**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 P Bolton

Cllr S Bramwell Smith Cllr B Garrett

Cllr R Gowlett Cllr M Hickman

Cllr S Johnson Cllr P MacDougall (Chair)

Cllr M Savory 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** | 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*

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| AGPC 64-22 | **Welcome**  The two new Parish Councillors, Maddie Hickman and Marilyn Savoy, were welcomed to the Parish Council. | |
| AGPC 65-22 | **Apologies for absence**  There were no apologies. | |
| AGPC 66-22 | **Declarations of Interest**  None. | |
| AGPC 67-22 | **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 3 February 2022 be agreed and signed by the Clerk noting this minute number. | |
| AGPC 68-22.1 | **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** | |
| AGPC 69-22 | **Public Open Forum** | |
|  | There were no members of the public present. | |
| AGPC 70-22 | **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. | |
| AGPC 71-22 | **Receive Reports** | |
| AGPC 71-22.1 | **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 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. | |
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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 March 2022**

**Schedule of Payments**

To authorise invoices for payment:

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|  | 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:

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| 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.

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| 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 |