**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 S Bramwell Smith

 Cllr R Gowlett Cllr S Johnson

 Cllr P MacDougall (Chair) Cllr J Towers

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| **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*

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| 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:* 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.**
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| 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.
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| 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
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| 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.**
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| AGPC 59-22.9 | **Broad Road Cycle Path** - Cllr J TowersCllr 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 7:30pmAdvisory Group to the Planning Committee – Thu 17 February 2022 7:30pmExtraordinary meeting of the Parish Council – possibly 24 February 2022 7.30pmAdvisory Group to the Parish Council – Thursday 3 March 2022 7:30pmOther meetings:CDC All Parishes Meeting - Mon 7 February 2022 at 5.30pmCDALC meeting – Thu 10 February 2022 at 7:00pm |
| AGPC 62-22 | **Items for the next meeting*** TPOs – Cllr Bramwell Smith
* Carbon Policy – Cllr Towers
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| 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.** |
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The meeting closed at 9:40pm

Signed by: Date:

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CHAIRMAN

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**Advisory Group to Parish Council – 3 February 2022**

**Schedule of Payments**

To authorise invoices for payment:

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|  | 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:

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| --- | --- | --- | --- | --- | --- |
| 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.