



Chidham & Hambrook Parish Council

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1 April 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 7 April 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. **Apologies for absence**
Cllr MacDougall has given apologies for this meeting. The Council is requested to elect a Chairman in the Chair's absence.
2. **Declaration of interests**
3. **Notes from the last meeting**
To agree the notes from the meeting of the Advisory Group to the Parish Council meeting held on 3 March 2022.
 - 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 17 March 2022.
 - 6.2 Neighbourhood Plan Steering Group
To consider the notes of the meeting held on 7 March 2022.
 - 6.3 Advisory Group to the Public Open Spaces Advisory Committee
To consider the notes of the meeting held on 29 March 2022. To consider a separate report from POSAC with recommendations (to be circulated).
 - 6.4 Protocol on Co-option arrangements – Cllr C Archer
 - 6.5 Planning the Annual Parish Meeting - Thursday 26 May 2022
 - 6.6 Scheme of Delegation and Future Meetings
On 28 October 2021 the Parish Council extended a temporary Scheme of Delegation (attached) which allows remote meetings to be held until the Annual Parish Council meeting on 5 May 2022 which is required to be held in person. You are asked to consider whether future

meetings should be held in person or whether the temporary Scheme of Delegation should be extended.

- 6.7 Motion on Climate Change
To consider the attached motion.
- 6.8 Flatt Road parking – suggested Traffic Regulation Order
- 7.0 **Other meetings**
- 7.1 CDALC meeting 4 April 2022 – Feedback from Cllr Johnson
- 7.2 Residents Against Vehicle Excessive Noise (RAVEN) meeting – feedback from Cllr J Towers
- 8.0 **Correspondence**
- 8.1 Letter from NALC Smaller Councils Committee – request for feedback
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, to acknowledge receipt of credits and to confirm/ratify any payments made following email agreement.
- 9.3 To consider a grant application from Chidham Village Hall for a Parish Council grant in the sum of £511.95 for a TV licence and broadband connection for the period 1 April 2022 to 31 March 2023.
10. **Meeting Dates**
Advisory Group to the Planning Committee – Thu 21 April 2022 7:30pm
Advisory Group to the Finance Committee – Thu 28 April 2022 7:30pm
Annual Parish Council meeting - Thu 5 May 2022 7:30pm
Neighbourhood Plan Steering Group – Mon 9 May 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 March 2022 at 7:30pm**

Present	Cllr C Archer Cllr S Bramwell Smith Cllr R Gowlett Cllr S Johnson Cllr M Savory	Cllr P Bolton Cllr B Garrett Cllr M Hickman Cllr P MacDougall (Chair) Cllr J Towers
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In attendance CDC Cllrs A Moss, P Plant and D Rodgers.
WSSC Cllr A Kerry-Bedell

Members of Public None

Also in attendance Mrs B Jones, Clerk/RFO

Item 72-22-8. Could this be altered to something like " Counsellor Johnson was congratulated for his excellent talk on Maybush Copse the previous evening to Fishbourne Gardeners Club.

Meeting commenced at 7:30pm

- | | |
|--------------|--|
| AGPC 64-22 | <p>Welcome
The two new Parish Councillors, Maddie Hickman and Marilyn Savoy, were welcomed to the Parish Council.</p> |
| AGPC 65-22 | <p>Apologies for absence
There were no apologies.</p> |
| AGPC 66-22 | <p>Declarations of Interest
None.</p> |
| AGPC 67-22 | <p>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 3 February 2022 be agreed and signed by the Clerk noting this minute number.</p> |
| AGPC 68-22.1 | <p>Matters Arising
Minute 59-22.7 Queens Jubilee – the spelling of Hawthorne Meadow – this was discussed at the Public Open Spaces Advisory Group (POSAC) and it was agreed that changing the spelling would confuse residents.
Minute 63-22 AOB The Clerk wrote to the Parliamentary Secretary of State for Transport and had had a lengthy response which had been circulated. It was agreed that this be circulated to the PCSO as it listed the range of penalties for offences.
Action: Clerk</p> |
| AGPC 69-22 | <p>Public Open Forum
There were no members of the public present.</p> |
| AGPC 70-22 | <p>Appointment to sub-committees
Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021: That Cllr M Savory be appointed to the Planning Committee and Cllr M Hickman be appointed to the Public Open Spaces Advisory Group (POSAC).
The annual meeting of the Parish Council in May would re-consider membership of committees.</p> |
| AGPC 71-22 | <p>Receive Reports</p> |
| AGPC 71-22.1 | <p>Parish Council Chair
The Chair raised the following issues:
- The sad news of the death of Andy Collins who had contributed greatly over the years to the parish, was also a District Cllr, Chair of the Residents Association, and gave a huge amount of time to developing the first Neighbourhood Plan. He</p> |

was also the prime mover of the then Hambrook Residents Association and its long-time Chair.

- The first of the Parish Council's surgeries was held on Saturday 19 February 2022. One person made an appointment, concerned about speeding on Cot Lane. A recent near accident was reported when a speeding car nearly hit a resident, who managed to get out of the way in time, but then went on to hit two nearby cars. This issue has been referred to the County Cllr.
- The Chair also reminded members that it had been agreed that a brief biography of councillors would appear in the Village Magazine. While not obligatory it was hoped that more councillors would provide their biographies for inclusion. Cllr Savory agreed to be included this month and Cllr Hickman next month.

AGPC 71-22.2 **District Councillors**

A report had been circulated. Cllr D Rodgers gave a brief report.

- A reference was made to the new Managing Water Quality and Waste Water web page recently put up on the CDC website. It was suggested that Portsmouth Water be referred to in this information as it supplied many residents of the Chichester district. **Action:** District Cllr Plant agreed to investigate.
- The Government have referred to the housing numbers as being 'advisory'. The algorithm used by the Government is based on a set criterion but the numbers are not final.
- The recent planning application for Chas Wood had been refused at the CDC Planning Committee on 2 March 2022 following excellent presentations by Cllrs Johnson and Towers. The previous appeal in 2019 holds a huge amount of water but it may still go to appeal.
- The £150 energy rebate would be carried out by CDC Council Tax through the Direct Debit process. Guidance from the Government is awaited.

AGPC 71-22.3 **County Councillor**

A report had been circulated.

- Cot Lane speeding and antisocial driving – reporting must take place to Sussex Police via the website or 101 or through Operation Crackdown. WSCC has set up a Task & Finish Group to look at longer term speeding issues and speed limits
- Chidham School highways scheme – this is with the Governors/Head Teacher to decide but won't happen for couple of years.
- Broad Rd Cycle route - Traffic counters are in place..
- Chemroute – Reasons why they should review the route had been taken on board by West Sussex Highways and they are talking to National Highways.
- The Government Planning system had been scrapped.
- Bourne Community Bus – A decision will be taken soon on one or two buses. A second bus could be used for hire. The stop at St Richard's Hospital was not practical.

AGPC 71-22.4 **Clerk & RFO**

The Clerk raised the following points:

- Quotes for the repair to the Barleycorn bus shelter and the Chidham Lane noticeboard will be circulated and a decision taken by email.
- Reporting Lost Rights of Way – Notified by the Ramblers Association that the 2026 deadline to register historic paths is now to be removed. As no requests were forthcoming from residents on lost pathways and rights of ways it was decided that no further action would be required.

AGPC 72-22 **Committee Minutes & Reports**

AGPC 72-22.1 **Planning Committee**

The notes of the meeting held on 17 February 2022 were noted.

AGPC 72-22.2 **Neighbourhood Plan Steering Group**

The notes of the meeting held on 7 February 2022 were noted.

AGPC 72-22.3 **Advisory Group to the Public Open Spaces Advisory Committee**

Cllr Bolton presented the notes of the meeting held on 1 March 2022.

Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021:

1. That a plaque be placed on one of the benches in Pynham Meadow with the wording 'Queen Elizabeth II Platinum Jubilee 2022'.
2. That 50 3mm Di Bond metal composite signs printed full colour one side only be purchased in the sum of £175.00 plus VAT to aid the protection of trees in the parish with Tree Preservation Orders (TPOs) and that the services of the Tree Wardens be used to place them on trees.

- AGPC 72-22.4 **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**
The Clerk had circulated the CDC All Parishes Meeting slides as well as Cllr Towers' report. Hyde Housing plan to reduce the stock of 50+ year old housing in the district. District Cllr Moss advised that a Task & Finish Group had been set up to review this matter which would come to their Overview & Scrutiny Committee in due course.
Cllr Johnson gave an update on the CDALC meeting he had attended on 10 February 2022.
- AGPC 72-22.5 **Bourne Bus Project update**
A report had been received from WSCC Cllr Kerry-Bedell earlier in this agenda.
- AGPC 72-22.6 **Renaming of Pynham Meadow**
A motion from Cllr Archer had been included on the agenda for this meeting which read "That Pynham Meadow be renamed Jubilee Meadow".
An amendment to this motion was suggested by Cllr Towers, duly seconded which read "That the Parish Council rename both meadows under one name and that residents be consulted on choosing this name". On the amendment being put to the vote it was carried.
Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021: That the Parish Council rename both meadows under one name and that residents be consulted on choosing a name.
Cllr Bolton reminded all that Hawthorne meadow was a wildflower meadow and not suitable for large events therefore a larger gap in the hedge was not required.
- AGPC 72-22.7 **Queens Jubilee initiatives**
Cllr Johnson advised that the Friends of Maybush Copse would be arranging a picnic for the Queens Jubilee.
- AGPC 72-22.8 **Maybush Copse**
Cllr Johnson advised of storm damage in the copse which had resulted in fallen trees and lost owl boxes. A work party was being held Saturday at 10:00am and everyone was welcome to attend. Cllr Johnson was congratulated for his excellent talk on Maybush Copse the previous evening to Fishbourne Gardeners Club.
- AGPC 72-22.9 **Communication from the Parish Council to Residents**
Cllr MacDougall had raised this issue to establish a view on whether the Parish Council newsletters should be reinstated. A decision had been taken previously that the newsletter should only be circulated when there was something important to tell residents. The Village Magazine was useful to get messages to local residents. It was suggested that an email newsletter would be more efficient and it was acknowledged that some residents wanted a hard copy. The Council has a small budget for communication. **Action:** Clerk to add to next month's agenda.
- AGPC 72-22.10 **Trees and TPOs**
This has been covered previously in this agenda.
- AGPC 72-22.11 **Carbon Policy**
This would be deferred until members had attended a Climate Change summit on 23 March 2022.
- AGPC 73-22 **Finance and Governance**
- AGPC 73-22.1 The Schedule of Payments had been circulated and is attached to these minutes as an appendix.
Recommended under the Scheme of Delegation agreed on 27 May 2021 and revised on 28 October 2021: That the payment of invoices to 3 March 2022 be approved for payment.

- AGPC 73-22.2 The Direct Debit/Standing Order payments made were noted.
 AGPC 73-22.3 There were no receipts this month.
 AGPC 73-22.4 Two payments were ratified.
 AGPC 74-22 **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
 AGPC 75-22 **Items for the next meeting**
 - Protocol for co-option of new councillors – Cllr C Archer
 - Final Pynham Meadow proposals - POSAC
 - Planning the Annual Parish Meeting Thursday 26 May 2022 – Cllr J Towers
 - Communication with residents – Cllr P MacDougall
 - Carbon Policy
 AGPC 76-22 **Any Other Business**
 None.

The meeting closed at 9:40pm

Signed by:

Date:

 CHAIRMAN

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

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Mulberry & Co.	£48.00	50548	The Future of Planning training S Johnson
2	Woodberry	£1,257.36	72622	2 Circular picnic benches for Pynham Meadow (EMR NHB)
3	SLCC	£108.00	BK205266-1	Climate Change Summit J Towers
4	Andrews Ground Maintenance	£250.00	CHPCFEB22	Ground maintenance/risk assess
5	M J J Tanner Limited	£100.00	1202	Drawings for planning application Hawthorne meadow paths

To note Direct Debit/Standing Order payments made:

1	Lloyds Bank	£1.29	9 Feb 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.

1	Planning Portal	£262.00	21 Feb 2022	Planning application for culvert access from Broad Rd to Hawthorne Meadow
2	Chichester District Council	£117.00	21 Feb 2022	Planning application pathways Hawthorne Meadow

Draft notes of the Advisory Group to the Planning Committee meeting held on Thursday 17 March 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 P Plant

Members of public: Mr and Mrs Green

Meeting opened at 7:30pm

- AGP 101-22 **Apologies for absence**
The Chair welcomed Cllr Savory to the meeting. Cllr MacDougall had given apologies.
- AGP 102-22 **Declarations of Disclosable Pecuniary Interests**
None.
- AGP 103-22 **Notes of the last meeting**
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 17 February 2022 be agreed as a correct record and be signed by the Clerk noting the minute number.
- AGP 104-22 **Public Open Forum**
Mrs S Green raised a number of issues:
- The planning application for Willowbrook and the Natural England (NE) report with their objection to the application. She appreciated Cllr Johnson's report on bats and asked him to look at the NE letter to comment on this. Cllr Johnson advised that the applicant would need to take account of the comments made in the NE report or it could be refused by CDC. District Cllr Moss had spoken to the Harbour Conservancy on this application. A different perspective is taken by Harbour Conservancy and CDC on the comments made, however there are further points raised in the latest report to CDC.
 - Hambrook Dark Skies Policy and the rules on outside lights e.g. xmas lights, patio lighting and asked whether CDC ever monitors properties with this policy as a condition. She was advised that only the Harbour Conservancy and the South Downs National Park have this policy, and that CDC does not monitor this.
 - Bird population affected by large numbers of cats in the area
- AGP 105-22 **Planning Applications**
- AGP 105-22.1 **CH/22/00107/LBC**
Jess Liney Christmas Cottage Main Road Chidham Chichester
Removal of redundant chimney stack.
It was unclear to members when the chimney stack was erected - it is positioned on the west side of the cottage close to the alley way leading to the Village Hall and the Main Road pavement. The surveyor's report was brief and did not include details of repairing.
Recommendation under the Scheme of Delegation dated 27 May 2021 and revised on 28 October 2021:
That the committee objects to the removal of the chimney stack and suggests that repairs be considered to the chimney to maintain the integrity of the listed building.
- AGP 105-22.2 **SB/22/00406/FUL** (Southbourne application)
Mr John Matthews Land Adjacent To Plot 8 Priors Leaze Lane Hambrook Chidham
Change of use of land for 2 no. travelling showmen plots (was planning application number SB/21/02082/FUL which was refused)

The Parish Council neither objected nor supported the previously submitted application. It appears that this revision is the layout the showmen had wanted when it was discussed with them. The road was considered inappropriate and the wrong surface. The previous application was for 4 plots and this one is for 2 plots. There was concern about the usage of the land at the front of the site. This application is against Policy 45 in the Local Plan.

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

That the committee objects to this planning application and comments that the original reasons sited for refusal still stand.

AGP 105-22.3

CH/20/00337/LBC

Middleton House Steels Lane Chidham Chichester PO18 8TB

Replacement of two-storey cottage with single storey dwelling, construction of studio/carport to rear – Variation of condition 2 of planning consent CH/20/03179/LBC – alterations to glazing and fenestration pattern on the proposed carport/studio

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

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

AGP 105-22.4

CH/22/00248/FUL

Mr Clive Beharrell Middleton House Steels Lane Chidham West Sussex

Replacement of two-storey cottage with single-storey dwelling, construction of studio/carport to rear - Variation of condition 2 of planning permission

CH/20/03178/FUL - alterations to glazing and fenestration pattern on the proposed carport/studio.

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

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

AGP 106-22.5

SB/21/03519/EIA (Southbourne property)

G and R Harris Main Road Nutbourne Chichester PO18 8RL

EIA Screening Opinion in responses to development for approximately 120 new homes, a children's nursery, vehicle access from the A259, pedestrian and cycle connections, associated green space and sustainable drainage solutions

This Parish Council had been asked to comment on this application by Southbourne Councillors. The site was based very close to Nutbourne East and was important due to the effect on the wildlife corridor.

It was considered that there was no need to comment at present until the Environmental Impact Assessment had been carried out. A consultation was being carried out by the developer at Southbourne Village Hall.

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

That the committee comments on the necessity of the Environmental Impact Assessment and it will make a formal comment when this is available.

AGP106-22.6

CH/21/02873/FUL

The Granary Barn Steels Lane Chidham West Sussex

Retrospective application to regularise the restoration and change of use of granary building to provide holiday accommodation and associated works.

Advised by CDC that nitrogen mitigation and updated site plan received.

The following issues were raised:

- Class R was for permitted development and could not be used for a retrospective application
- No answer had been forthcoming to our question about the septic tank and whether it had building regulations. There was no paperwork from the builder who installed the septic tank. District Cllr Moss advised that because the claimed original application was not formal no formal building regs were required for the original septic tank.

- The Committee were disappointed that the application had not followed the usual process. The consequence could be that there would be further development of similar dilapidated structures in the AONB.

This application is likely to be on the CDC Planning Committee agenda in April as it has been red carded.

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

That the committee reiterates the points it has made on the previous planning application and will not comment further.

AGP 106-22.7

CH/22/00331/DOM

Penny Haven Scant Road West Hambrook PO18 8UA

Erection of 1 no. free-standing greenhouse

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

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

AGP 106-22

Planning Decisions

AGP 106-22.1

CH/21/03269/DOM

Ms Anya Roberts Furness Broad Road Hambrook Chidham PO18 8RG

Change use of loft space to habitable accommodation to include 2 no. side dormers and the erection of a garden room.

PERMIT

AGP 106-22.2

CH/21/03556/DOM

Rebecca & Chris Hanson & Harding-Roberts 17 Maybush Drive Chidham Chichester West Sussex PO18 8SR

Single storey side extension to western elevation, new porch, removal of existing chimney, external insulation and replacement of 1 no. front bay window with 2 no. bay windows.

PERMIT

AGP 106-22.3

CH/21/03139/FUL

Mr A Jones Orchard Farm Drift Lane Chidham PO18 8PP

Erection of detached dwelling. Alternative scheme to that approved under application 20/00164/OUT.

PERMIT WITH S106

AGP 106-22.4

CH/22/00063/PLD

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.

REFUSE

AGP 106-22.5

CH20/01854/OUT – decision not yet on portal

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).

CDC Planning Committee 2 March 2022

REFUSE – AGAINST OFFICER RECOMMENDATION

AGP 107-22

Planning Appeals

AGP 107-22.1

20/03378/OUT

IN PROGRESS

Case Officer: Andrew Robbins

Informal Hearing 26 April 2022

Virtual event

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.

CDC has advised that the hearing letter is sent out 2 weeks before the hearing which does not leave us much time to get a further submission in to the Planning Inspectorate.

Action: District Cllr Moss to take this back to CDC.

AGP 108-22

Planning Enforcement

No updates had been received on enforcement matters.

District Cllr Plant advised that Planning Enforcement is a discretionary service, not mandatory. The team does not have many legal powers for action. District Cllr Moss advised that the CDC Overview & Scrutiny Committee would be considering this matter at its meeting next week.

AGP 109-22

Chair's Report

The Chair advised that the Planning Committee decision regarding Chas Wood has still not been put up on the portal. She and Cllr Johnson had spoken at the meeting as had District Cllrs Moss and Rodgers. There was concern that in the Officer's recommendations in the committee report there was scant mention of the previously dismissed appeal. A copy of the appeal result had been given to each of the CDC Planning Committee members in advance of the meeting.

AGP 110-22

Any Other Business

None.

AGP 111-22

Date of Next Meeting

The date of the next Advisory Group to the Planning Committee meeting is 21 April 2022.

The meeting closed at 20:36pm

Signed by:

Signed: Chairman

Date:

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

MINUTES

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

Honorary Secretary: Lisa Wilcock.

Meeting commenced at 1930hrs

288/22	Apologies None.	
289/22	Declarations of Interest None	
290/22	Approval of minutes of the meeting held on 7th February 2022. Approved. Noted that the letter to CDC which was approved by Troy Planning was sent from the Clerk of the Parish Council rather than this group.	
291/22	Matters from mins that are not on the agenda Nothing to report.	
292/22	Opening remarks by Chair It is with deep sadness that the Chair announced the loss of Andy Collins in the past few days. The Chair spoke about his immense support not only within this group but the Parish Council and the Parish as a whole including residents' groups and of course as District Councillor at CDC. The Group's thoughts are with his family.	
293/22	Matters not on the agenda that the Chair considers need to be added at short notice. Nothing to report.	
294/22	<p>Housing Numbers Matt Hancock MP put a question to Michael Gove MP indicated that the housing numbers are not fixed in stone. As follows taken on 7th March 2021:</p> <p><i>Matt Hancock (West Suffolk) (Con)</i></p> <p><i>Will the Secretary of State confirm that when it comes to local plans the idea that we need exactly the same proportion of extra housing in every part of every council area is wrong, and instead the different needs of different communities, as in my constituency in Haverhill, Brandon and Newmarket, can be treated differently, not with a one-size-fits-all approach?</i></p> <p><i>Michael Gove</i></p> <p><i>Yes, 100%, spot-on, totally correct.</i></p> <p>The group feel that this is an opportunity to ask questions and to push back on the allocation number. Does this mean that certain criteria mean they are an exception? Does it cover all areas? Why would one area not have a set number and another would be different? The group agreed to write to Gillian Keegan MP and cc Michael Gove MP. The letter should come from the Parish Council. Action AS to send a draft letter to the Clerk of the Parish Council for its approval by the Parish Council before it is sent out.</p>	AS/BJ
295/22	Questionnaire Returns All responses received and entered on to a database. Name, email and responses to questions and comments that were made have been put together. Estimated there are about 162 questionnaire returns. Noted that there were 166 back but some were blank .	

	KD gave an overview of the questionnaire feedback. A small group will assist KD is extrapolating the comments under themes to produce analysis. All information will go back to the Clerk of the Parish Council and KD will facilitate this. There are about 1700 on the electoral register so there has been just under a 10% return. KD to speak to the Clerk of the Parish Council to check that there are not more email Responses to go into the shared folder, JT to pass the last few questionnaires to KD. Action KD to speak to the Clerk of the Parish Council.	KD
296/21	Policy Document Update was given to the group by SJ but the document is subject to anything that may come out of the Questionnaire consultation process. Noted that once the information from the questionnaire is ready then the group need to check to make sure the policy document is correct.	
297/10	AOB KD asked if Troy Planning commented on the letter to CDC, it was confirmed that he said it was fine and the letter was sent to CDC but the group still have not received a response. Action Clerk of the Parish Council to follow it up. The question was asked if a site recently had planning rejected on it whether that piece of land could still be considered as part of the NP process. It was suggested that even if planning was rejected on a piece of land the NP may have a different allocation for the land that is more suitable and therefore the piece of land can still be considered.	BJ
289/10	Date of next meeting Monday 11th April 2022 to cover the questionnaire and the comments.	

Meeting closed 2055 hrs

Draft notes of the Advisory Group to the Public Open Spaces Advisory Committee (POSAC) meeting held remotely on Tuesday 29 March 2022 at 7:30pm

Present: Cllr P Bolton
Cllr M Hickman
Cllr J Towers

Cllr S Bramwell Smith
Cllr P MacDougall

Also present: Clerk & RFO

AGPAC 55-22 Apologies for absence

All were present.

AGPAC 56-22 Declarations of Interest

There were no declarations of interest.

AGPAC 57-22 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 1 March 2022 be agreed as a correct record and signed by the Clerk noting this minute number.

AGPAC 58-22 Matters Arising from minutes not on the agenda

None.

AGPAC 59-22 Broad Road Play Area

The timber post on the clatter bridge and 2 missing steppingstones had now been repaired.

There had been significant littering in the playground recently. Teenagers appear to be using the playground in the evenings and leaving their food packets and cans. A decision has been taken to close the playground every evening and re-open in the morning. This will be monitored for a short period time. It was suggested that keys to the playground be provided to Cllrs Hickman and Bolton. **Action: Clerk to get 2 additional keys cut and advise CDC of our request for a bin in the playground.**

AGPC 60-22

Cllr M Hickman provided ideas of facilities which could be provided for children in Pynham – small fairy houses which could be decorated local children and put up in the trees, wooden sculpture musical instruments, climbing/balancing logs. These would provide interest for children, older people and would be accessible to wheelchair users. Events could be held in these areas around music, singing and storytelling. A natural sandpit was also suggested. Examples of these facilities locally were given and examples were shown to the group.

There was a risk with vandalism and dogs getting into the area. The introduction of Council byelaws or the CDC Dog Control Order was discussed. Vandalism was a risk which would need to be assessed.

Mounds would be constructed in Pynham using spoil from Hawthorne meadow.

Basketball hoops or equipment for teenagers could be provided.

We need to focus on the basics now as there is much to be getting on with but certainly these facilities could be revisited later.

AGPAC 61-22 Development of the Pynham meadow

Cllr Bolton requested a response on two issues:

- Is a footpath onto FP258 at the NW area required as there are a couple of entrances to FP258 elsewhere? Response was that it was not required.
- Is a bridge over ditch into Hawthorne meadow still required as the entrance to Pynham is a bit further north? It is still required as it stops people going through

the Hawthorne development. People will enter the meadow from this bridge and from FP258 and encourage drivers to park at the railway car park.

- Do we still need the entrance through the hedge between the meadows? Cllr Bolton will speak to the contractor doing the pathways in Hawthorne to understand how they will move the spoil to Pynham.

Cllr Bolton went through the plan of the meadow explaining all the various elements. He advised that this is laying the groundwork to make the meadow vastly more useable and attractive but that other ideas could be incorporated over time.

Cllr Bolton advised that at its last meeting the group had considered the quotes provided by the two contractors who had been invited to quote for the work to Pynham meadow. Contractor A had been favoured because of competitive pricing, practicality, technical capability and enthusiasm for the project. He is the main landscape gardener/contractor and works with sub-contractors do carry out the various elements of work. Since then, the contractor has met with Cllr Bolton, the Clerk and others on-site to further consider and hone the most optimal layout of the meadow and to adjust pricing.

With regard to the phasing of the work, the initial cutting, clearing and ploughing is taking place at present. The gates and fences on Broad Road with bollards will be installed next. The grass to the amenity area will be seeded in mid-April.

The contractor who quoted to put the ditch in were not as keen to do the work now and Cllr Bolton was meeting with CDC Ditch Engineers in mid-April to review this work and the contractor to carry it out. That work was originally costed at £14,300 and has been paid for.

The Parish Council had previously agreed with the approach being taken in progressing this project and had recently given approval for the initial work to commence. A report will be prepared for the Council at its next meeting giving the background and the phasing of the project with a breakdown of costs. The plan will be refined following answers at this meeting and will be included in this report to the Council.

Cllr Bolton undertook to make a presentation to the APM with slides explaining the layout and phasing.

AGPAC 62-22 **Any Other Business**

Having decided to rename the meadows we need to decide on a process. It was suggested that we consult with residents at the APM on a suggested name for the meadows. A group could be set up with residents to make a list that is voted on.

AGPAC 63-22 **Date of Next Meeting**

It was agreed that the next meeting would take place on Tuesday 3 May 2022 at 7:30pm.

The group was asked whether meetings should continue by Zoom or revert to in person meetings. It was suggested by the Chair that Zoom meetings should continue.

The meeting closed at 9.25pm

Signed by:

Date:

CHIDHAM & HAMBROOK PARISH COUNCIL

Report

Report to: Chidham and Hambrook Parish Council
From: Bambi Jones, Clerk & RFO
Subject: Adoption of a Temporary Scheme of Delegation
Date: 28 October 2021

1. Background:
 - 1.1 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allowing the holding of remote meetings of Parish Councils expired on 7 May 2021.
 - 1.2 On 27 May 2021 Chidham & Hambrook Parish Council approved a temporary Scheme of Delegation to allow Advisory Groups to the Parish Council and other Committees to continue to meet remotely and all actions from these meetings to be delegated to the Clerk & RFO. The temporary period was set to end on 4 November 2021.
 - 1.3 The intention is that these Advisory Groups replicate the current Council/Committees in terms of member numbers and operate in accordance with the provisions of the Standing Orders of the Council.
 - 1.4 The Government undertook a consultation on Parish Council remote meetings and their effect on local government in June 2021 however the results of this consultation are not yet published and therefore any permanent changes to meeting rules are not in place.
 - 1.5 At a virtual meeting held on 7 October 2021 the Parish Council heard from the Clerk & RFO regarding the legal implications of face-to-face as opposed to virtual meetings. The Clerk advised that a Parish Council was required to hold **one annual meeting** and at least **three general meetings** in person per year.
 - 1.6 This Council has held its annual meeting in person on 6 May 2021, an Extraordinary General meeting in person on 27 May 2021 and will hold an Extraordinary General meeting in person on 28 October 2021 for the purpose of reviewing this document. The January Parish Council meeting will need to be held in person as the setting of the precept cannot be delegated to the Clerk. The requirement for in person meetings of the Parish Council in 2021-22 has therefore been met.
 - 1.7 Many Council members and members of the public are unwilling to return to face to-face meetings and indeed it is not possible to accommodate members and the public in line with coronavirus infection control restrictions using the Village Hall meeting room. As meetings are open to as many members of the public as wish to attend, safety cannot be guaranteed.

- 1.8 In order to allow for the continued smooth running of the Council without the need for face-to-face meetings, there is an option to extend this temporary Scheme of Delegation.
 - 1.9 It is important to note the Temporary Scheme of Delegation is not an 'either/or' alternative to official Council meetings. If members felt an issue was of such importance that a face-to-face meeting was the only option, the Temporary Scheme of Delegation would not prevent this.
2. Comments/Recommendations:
- 2.1. It is recommended that Members agree to extend the Temporary Scheme of Delegation until the annual Parish Council meeting in May 2022 which will be held in person.

Appendix A

CHIDHAM & HAMBROOK PARISH COUNCIL TEMPORARY SCHEME OF DELEGATION 2021

S101 delegation of powers

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the Clerk for making decisions on behalf of the council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council. It needs to be based in Terms of Reference (a sheet of A4 rules – see Scheme of Delegation below) that sets out the key themes of the delegation and the financial thresholds that apply.

This Scheme of Delegation is a temporary measure to facilitate effective decision making whilst the Covid-19 restrictions are in place. It allows the Clerk to take on the executive role during this time.

Delegation of Power

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise Powers that have been delegated.

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law. In an emergency the Proper Officer is empowered to carry out any function of the Council. Where the Clerk is contemplating any action under delegated powers, she should consult with an Advisory Group at least 3 Members, ensuring any appropriate legal, financial, and other specialist advice is obtained if required before action is taken.

The following items may not be delegated to the Clerk:

- To appoint the Chairman and Vice-Chairman in May each year
- To sign off the Governance Statement by 30th June each year
- To set the precept
- To appoint the Head of Paid Service (Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council.

To the Proper Officer LGA 1972 s101

The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the specific circumstances detailed:

To take action:

1. To take action on any issue that cannot wait until the next Parish Council meeting; as a temporary measure the Proper Officer is empowered to take any and all decisions that would normally be taken by Full Council, or a committee or a working group, having consulted a minimum of two Members. Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.
2. If circumstances do not permit the input of at least two councillors, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.

Financial thresholds:

3. To authorise expenditure on items where the Council has previously approved the budget to a maximum of £3,000 per transaction having consulted a minimum of two Members, or to a higher level where the Council has agreed & minuted the expenditure at a prior meeting. Additionally, these Members should be independent of the Member who will authorise the payments within the online banking system. For the avoidance of doubt, this includes any payments that will be overdue before the next scheduled Council Meeting or where discounts may be lost to the Council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by Council at a meeting.
4. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.00 per transaction, having consulted the Chairman and taken on board his views.
5. To take any action regarding minor repairs or purchases (up to a cost of £500.00 per transaction) having consulted the Chairman and taken on board his views.

Planning Matters:

6. Planning applications will be received by the Clerk and responses determined by the Clerk following consultation with a minimum of three Members who are currently members of the Planning Committee.
7. The Planning Committee delegate authority to the Clerk to request any application be referred to Chichester District Council's Planning Committee for decision.

Delegation Limitations, Record keeping & Reporting:

8. Records will be kept demonstrating a clear trail (particularly around decision making in any form).
9. All decisions will be reported at the next available Full Council Meeting.
10. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

Approved by the Parish Council on 27 May 2021 - Minute number 22-021.3
Extension approved by the Parish Council on 28 October 2021 – Minute 22-027.1

Date for review: May 2022

Climate Change Motion to Parish Council 7 April 2022

Chidham & Hambrook Parish Council recognises that in 2022 we are in a climate emergency and acknowledges that we must act now to reduce our carbon footprint. Every organisation, big or small; local, regional, national, or global has a responsibility to work towards carbon neutrality. We will do this through active engagement with our residents whilst working in partnership with Chichester District and West Sussex County Councils, community organisations and other Parish Councils to establish specific local initiatives focusing on key issues including transport, the built environment, the natural environment, biodiversity and renewable energy, all aiming to achieve a carbon neutral future.

We will seek several 'Climate Change Champions' from within our community to join a Climate Change Team which will produce an Action Plan which will include but in no way be limited to focus on:

- Full consideration of the impacts on climate, ecology and biodiversity in all our decision-making
- Achievable strategies to encourage local residents, organisations, and businesses to work with our Climate Change Team to reduce pollution, protect and enhance the environment
- How our community can challenge policies and actions which will, or are likely to, increase carbon emissions
- How best to provide meaningful advice and support to our community and residents in making changes, however small, to the way we lead our lives, and which will deliver real benefits over time by reducing our carbon footprint

We have a decade to make a difference

11 MARCH 2022

All smaller local councils

Dear chairs and councillors of smaller councils

The National Association of Local Councils (NALC) has a committee specifically dedicated to smaller local (parish and town) councils – these are defined as those councils with an electorate under 6,000. The members who serve on the committee all come from small local councils themselves.

We would like to hear from you on the issues you would like us to address that are specific to small councils and to invite you to tell us what services NALC could consider offering to meet your needs. For instance, are there any specific issues you would like us to feed into NALC's online events, committee meetings or national network sessions which you would find particularly useful and/or is there a particular issue you think we should be lobbying government about which we aren't currently?

In case you might find it useful, the committee has been considering the following subjects:

- practice regarding planning consultations
- carbon literacy
- identifying future membership needs for advice/guidance and providing feedback/input on NALC services
- practical issues arising from small councils having limited capacity
- sharing good practice, supporting NALC campaigns/big themes and helping develop the evidence base including through surveys
- improving good governance
- increasing take-up of the Local Council Award Scheme and CILCA

We hope you will consider this request as an agenda item at your next local council meeting.

We look forward to hearing from you.

Please reply to policycomms@nalc.gov.uk by 30 April 2022.

Yours sincerely,

Cllr Graham Ford
Chair
NALC Smaller Councils Committee

Advisory Group to Parish Council – 7 April 2022

Schedule of Payments

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	RS Hall & Co.	£120.00	6056	Payroll processing 2021-22
2	Reids Playground Maintenance	1,164.00	4847	Repair to clatter bridge/stepping logs (EMR CIL)
3	HMRC	£1,309.43	475PM00963717	Q4 PAYE
4	Parhams	£351.53	PB4620	Repairs to bus shelter glass Sep 21
5	Parhams	£1,551.50	PB4934	Additional cost over quote is additional panel noticeboard and adjust of sizes of bus shelter glass
6	Bambi Jones	£20.42		Office supplies -paper, inks, stamps, card
7	Mulberry and Co.	£120.00	50593	M Savory/M Hickman WSALC training The Role of the Parish Councillor
8	Chichester District Council	£685.15	602666653	Dog and litter bin emptying 2021-22
9	Lollipop Print	£258.00	20361	TPO signs
10	WSALC Ltd	£775.27	1354	WSALC/NALC annual subscriptions 2022-23
11	SLCC	£186.00	MEM239191-1	Annual subscription 2022-23
12	Andrews Ground Maintenance	£350.00	CHPCMAR22	Grass cutting and playground risk assessments
13	Signature Landscapes Ltd	£900.00	2022	Labour, machinery and materials Pynham meadow development

To note Direct Debit/Standing Order payments made:

1	Lloyds Bank	£1.12	9 Mar 2022	Interest (1090 Bank Interest Recvd)
2	Evolve Pensions	£56.86	3 Mar 2022	Pension Feb 22
3	JNR Computers (CN-2413)	+£617.76	22 Mar 2022	Credit Note for laptop purchased - no longer required

To note receipt of the following credits to the Council's bank accounts:
None.

To confirm/ratify any payments made following email agreement.

1	St Wilfrids Hospice	£50.00		Donation in memory of Andy Collins
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Chidham and Hambrook Parish Council Grant application form

Organisation	Chidham Village Hall	Charity No. (or N/A)	1037050
Applicant Name	Jane Towers	Tel	Mobile: 07792349936
			Landline: 01243576580
Position in Organisation	Bookings Secretary Parish Council representative	Email	towers1976@btinternet.com
Address	3 Hamstead Meadow Chidham West Sussex PO18 8TJ		
Bank Account Number	53896129	Sort Code	20-20-62
Declaration			
<p>I am applying as an officer of and on behalf of the above named organisation and I have read and understood the Terms and Conditions on which the application is made. In the event that any or all of the funding is not required, the organisation shall return any unspent funds within 6 months.</p> <p>Signed...J TOWERS Date...29/03/22.....</p>			

Please complete the relevant application form below (a) Capital Projects/Equipment, b) Events and other initiatives or c) Revenue (running costs) and submit this application along with the following:

1. Last year's accounts with applications for Capital or Event funding (or a projected income and expenditure sheet if a new organisation). If applying for Revenue funding, please submit accounts for the last *two* years.
2. Quotes for all items of proposed expenditure for Capital/Equipment or Event/Other Initiatives funding relating to this application (NB: no grant shall be given for costs already incurred).

Failure to include this information may delay your application.

Please return the form to:

The Parish Clerk 6 Woodlands Park Main Road Yapton Arundel BN180EZ	Telephone: 07986 395253 E mail: clerk@chidhamandhambrook-pc.gov.uk
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Chidham and Hambrook Parish Council Grant application form

Revenue Funding (Running Costs)	
Organisation	Chidham Village Hall
Total Annual Budget	TV license £157.50 Plusnet x £29.54 x 12 months £511.98
Funding Requested	£511.98 for TV licence and Broadband for period 1 April 2022 to 31 March 2023
What other source(s) of funding are you applying to in order to meet the budget?*	N/A
£ applied for from the other source(s)	£ N/A
	Successful? Yes/No/ Awaited
How much is your organisation contributing?	£ N/A
Why does the organisation require Revenue funding? Please state to what extent the organisation benefits the residents of Chidham & Hambrook Parish. Give details of how many will benefit	
<p>To maintain WIFI for the Village Hall. This will benefit groups and individuals who require WIFI access for communication purposes during meetings and other events. This will particularly benefit public meetings held by the Parish Council and other public bodies.</p> <p>Network coverage is extremely poor inside the hall and WIFI will provide connectivity for all users.</p> <p>It would also open up the possibility for streaming services for entertainment events and using card charging machines.</p>	
Date(s) of any previous Revenue funding applications:	
£ Awarded: N/A	

For office use only	Mtg Date	Council Minutes	Agreed? Yes/No/Partially	£