be 5 years old in late September and the batteries and pads need to be replaced. Consider quotes.

- 6.9 St John's Ambulance training
- 6.10 Street lighting on Broad Road
- 6.11 Catchpond heritage board
- 6.12 Co-option arrangements for next meeting

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, acknowledge receipt of credits paid to the Council's bank accounts and to confirm/ratify any payments made following email agreement.
- 7.3 Parish Council grant request
To consider an application from 4Sight for £100 to support two residents for a year.

8. Meeting Dates

Neighbourhood Plan Steering Group – Mon 12 September 2022 7:30pm – remotely
Planning Committee – Thu 15 September 2022 Chidham Village Hall 7:30pm
Parish Council – Thu 6 October 2022 – Chidham Village Hall 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.

**Draft minutes of a Meeting of Chidham and Hambrook Parish Council
held at Chidham Village Hall on Thursday 4 August 2022 at 7:30pm**

Present	Cllr P Bolton Cllr B Garrett Cllr M Hickman Cllr M Savory	Cllr S Bramwell Smith Cllr R Gowlett Cllr S Johnson Cllr J Towers (Chair)
In attendance	District Cllr A Moss, P Plant and D Rodgers; County Cllr A Kerry-Bedell	
Members of Public	Mr Alan Green	

Meeting commenced at 7:30pm

- 23-033 **Apologies for absence**
Apologies had been received from the Chair, Cllr P MacDougall. In his absence the Vice Chair, Cllr J Towers, presided.
- 23-034 **Declarations of Interest**
None.
- 23-035.1 **Minutes**
Resolved: That the minutes of the Parish Council meeting held on 7 July 2022 be agreed as an accurate record and signed by the Clerk noting this minute number.
- 23-035.2 **Matters Arising from the Minutes**
None
- 23-036 **Public Open Forum**
The member of public did not wish to speak.
- 23-037 **Receive Reports**
- 23-037.1 **Parish Council Chair**
The Vice Chair raised the following issues:
 - She had attended a meeting of the Bournes Forum with Cllr Garrett. There was concern amongst all councils regarding the lack of PCSOs with antisocial behaviour proliferating across the area. Police & Crime Commissioner Katy Bourne had agreed to attend the Bournes Forum meeting in October.
 - On Monday they had attended a presentation at the Fishbourne Centre on the masterplan for Southern Gateway. There was a further presentation scheduled on 24 August at 7:00pm at West Wittering Village Hall and all councillors were welcome to attend. It was suggested that this be added to the next agenda. **Action:** Clerk to add-
- 23-027.2 **District Councillors**
A report had been circulated. District Cllr Moss provided an update on various matters. Revisions were expected on the Willowbrook planning application which would be out for consultation shortly. A meeting would be arranged with Robin Yeld and Chichester Harbour Conservancy. District Cllr Plant advised that CDC was not providing dog bins any longer but they are providing the normal co-mingled bins. People should be encouraged to take their rubbish home with them. Those residents signing up for the textiles and electrical recycling collection should receive a formal letter from CDC advising date of collections. Coffee pod collections are dealt with separately however they do not cover the entire district.
- 23-037.3 **County Councillor**
A late report had been circulated before the meeting. County Cllr Kerry-Bedell advised that the Bourne Bus was available to take residents to the Pallant Homes enquiry.
- 23-037.4 **Clerk & RFO**
Nothing to report.
- 23-038 **Committee Minutes & Reports**

23-038.1 **Advisory Group to the Planning Committee**

The notes of the meeting held on 21 July 2022 were noted. An informal meeting had been held to discuss the process for the Pallant Homes appeal. Cllr Towers had phoned the senior Planning Officer at CDC for advice. The Council would be writing to all residents to advise them of the process and issues to raise. Cllr Johnson had prepared a report on bats and liaised with Chichester Harbour Conservancy on this.

The appeal relating to Chas Wood Nursery was likely to be a one-day event on 21 September.

A revised planning application had been received for the Land at Aviary Close and the Council's comments had been submitted.

23-038.2 **Neighbourhood Plan Steering Group**

The notes of the meeting held on 11 July 2022 were noted.

23-038.3 **Advisory Group to the Finance Committee**

The notes of the meeting held on 28 July 2022 were noted and recommendations to the Council considered.

Resolved: That Ms E O'Flanagan be appointed as the Council's Internal Auditor for a period of three years from 1 March 2023 at the cost of £280 per annum. This appointment will be subject to the Council being content with the service provided.

23-038.4 **Public Open Spaces Advisory Group**

The notes of the meetings held on 12 July 2022 and 3 August 2022 were noted and recommendations considered. The Chair updated all on the recent meetings and progress on Hawthorne Meadow and Stage1 of Pynham Meadow. Stage 2 of Pynham Meadow incorporated a pump track, tree stumps, large boulders, a large mound with a tunnel for child play, a sandpit with disabled table, a wooden goal, picnic tables and benches, a hibernaculum, the layout of the allotments and a bike rack.

The Council would need to review its insurance policy with regard to public liability coverage with the addition of these facilities as well as its risk policy/register. The subject of vandalism was raised. Some fixtures and fittings would have ground bolts; however it was suggested we would need to be vigilant of vandalism in this area.

A press release would be pulled together including photos of the proposed facilities to be incorporated during Stage 2 of Pynham Meadow. **Action: P Bolton**

Resolved:

1. That Phase 2 of the Pynham Meadow development costs including a contingency amount be agreed at £46,000 and that this be funded from the Council's earmarked reserve for development of the meadows.
2. That grant applications be submitted to Chichester District Council for S106 funding in the sum of £6,880 and a discretionary grant of £7,500 to cover the costs of the pavilion.
3. That the little library be funded at the cost of £405 from the Council's earmarked reserve for new playground equipment.

23-038.5 **Feedback from Communications meetings**

The notes from the two recent meetings had been circulated. Cllr Johnson stated that the Council needed to produce a vision and then work to this. The Clerk had circulated recent feedback from VisionICT on amendments they had carried out to the website at our request and those issues which would be future development work. Another meeting would be arranged once the Chair had returned. **Action: Clerk to add to next meeting agenda**

23-038.6 **Car parking spaces Lion Park**

Taylor Wimpey had advised the Clerk that they were not getting a response from Network Rail but would persist. Network Rail's authority would be required to produce the Deed of Variation allowing the Council to take over the parking spaces.

- 23-038.7 **Outcomes from PCSO visit**
Cllr Hickman had had no further response from the PCSO following his last visit. However, that afternoon Cllr Gowlett had confronted a group of youths in the playground with a horse and had received verbal abuse. The police were called, however the PCSO was on a 'rest day'. A squad car did arrive but did not investigate the matter fully. A crime number had been received. The incident had been posted on the Council's Facebook page and comments had been received from local residents who had received abuse from this group. **Action:** Cllr Hickman to contact the PCSO to appraise him of the situation.
- 23-038.8 **NALC consultation on short-term holiday lets**
It was suggested that no issues in this regard were being experienced in the parish and therefore there was no need to complete the consultation response.
- 23-038.9 Southern Water Consultation on Draft Drainage and Wastewater Management Plan
District Cllr Plant advised that CDC had replied to this consultation. She undertook to send the relevant information regarding Thornham WWTW to the Council for information. **Action: District Cllr Plant**
- 23-038.10 **SLCC Civility and Respect Pledge**
By our Council signing up to the civility and respect pledge, we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
Resolved: That the Council sign up to the Civility and Respect Pledge and agree the six statements.
- 23-038.11 **Red telephone box**
The renovation of the red telephone box on Chidham Lane was discussed. The Clerk had received only two quotes despite requesting more from local handymen.
Resolved: That the Council approve the quote from Mr P Barnes in the sum of £350 to sand down, prime and repaint the telephone box to include labour and materials (including the official paint colour red).
- 23-038.12 **Co-option arrangements for next meeting**
An application had been received from an interested person and this had been circulated to members for information. A further applicant had indicated their interest. It was decided that the co-option interviews should be deferred to the October meeting.
Action: Clerk to add to agenda October.
- 23-039 **Finance and Governance**
- 23-039.1 **RESOLVED:** That the invoices received to 4 August 2022 be approved for payment (attached at Appendix 1).
- 23-039.2 **RESOLVED:** That the Direct Debit/Standing Order payments made be noted and the payment made following email agreement be ratified.
- 23-039.3 **Parish Council grant request**
The application from the PCC of Chidham for £500 in respect of a Council grant for upkeep to the extension churchyard was discussed.
Resolved: That the Council approve the grant to the Parochial Church Council of Chidham in the sum of £500.
- 23-040 **Meeting Dates**
Advisory Group to the Planning Committee – Thu 18 August 2022 Chidham Village Hall 7:30pm
Parish Council – Thu 1 September 2022 – Chidham Village Hall 7:30pm
Neighbourhood Plan Steering Group – Mon 12 September 2022 7:30pm – remotely
- 23-041 **Items for the next meeting**
- Comms

- Southern Gateway
- 23-042 **Any Other Business**
Nothing was raised.

The meeting ended at 8:48pm.

Signed by:

Date:

CHAIRMAN

Advisory Group to Parish Council – 4 August 2022

Schedule of Payments

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	ROSPA	£176.40	64337	Playground formal risk assessment
2	Monster Creative	£393.60	007586	Printing NPSG flyer and full document
3	Southbourne Community Land Trust	£2,000.00		Bourne Community Bus 2022/23 1 st year's payment
4	Clerks & Councils Direct	£108.66	4112	
5	Bambi Jones	£18.06	Expenses	Various
6	Andrews Ground Maintenance	£480.00	CHPCJUL22	Ground maintenance services
7	Chidham Village Hall	£55.25	22/60	Hall hire
8	PCC of Chidham	£500.00	CHPC Grant	Annual payment re extension graveyard upkeep

To note Direct Debit/Standing Order payments made:

1	Evolve Pensions	£61.28	18 Jul 22	Pension June 2022
2	Evolve Pensions	£61.28	22 Jul 22	Pension July 2022
3	ICO	£35.00	5 Aug 22	Data protection insurance Parish Cllrs

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

1	Lloyds Bank	£1.33	11 Jul 22	Bank interest
2	Various	£225.00	Various	Donations received C Archer event

To confirm/ratify any payments made following email agreement.

1	Signature Landscapes	£6,645.00	2031	Pynham meadow development
2	J Towers	£309.04	Expenses	Buffet + drinks C Archer event – agreed by Chairman to come out of Chairman's allowance.

Draft minutes of the Planning Committee meeting held on Thursday 18 August 2022 at 7:30pm

Present: Cllr S Bramwell Smith Cllr B Garrett
Cllr R Gowlett Cllr S Johnson
Cllr M Savory Cllr J Towers (Chair)

In attendance: Clerk & RFO

Also in attendance: District Cllrs A Moss and D Rodgers

Members of public: None

Meeting opened at 7:30pm

- 23-001 **Election of Chair**
This committee was requested to elect a Chair as this was the first meeting of the Planning Committee (face to face) since April 2021. Cllr J Towers was duly elected as Chair.
- 23-002 **Apologies for absence**
There were no apologies.
- 23-003 **Declarations of Disclosable Pecuniary Interests**
None
- 23-004 **Notes of the last meeting**
RESOLVED:
That the notes of the last meeting of the Planning Committee held on 21 April 2021 be agreed as a correct record and signed by the Chair. The notes of the Advisory Group to the Planning Committee held on 21 July 2022 were noted.
- 23-005 **Public Open Forum**
There were no members of public present.
- 23-006 **Planning Applications**
23-005.1 CH/22/02032/EIA
Land At Coxes Farm, Broad Road, Hambrook, Chidham, West Sussex,
EIA Screening Opinion for the proposed development comprising approximately 185 dwellings with associated open space, roads/cycleways and pedestrian footpaths, farm shop and work hub commercial centre with car parking, landscaping, and wildlife corridor on land at Coxes Farm Broad Road Hambrook
RESOLVED: That the committee reiterate the comments made by the District Cllrs and confirm that we wish an EIA to be carried out.
CH/22/01912/DOM
The Bungalow Main Road Chidham West Sussex PO18 8TP
Proposed single storey side extension and alterations.
RESOLVED: That the committee had no objection to this planning application and no comment to make.
CH/22/01929/FUL
Woodlands, Drift Lane, Chidham, PO18 8PR
Replacement dwelling and associated landscaping (Variation of conditions 2 and 4 of permission 19/02643/FUL – amended design and materials)
RESOLVED: That the committee had no objection to this planning application and no comment to make.
23-006.4 CH/22/00026/FUL
Hawthorne Meadow Broad Road Hambrook
Installation of a circular footpath and picnic area with benches on Hawthorne Meadow. The Clerk had received an update from the Planning Officer asking for our comments on their approval of the application subject a condition on the application in relation to the reptile survey. The Clerk asked CDC to go ahead on this basis.

23-007	Planning Decisions
23-007.1	<p><u>CH/21/01859/ELD</u></p> <p>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.</p>
	<p>PERMIT There had been some development on this with a resident, Mr M McBride, having written to the Planning Officer. An application for the sea wall would no doubt follow this. District Cllr Moss advised that this had stalled as some information was yet to be received from the consultees. The removal of the right of way had been withdrawn by the previous owner.</p>
23-007.2	<p><u>CH/22/01324/DOM</u></p> <p>Mr And Mrs Morley The Elms Cot Lane Chidham Chichester West Sussex PO18 8SP Demolition of existing and construction of enlarged replacement single storey side extension.</p>
	<p>PERMIT Planning Appeals</p>
23-008	<p>20/03378/OUT IN PROGRESS</p>
23-008.1	<p>Case Officer: Andrew Robbins Informal hearings 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. This extension will expire on 20 September 2022.</p>
23-008.2	<p>20/03320/OUTEIA IN PROGRESS Case Officer: Jane Thatcher Public Inquiry 23 August 2022 Land East of Broad Road Broad Rd Nutbourne Outline planning application (with all matters reserved except access) for up to 132 dwellings and provision of associated infrastructure. This appeal, and the following, had been postponed to January 2023. Our response regarding the areas relating to land supply and sewage may change during this time. It was suggested that the Parish Council should write a letter to CDC with their experience of the first day of the Appeal.</p>
23-008.3	<p>20/03321/OUTEIA IN PROGRESS Case Officer: Jane Thatcher Public Inquiry 23 August 2022 Land North of A259 Flat Farm Main Road Chidham West Sussx Outline planning application (with all matters reserved except access) for up to 68 no. dwellings and provision of associated infrastructure. Postponed to January 2023.</p>
23-008.4	<p>20/01854/OUT NEW APPEAL Case Officer: Jo Prichard Informal hearings Chas Wood Nurseries Main Road Bosham PO18 8PN Outline permission for 26 no. dwellings with access, public open space, community orchard and other associated works (with all matters reserved except for access). Informal Hearings The deadline for response was 18 August 2022 and the Clerk had submitted the Parish Council's response on 17 August 2022. Cllrs Bramwell Smith and Gowlett indicated that they could attend.</p>
23-009	<p>Planning Enforcement The Clerk had received notification of an enforcement notice in relation to Land at Long Acres, Drift Lane, Chidham and this had been circulated to the committee. The notice would take effect on 29 September 2022 unless an appeal was made against it beforehand.</p>

- Land North of Good View – the Clerk had received no response to her request for an update on this enforcement matter.
- 23-010 **Report**
The Chair gave an update on the sewage issue experienced on Chidham Lane. She had tried to log this with Southern Water but had no luck. A discussion ensued on the location of the sewers in Chidham and whether a map was available. It was not clear whether the Conservancy were aware of this.
- 23-011 **Any Other Business**
It was noted that the County Cllr, Mr A Kerry Bedell, had sent a note to Chichester Observer regarding the outcome of the first day of the Appeal.
- 23-012 **Date of Next Meeting**
The next Planning Committee meeting will take place on Thursday 15 September 2022 at 7:30pm at Chidham Village Hall.

The meeting closed at 20:28pm

Signed by:

Signed: Chairman

Date: