**Draft minutes of the meeting of Chidham and Hambrook Parish Council**

**held remotely on Thursday 1 April 2021 at 7:30pm**

**Present** Cllr C Archer Cllr P Bolton

Cllr B Garrett Cllr R Gowlett

Cllr G Hyde Cllr P MacDougall (Chair)

Cllr J Sheppard Cllr J Towers (Vice-Chair)

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| **In attendance** | District Cllrs A Moss, P Plant and D Rodgers and County Cllr M Magill |
| **Members of**  **public** | Mrs S James, Mr & Mrs A Green and Mr A Kerry Bedell |

*Meeting commenced at 7:30pm*

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| 142-21 | **Apologies for absence**  Apologies had been received from Cllrs Bramwell Smith and Perri. |
| 143-21 | **Declarations of Interest**  Cllr J Towers declared a personal interest in agenda item 8.4 in respect of her role as Booking Secretary of the Village Hall Management Committee. |
| 144-21 | **Minutes**  Amendment suggested:  Minute No. 136-21.3 – amend to ‘he was trying to establish meetings at each parish ~~level~~ council on the route’.  **Resolved:** That the minutes of the Parish Council meeting held on 4 March 2021 be agreed as an accurate record subject to the above amendment and signed by the Clerk noting this minute number. |
| 145-21 | **Matters Arising from the Minutes** |
| 146-21 | **Public Open Forum** |
|  | **Public Open Forum**  Mrs Green gave details of a consultation from CPRE, two petitions to Government and a newsletter circulated by Gillian Keegan MP.  Mrs James raised a number of items:  - Footpath FP226, running parallel with, and south of, White Cottage Ditch footpath had an overhanging tree which was difficult to navigate. **Action: Cllr Garrett to find out the owner of the tree. Clerk to report this to the WSCC Public Rights of Way Officer.** [Post meeting note: Piggery Lane is the footpath that runs from The Old Post Office (next to the Council owned red telephone box) in the east arm of Chidham Lane to the west arm of Chidham Lane, next to Woodstock Farm (owned by Cobdens).]  - There was now a fence on Footpath 225 following a report to WSCC of the risks of navigating this footpath.  - Requested to know when the Neighbourhood Plan site selection would be known.  Cllr MacDougall advised that he would respond to Mrs James following the next Neighbourhood Plan Steering Group (NPSG) meeting on Monday 12 April 2021.  Mr Kerry-Bedell, in answer to Mrs Green, advised that there was a national group called Better Planning Group which coordinates action relating to planning. |
| 147-21 | **Receive Reports** |
| 147-21.1 | Parish Council Chair  The Chair gave the following report.   * With regard to the suggestion of a memorial bench in memory of Mr Tony Probert, he had sought photographs. * The residents’ survey report had been circulated to most residents across the parish. A meeting would now be held to engage further with the public. Cllr Towers suggested that this could be carried out at the Annual Parish Meeting scheduled for Thursday 29 April 2021. * He had met with Fr. Andrew to hear about substantial improvements Fr. Andrew wished to bring about at St Mary’s including improved communication with residents and to make St. Mary’s more environmentally friendly. Fr. Andrew had arranged a Zoom meeting with residents on Wednesday 7 April at 7:00pm.   Cllr Gowlett advised that the gentleman cutting the hedges in Broad Road had done so as there had been no response to WSCC requests to local residents. It would therefore be a nice gesture to thank him for this work. |
| 147-21.2 | District Councillors  A report had been circulated.  District Cllr Rodgers was liaising with the CDC Planning Officer regarding a couple of planning applications at Priors Leaze Lane and Drift Lane near the railway line. He would made enquiries about CDC’s support for the CHEMROUTE’s current proposals.  District Cllr Moss advised about ongoing conversations with Hambrook Holiday Park. He would continue until there was full resolution. The three Pallant Homes applications had reached the due dates for determination. He had been advised informally that Pallant Homes had agreed to an extension. They had submitted further environmental information. **Action: Cllr A Moss to send information on.**  District Cllr Moss advised that on 8 April the District Council’s Overview and Scrutiny Committee had invited Southern Water and other stakeholders to speak to the committee about the waste water concerns in the area.  CDC was lobbying Parliament and MPs about the retention of virtual meetings. |
| 147-21.3 | County Councillor  County Cllr Magill had circulated a report.  He had been disappointed by the poor communication of recent CHEMROUTE meetings but was working with Bournes Forum to try and get movement. This was now at the advanced design stage which would be going out to tender. If it was not found to be adequate WSCC could go out to consultation again and request changes. There was a need for a scheme which protected both pedestrians and cyclists.  Western Sussex Hospitals had joined up with Brighton and Sussex University Hospitals to form a new NHS Foundation Trust – University Hospitals Sussex.  There would now be regular monthly meetings with the CEO Southern Water to hold them to account to prevent discharges into the harbour. To a question from Cllr Hyde as to whether it was safe to swim in the harbour, County Cllr Magill advised that there had been some discharge which was not necessarily being reported. He was going to be raising the oyster trade and fisherman’s livelihoods.  Cllr MacDougall was concerned at a recent communication from WSCC to residents and the perceived waste of money. **Action: County Cllr Magill will look into this.**  Cllr Towers advised that there was an obstruction in Chidham Lane, at the narrowest part of the road, where the manhole cover had been removed and a cone had been put over the hole in the road. She had phoned Highways but this had not yet been carried out. **Action: County Cllr Magill will escalate this matter to resolve.**  Cllr Sheppard had heard that as we were no longer part of the EU that hedges were not being cut as it was bird nesting season. **Action: County Cllr Magill to investigate.** |
| 147-21.4 | Clerk & RFO  The Clerk had circulated a performance report which was noted. |
| 148-21 | **Committee Minutes & Reports** |
| 148-21.1 | **Planning Committee**  The minutes of a meeting held on 18 March 2021 were noted. |
| 148-21.2 | **Neighbourhood Plan Steering Group (NPSG)**  The next meeting of the NPSG was to be held on Monday 12 April 2021. The Clerk requested that 2021-2022 Funding Application be added to the agenda. |
| 148-21.3 | **Public Open Spaces Advisory Committee (POSAC)**  The minutes of the meeting held on 16 March 2021 were noted. |
| 148-21.4 | **Annual Parish Meeting**  Cllr MacDougall advised that the date of this meeting was set as Thursday 29 April. The format for this meeting was normally a report back on the last year by the Chairman. It was suggested that we use this meeting to report back to residents on the recent Neighbourhood Plan residents’ survey, especially as one of the weaknesses suggested by the CDC Planning Policy Officer was that we needed to increase the amount of engagement with residents. Cllr Archer suggested an alternative speaker which was not supported at this time.  **Resolved:** That the format of the Annual Parish Meeting be agreed. |
| 148-21.5 | **Review of Community Infrastructure Levy (CIL) projects**  The District Council’s Infrastructure Business Plan (IBP) 2021-2026 was circulated along with the Council’s current CIL projects identified for funding.  Cllr Towers raised the number of different projects at District/County level in the IBP relating to cycle networks and requested that these projects be queried. She also raised a number of other projects such as The Bournes schools drop off and pick up arrangements 2021 and The Avenue Hambrook watercourse reconstruction. It was not clear where some of these places/projects were aimed. **Action: Cllr Towers to prepare a list of queries and District Cllr A Moss to raise these at CDC.**  Cllr Archer suggested a couple of amendments. No further projects were put forward.  **Resolved:** That that the current projects, subject to Cllr Archer’s amendments, be agreed and advised to CDC. |
| 148-21.6 | **Feedback of meeting with District Councillors**  Cllr P MacDougall updated the Council on his meeting with the District Councillors, which would be fed back to the NPSG to decide further action. |
| 148-21.7 | **Parish Newsletter**  Cllr MacDougall advised that a decision had been taken not to continue the Parish Newsletter. Recently, however, the Council had needed to put out a number of communications to local residents in relation to the Neighbourhood Plan and planning matters. The Council was requested to consider its communication policy.  It was suggested the Council could establish a regular news section in the Village Magazine to keep residents informed. The Village Magazine goes to every house in the area. In the event that there was no current news, articles could be written about the work of each councillor. There was a fairly long lead in time for news which may be an issue but an extension could be negotiated with the Editor. General news could be written by Cllrs MacDougall or Towers, with the Chairman of the Council’s various committees writing specific news on their areas of responsibility e.g. The Meadows, speeding and SIDs.  **Resolved:** That the Council approach the Village News to provide a regular space for Council news and to establish a Council profile. |
| 148-21.8 | **Motion to West Sussex County Council (WSCC) in respect of Children’s Centres across the County**  The Council discussed the proposed closure of children’s centres and were in full support of the motion submitted by Cllr Sheppard.  **Resolved:** That the following motion be sent to West Sussex County Council:  That Chidham & Hambrook Parish Council call on West Sussex County Council to halt the proposed closure of 32 out of 43 Family and Children’s Centres across the County.  Park Road Family Centre in Southbourne, which our residents use, would be closed under this proposal. That would leave many families having to access the only Centre in Chichester, which is nowhere near either a bus route or train service.  There is extensive research to show that children and family centres improve outcomes for young children and their families, reduce inequalities between families, improve parenting skills, child and family health and life chances.  At present these are accessible, non-stigmatising and peer supported settings that are more acceptable for many families. Local centres enable families to support and learn from each other. Fathers, too often left out of the picture, are more likely to attend a local centre.  They are a lifeline to so many families and will be even more needed when pandemic restrictions are lifted and the true level of emotional harm to children and families is apparent. We feel it is premature to close these centres and lose them forever before the true extent of the pandemic’s impact has been assessed with a resultant increase in social problems in communities costing more money in the long term.  Alternative financial solutions should be sought before taking such a drastic and irretrievable step. |
| 148-21.9 | **Chichester District Association of Local Councils (CDALC)**  Cllr Sheppard gave an update on the next meeting of CDALC. There was no further comment on the draft CDALC Constitution, which had been circulated for comment. |
| 148-21.10 | **Preparing for the possible return to face-to-face meetings**  The information relating to the Government’s requirement for local councils to return to face-to-face meetings from 7 May 2021 had been circulated. There was concern that the country was still not out of the pandemic and the return to face-to-face meetings would be a risk councillors were not willing to take. Cllr Archer had contacted the District Councillors to understand what was being done at CDC in this regard. NALC and SSLC had been active in lobbying Government to retain the current electronic meetings. Local Government Lawyers (LLG) and the Association of Democratic Services Officers (ADSO) had raised a High Court challenge on the matter to be heard by the end of April 2021.  **Resolved:** That the Council submit a response to the Government’s Call for Evidence. **Action:** Clerk to produce a response and circulate to all for comment.  The first meeting following 7 May 2021 was the Planning Committee 20 May 2021 and the Parish Council meeting on 3 June 2021. Concerns regarding spacing of tables/chairs, ventilation, access points and cleaning were discussed.  **Resolved:** That the Council look into a larger venue to meet. [Post meeting note: St Wilfrid’s hall was available for the Parish Council meeting on 3 June 2021.] **Action:** Clerk to ascertain whether St Wilfrid’s has wi-fi and a risk assessment. Southbourne hall is also available. |
| 149-21 | **Finance and Governance** |
| 149-21.1 | The Schedule of Payments had been circulated.  The Clerk had circulated an additional invoice from JNR Computers in the sum of £4,548.20 plus VAT for laptops, software and annual support. An earmarked reserve would be required to be set up in the 2020-2021 accounts to cover this project.  **Resolved:**   1. That the payment of invoices to 1 April 2021 be approved. 2. That an Earmarked Reserve in the sum of £5,000 be set up in 2021-2022 accounts to cover the cost of laptops, software and annual support. |
| 149-21.2 | The Direct Debit/Standing Order payments made were noted. |
| 149-21-3 | No credits had been received. |
| 149-21.4 | **CHPC Grants**  The Clerk had requested the Surrey Sussex & Kent Air Ambulance Association to complete an application form for consideration.  **Resolved:** That Parish Council grant funding be agreed in the sum of £470.46 for the Village Hall’s 2021-22 annual TV licence and broadband fees. |
| 150-21 | **Meeting Dates**  Neighbourhood Plan Steering Group – Monday 12 April 2021 7:30pm  Public Open Spaces Advisory Committee – Tuesday 13 April 2021 7:30pm  Planning Committee – Thursday 15 April 2021 7:30pm  Finance Committee – Tuesday 27 April 2021  Annual Parish Meeting (with residents) – Thursday 29 April 2021 7:30pm  Parish Council (with Annual Parish Council Meeting) – Thursday 6 May 2021 7:30pm |
| 151-21 | **Items for the next meeting**  - Face to face Council meetings |
| 152-21 | **Any Other Business**  County Cllr Magill requested to be included in correspondence relating to Minute 148-21.8. |

The meeting closed at 21:26pm.

Signed by: Date:

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CHAIRMAN