



Chidham & Hambrook Parish Council

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25 February 2022

ADVISORY GROUP TO THE PARISH COUNCIL

You are requested to attend a Zoom meeting of this Advisory Group to the Parish Council on **Thursday 3 March 2022 at 7:30pm**. Members of the public are welcome to attend this virtual meeting (proceedings may be recorded) and should contact the Clerk to be sent the link.

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

AGENDA

1. **Welcome to all including new Parish Councillors Hickman and Savory co-opted at the Extraordinary meeting of the Parish Council held on 24 February 2022**
2. **Apologies for absence**
3. **Declaration of interests**
4. **Notes from the last meeting**
To agree the notes from the meeting of the Advisory Group to the Parish Council meeting held on 3 February 2022.
- 4.1 Matters Arising
5. **Appointment to Sub-Committees**
To appoint Cllrs Hickman and Savory to the Council's sub-committees.
6. **Public Open Forum**
7. **Receive Reports**
 - 7.1 Parish Council Chair
 - 7.2 District Councillors
 - 7.3 County Councillor
 - 7.4 Clerk & RFO
8. **Committee Minutes & Reports**
 - 8.1 Advisory Group to the Planning Committee
To consider the notes of the meeting held on 17 February 2022.
 - 8.2 Neighbourhood Plan Steering Group
To consider the notes of the meeting held on 7 February 2022.
 - 8.3 Advisory Group to the Public Open Spaces Advisory Committee
To consider the notes of the meeting held on 1 March 2022.
 - 8.4 Feedback from CDC's All Parishes Meeting held on Monday 7 February 2022 and from the Chichester District Association of Local Councils (CDALC) meeting held on 10 February 2022
 - 8.5 Bourne Bus Project update
 - 8.6 Renaming of Pynham Meadow

Motion by Cllr Archer, seconded by Cllr Gowlett: That Pynham Meadow be renamed Jubilee Meadow

Justification: Pynham Meadow was so named to match the name of Pynham Crescent. The name Pynham Crescent was chosen by the developer because some land in Hambrook used to be owned by Pynham Manor. Renaming Pynham Meadow as Jubilee Meadow is a fitting way of recognising the Queen's Platinum Jubilee this year.

Rationale: The proposed name change is to commemorate the Platinum Jubilee of Queen Elizabeth II in 2022. The name Pynham has a tenuous link with the Parish and was selected recently to match the name of Pynham Crescent. The name of Jubilee Meadow will record for posterity a significant event in the life of our country.

8.7 Queens Jubilee initiatives

8.8 Maybush Copse – Cllr P MacDougall

8.9 Communication from the Parish Council to Residents – Cllr P MacDougall

8.10 Trees and TPOs – Cllr S Bramwell Smith

8.11 Carbon Policy – Cllr J Towers

This is deferred until members have attended a Climate Change summit on 23 March 2022.

9. **Finance and Governance**

9.1 To authorise the Clerk to pay the invoices reflected on the Schedule of Payments – to follow

9.2 To note Direct Debit/Standing Order payments made

9.3 To acknowledge receipt of credits paid to the Council's bank accounts

9.4 To confirm/ratify any payments made following email agreement.

10. **Meeting Dates**

Neighbourhood Plan Steering Group – Mon 7 March 2022 7:30pm

Advisory Group to the Planning Committee – Thu 17 March 7:30pm

Advisory Group to the Parish Council – Thursday 7 April 2022 7:30pm

11. **Items for the next meeting**

12. **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 notes of the *ADVISORY GROUP* to Chidham and Hambrook Parish Council
held remotely on Thursday 3 February 2022 at 7:30pm**

Present	Cllr C Archer Cllr R Gowlett Cllr P MacDougall (Chair)	Cllr S Bramwell Smith Cllr S Johnson Cllr J Towers
In attendance	CDC Cllrs A Moss, P Plant and D Rodgers. WSCC Cllr A Kerry-Bedell	
Members of Public	Ms R Perri, Mr J Keynes	
Also in attendance	Mrs B Jones, Clerk & RFO	

Before the meeting commenced there were two presentations:

1. Mr David Bangert gave an overview of the Southbourne Community Land Trust (SCLT) and the benefits of this for the parish.
2. PCSO Matthew Isles gave a report on community safety in the parish and answered questions from councillors relating to e-scooters, the damage to the Barleycorn bus shelter and abandoned vehicles in Cot Lane.

Meeting commenced at 8.10pm

AGPC 53-22	Apologies for absence Apologies had been received from Cllrs Bolton and Garrett.
AGPC 54-22	Declarations of Interest None.
AGPC 55-22	Notes of the last meeting Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021: That the notes of the meeting held on 2 December 2021 be agreed and signed by the Clerk noting this minute number. The notes of the Parish Council meeting held on 6 January 2022 were also discussed and noted.
AGPC 56-22.1	Matters Arising None
AGPC 57-22	Public Open Forum Mr A Kerry-Bedell gave an update on the Bourne Bus project. Ms R Perri and Mr J Keynes provided an update on the 'Friends of the Ham Brook, having submitted a short report. A Whatsapp group is used to circulate information and work is ongoing with CDC's Sarah Hughes regarding the wildlife corridor.
AGPC 58-22	Receive Reports
AGPC 58-22.1	Parish Council Chair The Chair raised the following issues: <ul style="list-style-type: none">- Cllr R Gowlett was welcomed back to the meeting following his recent period of illness.- The news item sent to the Village Magazine did not get printed as it had been identified to have gone into a junk folder. It had been decided some time ago not to continue with Parish Council newsletters however there was increasing pressure to put out a regular newsletter. An email discussion will be held to decide the way forward. Action: Cllr MacDougall.

- AGPC 58-22.2 **District Councillors**
 A report had been circulated. District Cllr Rodgers raised the following points:
- The Greenacres application had been approved at the recent CDC Planning Committee.
 - He was talking to CDC Enforcement about the Showmen's site as the caravan site had been refused and therefore the road was not required and should be dug up.
- AGPC 58-22.3 **County Councillor**
 A report had been circulated and Cllr Kerry-Bedell apologised for its delay. He highlighted relevant issues.
- AGPC 58-22.4 **Clerk & RFO**
 The Clerk raised the following points:
- Bus shelter maintenance and the recent report of breakage of further glass panels.
 - Parish Council surgery and arrangements
 - Queens Jubilee – a grant application had been submitted to CDC for a Jubilee bench.
 - Co-option arrangements
- AGPC 59-22 **Committee Minutes & Reports**
- AGPC 59-22.1 **Advisory Group to the Planning Committee**
 The notes of the meeting held on 20 January 2022 were noted.
- AGPC 59-22.2 **Neighbourhood Plan Steering Group**
 The notes of the meeting held on 10 January 2022 were noted. A public meeting had been held by Zoom on 19 January 2022. Over 100 questionnaires had been returned so far but actions would be taken to try and maximise the return.
- AGPC 59-22.3 **Advisory Group to the Public Open Spaces Advisory Committee**
 The notes of the meeting held on 25 January 2022 were noted.
- AGPC 59-22.4 **Southbourne Community Land Trust**
 It was suggested that this should be deferred to a future meeting to allow a fuller discussion.
- AGPC 59-22.5 **Bournes Forum**
 A report by Cllr Johnson had been circulated which was noted.
- AGPC 59-22.6 **Bourne Bus Project update**
 Mr A Kerry-Bedell provided an update on progress which was noted.
- AGPC 59-22.7 **Queens Jubilee initiatives**
 Cllr Archer raised the following points:
- The Big Picnic should take place on Sunday 5 June in the afternoon.
 - He proposed that Pynham Meadow be renamed Jubilee Meadow. There was no seconder and so this motion fell. After consultation with the Clerk, the Chair agreed that the motion be suspended and deferred to the following meeting to allow a seconder to come forward.
 - Suggested that a Jubilee bench be installed and raised the issue about the spelling of 'Hawthorne' Meadow and whether we should take the opportunity to correct the spelling. He was advised by the Chair to refer these matters to POSAC.
- Cllr Johnson advised that the Maybush Copse Friends intend to hold a picnic on 5 June which coincides with the Jubilee event. Some of the anticipated entertainments were unfortunately not available.
- The Chair advised that we could decide whether to go ahead with the CDC Jubilee grant application of £250, perhaps using one of the benches we have in store. On this being put to the vote it was
- Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021:** That an existing bench be used and marked as a celebratory bench. (This is dependent upon the style of bench which may not allow for a plaque or inscription.)
- AGPC 59-22.8 **Trees**
 Cllr Bramwell Smith gave the following oral report:

- 25 oak trees had been donated by a parishioner and she and the tree wardens were finding homes for those trees and one could be located on Pynham Meadow.
- Southbourne Parish Council had many other trees we could use. Two Sycamores were to be planted by WSCC.
- Some residents were eager to support the purchase of trees and this includes the WI and private residents.
- A grant application for orchard trees would be coordinated with CDC Officer Sophie Hamnett. The Council would need to buy and plant the trees and then claim the funds through the grant which would need to be progressed by 31 March 2022.
- Miyawaki Forest – CDC Officer Sophie Hamlet had advised that the DEFRA funding had been all but used up. There was a sum of £5,000 available but this would need the Parish Council to match this funding. The funding was not likely to continue. Cllr Bramwell Smith was requested to refer this discussion and the grant application for orchard trees to POSAC for a discussion. **Action: Cllr Bramwell Smith**
- TPOs will be added to the agenda at the next meeting. **Action: Clerk to add to agenda.**

AGPC 59-22.9 **Broad Road Cycle Path** - Cllr J Towers
Cllr Towers had submitted a written report. She referred to the information in the West Sussex County Councillor's report, advising that the cycle path initiative was being proposed by WSCC Highways, not National Highways. The PC would need to carefully scrutinise any proposals brought forward. The matter of laybys opposite Broad Meadows being removed to replaced by parking in Flat Road could be an issue for residents. The Parish Council is a stakeholder and we need to have full information on proposals. District Cllr Moss advised that he had raised this at a CDC meeting concerning the Infrastructure Business Plan and suggested that the next time it was being reviewed the Parish Council should comment. It was a WSCC project and there was a lot CIL money involved.

AGPC 59-22.10 **Carbon Policy**
This issue has been deferred to the next meeting.

AGPC 60-22 **Finance and Governance**

AGPC 60-22.1 The Schedule of Payments had been circulated. The Clerk raised an additional item to be agreed for payment which relates to Parish Online training attended by Cllrs Bramwell Smith and Johnson in the sum of £20.00.

Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021: That the payment of invoices to 3 February 2022 be approved for payment with the inclusion of the additional item.

AGPC 60-22.2 The Direct Debit/Standing Order payments made were noted.

AGPC 60-22.3 There were no receipts this month.

AGPC 60-22.4 There were no payments to be ratified.

AGPC 61-22 **Meeting Dates**

Neighbourhood Plan Steering Group – Mon 7 February 2022 7:30pm

Advisory Group to the Planning Committee – Thu 17 February 2022 7:30pm

Extraordinary meeting of the Parish Council – possibly 24 February 2022 7.30pm

Advisory Group to the Parish Council – Thursday 3 March 2022 7:30pm

Other meetings:

CDC All Parishes Meeting - Mon 7 February 2022 at 5.30pm

CDALC meeting – Thu 10 February 2022 at 7:00pm

AGPC 62-22 **Items for the next meeting**

- TPOs – Cllr Bramwell Smith

- Carbon Policy – Cllr Towers

AGPC 63-22 **Any Other Business**

Cllr Archer suggested that the Parish Council write to the MP to approve legislation that applies to e-scooters in order that PCSOs are not hamstrung with how to deal with this matter. **Action: Clerk to circulate draft letter.**

The meeting closed at 9:40pm

Signed by:

Date:

CHAIRMAN

Advisory Group to Parish Council – 3 February 2022 Schedule of Payments

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Andrews Ground Maint	£50.00	CHPCDEC21	Risk assessments playground
2	Village Hall	£21.25	22/04	Hall hire
3	Andrews Ground Maint	£523.00	CHPCJAN22	Ground maint/risk assessments
4	SLCC	£108.00	BK204866-1	Training B Garrett
5	Troy Hayes Planning	£720.00	2134	Review of draft policies
6	Chagos Consulting	£20.00	000103	Parish Online training Cllrs Johnson and Bramwell Smith

To note Direct Debit/Standing Order payments made:

1	Lloyds Bank	£1.29	10 Jan 2022	Interest (1090 Bank Interest Recvd)
2	Evolve Pensions	£56.86	3 Feb 2022	Pension Jan 22

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

None.

To confirm/ratify any payments made following email agreement.

None.

Draft notes of the Advisory Group to the Planning Committee meeting held on Thursday 17 February 2022 at 7:30pm

Present: Cllr S Bramwell Smith Cllr R Gowlett
Cllr S Johnson Cllr S Johnson
Cllr J Towers (Chair)

In attendance: Clerk & RFO

Also in attendance: District Cllr D Rodgers

Members of public: Ms K Standing, Smith Simmons & Partners

Meeting opened at 7:30pm

AGP 90-22 **Apologies for absence**

Cllrs Garrett and MacDougall had given their apologies.

AGP 91-22 **Declarations of Disclosable Pecuniary Interests**

None.

AGP 92-22 **Notes of the last meeting**

Minute AGP 81-22 – remove ‘subject to the incorporation of the above amendments’ as there were no amendments.

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

That, subject to the above amendment, the notes of the last meeting held on 20 January 2022 be agreed as a correct record and be signed by the Clerk noting the minute number.

AGP 93-22 **Public Open Forum**

Ms Standing spoke on agenda item 5.2 relating to Cockleberry Farm. She had been working with the CDC planning officer and with Chichester Harbour Conservancy in responding to comments and issues raised. She had also responded to the technical points raised by WSCC regarding education and the crossover from the Southbourne Parish Council Neighbourhood Plan.

AGP 94-22 **Planning Applications**

The Chair agreed that the planning applications be taken in reverse order.

AGP 94-22.1 CH/21/02361/FUL

Cockleberry Farm, Main Road, Bosham PO18 8PN

Demolition of existing warehouse buildings, B8 container storage, residential caravans/park homes and stables and the erection of 9 no. dwellings and associated works including landscaping and access alterations – amended plans and reduction of dwellings from 10 to 9; AONB Impact Assessment provided; drainage ditch buffer and access included; further landscape included; scale of dwellings reduced.

Members were pleased that some improvements and issues raised previously had been addressed but were concerned that fundamental issues with the application remained.

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

The Parish Council reiterates the comments made earlier and objects to the amended plans for the following reasons:

- The amended lay out has reduced the number of homes to 9, Of those three are 3 bed and two 4 bed. They are still substantial in size being detached and more akin to 4 and 5 bed as they incorporate dressing areas and three bathrooms. This is heavily weighted towards large, expensive

homes which do not meet an identified need. Furthermore, it means there is no longer any provision for affordable housing where there is an identified need. We note the comments from CDC Enabling Housing Officer but would say that challenges in finding providers for affordable houses should not result in local people losing out while the contribution from the developer is made elsewhere.

- This development is not within, or adjacent to, a settlement boundary. It is in a rural location, and so the proposal is not in line with the guidance to developers in the Council's Interim Housing Position statement.
- The Council is able to demonstrate a 5-year housing land supply. There is no overriding presumption in favour of the development proposal.
- The applicant has provided no evidence that the units, currently registered for business rates are no longer in use or that they are solely used for 'hobbies'.
- The applicant argues that LP1 of the NP supports this development as a windfall site, this is flawed. The Policy states:

Development of the following will be supported:

· Affordable units on rural exception sites where this can be demonstrated to meet local needs.

· Development of ten units or fewer on windfall sites. The number and variety of such windfall sites makes it too prescriptive to identify them individually and the preferred approach is to assess the suitability of each site at the time the development proposal is made in accordance with development plan policies

It fails the first part of the policy as these are not affordable units which can demonstrate a local need.

It ignores the second part by suggesting that the site is a windfall site of nine units and is thus supported.

This sentence was included in the policy because otherwise the windfall element could be used to justify any number of (up to 10 unit) proposals which would then bypass much of the Local Plan policy.

The intention of the final sentence was that any windfall proposal would not be supported automatically, but would be assessed for suitability in accordance with the development plan policies in place at the time.

AGP 94-22.2 CH/22/00063/PLD - Case Officer: Oliver Naish (Wk 4)

Mrs Tracey Petter Chidham Nurseries Drift Lane Chidham PO18 8PP

Proposed lawful development addition of a mobile home placed within the curtilage of the dwelling house. (Extension requested until Fri 18 Feb 22)

There was concern about the lack of information available to fully consider this application including sewage discharge.

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

That the committee request an extension of time in which to consider this application as there is insufficient information available including sewage discharge details. The committee would also like to carry out a site visit.

AGP 95-22 **Planning Decisions**

AGP 95-22.1 CH/21/01304/DOM

Mr & Mrs Wood 12 Mansfield Cottages Main Road Nutbourne PO18 8RS

Proposed single storey rear extension, hip to gable roof extension, insertion of three rooflights to the front elevation and a dormer to the rear to facilitate use of the roofspace as habitable accommodation.
PERMIT

AGP 95-22.2 CH/21/01712/FUL

Mr Mark Hopkins Land Adjacent To Paddock View Drift Lane Bosham Chichester West Sussex PO18 8PR
Change of use of land to travellers caravan site consisting of 2 no. pitches and associated development.
REFUSE

AGP 95-22.3 CH/21/02052/FUL

Mr M Hopkins Land To The East Of Paddock View Drift Lane Bosham Chichester West Sussex PO18 8PR
Change of use of land to a travellers caravan site consisting of 1 no. mobile home, 1 no. touring caravan and associated development.
REFUSE

AGP 95-22.4 CH/21/02572/DOM

Mr S Harris 6 Chidham Place Main Road Chidham PO18 8TP
Proposed single storey external store and extension to front porch.
PERMIT

AGP 96-22 **Planning Appeals**

AGP 96-22.1 20/03378/OUT - **IN PROGRESS**

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 informal hearing planned for 15 Feb 2022 was postponed by PNH Properties until 26 April 2022. The Clerk had received no notification to this effect. **Action: Clerk to write to CDC to establish why the Parish Council was not advised in time and to ensure there was sufficient time to make a response.**

AGP 97-22 **Planning Enforcement**

No updates had been received on enforcement matters.
However, the following update on planning application SB/21/02082/FUL was noted.
Land Adjacent to Plot 8 Priors Leaze Lane Hambrook
Change of use of land from agricultural to 2 no. travelling showmen plots
This application, which was previously the subject of an enforcement case 20/00367/CONBC, was refused on 27 Jan 2022. An enforcement notice will be issued to require removal of the tarmac laid.

AGP 98-22 **Chair's Report**

Cllr Towers reported that she and Cllr Johnson had met with PNH Properties regarding the appeal in progress for Land at Flat Farm Hambrook. A request was made that we remove our objection to the application and if so they would not go ahead with a further application for an ELES site for 35 houses. The delay to the appeal related to the death of the owner and the need for them to progress an undertaking with the new owners of the site.
Cllr Towers also reported back on the All Parishes meeting held by the District Council and the presentation on the 5-yr housing supply.

AGP 99-22 **Any Other Business**

None.

AGP 100-22 **Date of Next Meeting**

The date of the next Advisory Group to the Planning Committee meeting is 17 March 2022.

The meeting closed at 20:03pm

Signed by:

Signed: Chairman

Date:

**Chidham Hambrook Nutbourne East
Neighbourhood Plan Steering Group
7th February 2022 via Zoom Videoconferencing**

MINUTES

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

Honorary Secretary: Lisa Wilcock.

Meeting commenced at 19:30hrs

279/22	Apologies Bruce Garrett and Andy Collins.	
280/22	Declarations of Interest None	
281/22	Approval of minutes of the meeting held on 10 th January 2022 Approved.	
282/22	Matters from mins that are not on the agenda None	
283/22	Opening remarks by Chair The group discussed a letter received from Toby Ayling at CDC advising Parish Councils of progress with the Local Plan Review. There may be some changes to allocations but testing proposals through engagement with Highways, Southern Water, Natural England and the Environment Agency still continues. A letter in response to this needs to be sent by the group to understand what the new allocation means however it is noted that Toby Ayling has now left CDC. The group agreed to respond. A letter in draft form was distributed to the group in advance of the meeting and the group were invited to make necessary additions or changes to the letter. It was agreed that action SJ will gather comments and send the draft letter to Jon Herbert at Troy Planning for his comments before sending to CDC.	SJ
284/22	Public Face to Face and Zoom meetings Consultation is a requirement of the NP process. It was disappointing the Face-to-Face Public meeting had to be cancelled and that attendance at the Zoom meeting was poor. There was some discussion about the reasons for this. For future consultations it will be necessary to plan the process for maximum participation. The group were reminded that this is not yet anywhere near a Reg 14 consultation.	
285/22	Questionnaire One member thought that some residents had found the process difficult and were not sure how to access the information. However, flyers were put through each letterbox with information about where and how to receive paper copies if required. Some suggestions were made as to how we could achieve maximum participation, including an outdoor event. It is hoped that for the next consultation of the policy document that F2F meetings will be appropriate. The logistical difficulty of collecting questionnaires by hand was highlighted. To date 50 non electronic and 68 electronic completions had been returned. This represents a 6.95 % return of all those on the electoral roll, which is about standard. It was unfortunate that the article had not gone in the Village Magazine due to an admin error.	
286/22	Policy Document This document remains in draft form and will be finalised and presented for consultation when the results from the current consultation have been analysed.	
287/22	AOB Another 15 strategy documents had been taken to Post office. Noted that PMacD and JT have more copies if more are required for the public.	

	Feedback was given on a presentation of the 5 yr housing supply and its implications for the District, given at the All Parishes Meeting.	
288/22	Date of next meeting Monday 7th March 2022	

Meeting closed 20:55 hrs

DRAFT

Draft notes of the Advisory Group to the Public Open Spaces Advisory Committee (POSAC) meeting held remotely on Tuesday 25 January 2022 at 7:30pm

Present: Cllr P Bolton Cllr S Bramwell Smith
Cllr P MacDougall Cllr J Sheppard

Also present: Clerk & RFO

- AGPAC 32-22 **Apologies for absence**
Cllr J Towers had given apologies.
- AGPAC 33-22 **Declarations of Interest**
There were no declarations of interest.
- AGPAC 34-22 **To approve notes of previous meeting Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:** That the notes of the meeting held on 23 November 2021 be agreed as a correct record and signed by the Clerk noting this minute number.
- AGPAC 35-22 **Matters Arising from minutes not on the agenda**
None.
- AGPAC 36-22 **Broad Road Play Area**
Andrews Ground Maintenance had emailed with details of a loose support on the Wobbly Bridge play equipment which had been taped off. Cllr Bolton advised that he would inspect the play equipment and suggested that perhaps a metal casing could be placed on the support at ground level. The Clerk advised that we had a budget for play equipment replacement if it was considered necessary or alternatively, we could have the piece repaired.
- AGPAC 38-22 **Development of the Hawthorne meadow**
The Clerk had circulated an update on her progress with the planning applications for the culvert at Broad Road and the pathways around Hawthorne meadow. There were now 4 benches in Mr Baldwin's garage for Hawthorne meadow and 2 circular benches in Cllr Bolton's garage for Pynham meadow. Stonehouse Construction would be carrying out the construction of the culvert in Pynham meadow and the culvert on Broad Road. PSM Construction would be installing the pathways on Hawthorne meadow and the ramps to the road and drop kerbs.
- AGPAC 39-22 **Development of Pynham meadow and tender details**
Cllrs Bolton and Bramwell Smith had met one contractor who will tender for the work to Pynham meadow. He will be preparing a rough outline proposal and costings, although fixed costs may not be possible because there are many unknowns. One of the challenges we face is having an area that is dog free and it has been suggested that a 3 ft fence is created around this area with 2/3 gates. It will be impossible for the entire meadow to be dog free.
The contractor advised on how he would go about getting the area to a level which was plantable with a central area with good lawn type grass and outside the main area would be grasslands. Some of the areas near the edges and the forest could be left a bit wild. The practicalities of the concept would become clearer as we work through the design.
The pathways were discussed and he could get hold of sandstone material which is not quite as hardwearing as Type 1 but more ecological. He will let us have his proposals.

Cllrs Bolton, Bramwell Smith and the Clerk would meet with the second contractor on Thursday 27 January.

AGPAC 40-22 **Miyawaki Forest**

The Miyawaki forest is being progressed by a grant from Chichester District Council. Cllr Bramwell Smith had visited all properties between the meadows to tell them on this scheme and all were very enthusiastic. CDC had sent us a plan with 3 options for where the Miyawaki Forest could be sited and option 2 has been chosen as the best site to avoid the Hambrook Relief Sewer – to the south of Pynham meadow in the centre backing onto the hedge. There are a lot of animals in the hedge and near the western ditch. It was possible that an enclosure fence would be required but this would be installed as part of the grant. They will install this within the next 8 weeks.

AGPAC 41-22 **Trees**

Cllr Bramwell Smith advised that she was speaking to someone in Southbourne about the availability of trees. The Tree Rangers were willing to come and help us to dig them in.

CDC also has a grant for the Community Orchard which we can apply for.

AGPAC 42-22 **Any other business**

- Query when the ditch work in Pynham will be started.
- Query on our Communication Plan with residents. It was suggested that we include all residents in any communication, not just those around the meadows. This could also be included in the Village Magazine and on Facebook. Residents could also be invited to future meetings for their suggestions.
- Jacky Sheppard was thanked for her hard work on this committee and all agreed that she would be a great loss to the Parish Council.

AGPAC 43-22 **Date of Next Meeting**

It was agreed that Cllr Bolton would circulate a note following the meeting with the second contractor on Thursday 27 January giving an update on all proposals. A date for the next meeting would then be decided.

The meeting closed at 8:28pm

Signed by:

Date: