

**Draft minutes of a Meeting of Chidham and Hambrook Parish Council
held at Chidham Village Hall on Thursday 5 January 2023 at 7:30pm**

Present	Cllr B Garrett	Cllr P Bolton
	Cllr S Bramwell Smith	Cllr G Dixon
	Cllr R Gowlett	Cllr S Johnson
	Cllr A Sargent	Cllr J Towers

In attendance District Cllrs A Moss, P Plant and D Rodgers; County Cllr A Kerry-Bedell:

Members of Public Mr David-Guy Parkin

Meeting commenced at 7:30pm

23-090 **Election of Chair and Vice-Chair**

Resolved that:

1. Jane Towers be elected as Chair of the Parish Council.
2. Stephen Johnson be elected as Vice-Chair of the Parish Council.

23-091

Apologies for absence

An apology had been received from Cllr M Savory.

23-092

Declaration of interests

23-093

Minutes

Resolved: That the minutes of the Parish Council meeting held on 1 December 2022 be agreed as an accurate record and signed by the Chair.

23-093.1

Matters Arising

23-084.1 - MayDay Action Group – Cllr Garrett had sent a letter to Michal Gove, Secretary of State for Levelling Up, Housing & Communities - no response had been received.

23-094

Public Open Forum

Mr Parkin asked the following questions:

1. The parking spaces at Lion Park - why should the residents only sign be removed?
This would be taken at the agenda item immediately after this open forum.
2. Regarding CALA homes, in their advertising literature they mention shops and a school. Local facilities are imperative as we are currently underserved i.e. shops etc. Is there anything the council can do to ensure that shops are created and are providing services for local residents i.e. convenience stores?
The Chair advised that the marketing information would be reviewed. [Post meeting note: upon checking it was found that a new school was mentioned among other inconsistencies. An email had been sent to the developer asking them to revise their marketing information accordingly.] With regard to the store, CALA had advised our Planning Committee some time ago that they would produce marketing information in January 2023. If no retailer comes forward, then CDC will decide on an alternative use for the space.
3. Regarding the new signs at the park, what was the cost and how was it decided that this was the best use of council money?
The Clerk advised that one of the signs was donated by CDC, the remaining internal signs were obtained via a 2021 New Homes Bonus grant at a cost of £202.97. The new sign for the fence at the entrance to the playground cost £188.92.

23-095

Receive Reports

23-095.1

Car parking spaces Lion Park

The Clerk advised that no response had been received by the Council's solicitors to our request to remove the sign at the entrance to the parking area. It was reported that residents use this parking and that no local residents using it had been forced to leave.

Resolved: That the Council would not pursue this issue with Taylor Wimpey.

23-095.2

Parish Council Chair

The Chair paid tribute to former councillor Philip MacDougall advising that they were both elected in 2015. Mr MacDougall had done a lot to move the Parish Council forward and it was sad that personal circumstances had meant that he felt he should resign from the Council. **Resolved** that: A formal vote of thanks be passed to Mr MacDougall for the time and effort he had given to Parish Council business.

23-095.3

District Councillors

A report had been circulated. District Councillors raised the following:

- CALA Homes and the flooding problems – A meeting had been arranged next week between CALA Homes, the CDC land drainage team and the CDC Enforcement Officer. The Environment Agency had also been invited. National Highways own the 'oil interceptor' trap located on the southern side of Priors Leaze Lane which had become blocked. Straw bales had been used to try and block the silt flowing off the land. ICOSA are responsible for constructing the plant on site. The flooding in the Ham Brook was serious and sewage was getting into the Ham Brook as well. **Action:** Cllr Johnson was invited to attend the meeting on behalf of the Parish Council. Cllr Garrett circulated a plan of the pipe on the western side of Priors Leaze Lane (PLL) showing the sewer/wastewater pipeline drawing of the relevant area. There is no detail in the drawing of the pipe which runs along the northern side of PLL in front of the houses and turns 90 degrees some way down PLL and goes directly into the Ham Brook. Scant Road West, The Avenue and Hambrook Hill South residents are concerned about the flooding.
- The Government consultation on amendments to the Levelling Up and Regeneration Bill was publicised on 23 December 2022 and will be open until 2 March. **Action:** Clerk to add to agenda for next meeting.
- District Cllr Moss had written a report about the Local Plan and he would circulate this to the Parish Council once it had been approved by CDC Officers. The Local Plan would be considered by CDC Cabinet and Council on 23/24 January.
- CDC All Parishes Meeting arranged for Monday 6 February at 5.30pm with a presentation on the Local Plan and impact on parishes.
- The bathing water on the South Coast at 3 beaches had again been scored as 'excellent'.
- After a negotiated settlement refuse collectors in the district had stopped their strike and were commended for their excellent service.

23-095.4

County Councillor

A report had been circulated. The following was raised:

- The broken/rusted railway crossing sign on the pavement on the east of Broad Road was a trip hazard for local residents. The Clerk advised that she had reported this to WSCC Cllr Kerry-Bedell as two reports on Love West Sussex had not led to a repair. **Action:** WSCC Cllr Kerry-Bedell will take this up at the relevant level at WSCC. **Action:** Clerk to send him the LWS reference numbers.
- The Bourne speed reduction scheme had been agreed and would be online shortly. The next stage was to meet up to decide on traffic reduction measures which could be introduced in the area. Cllr Towers is leading on this project and has all the maps and reports.

- 23-095.5 **Clerk & RFO**
The Clerk had no updates.
- 23-096 **Committee Minutes & Reports**
- 23-096.1 **Advisory Group to the Planning Committee**
The notes of this meeting held on 15 December 2022 were noted. The Parish Council's response regarding the Maybush Orchard application had been submitted and it was noted that there were over 50 objections on CDC's planning portal.
- 23-096.2 **Neighbourhood Plan Steering Group**
As the meeting was not quorate an informal meeting had been held and no minutes were produced.
- 23-096.3 **Public Open Spaces Advisory Committee (POSAC)**
The notes of the meeting held on 20 December 2022 were considered.
Resolved that:
 1. The circular pathway around Hawthorne Meadow be retained as a mown pathway.
 2. The Ground Maintenance Contract be sent to Andrews Ground Maintenance for signature and that the Chair sign this on behalf of the Council.
- 23-096.4 **Advisory Group to the Finance Committee**
The notes of the meeting held on 24 November 2022 were considered.
Resolved that:
 1. The proposed budget for the forthcoming financial year (2023-24) of £53,286 be accepted. This budget will require a Precept of £53,286 which is an overall increase of 3.44% on the previous year. This represents an increase of £1.49 (2.92%) on the Band D charge to £52.59.
 2. The increase in the PC Emergency Fund of 5% per year, until the Council reached 75% of Precept, be withheld for the 2023-24 Financial Year.
- 23-096.5 **St John Ambulance (SJA) training**
The Clerk advised that the free training sessions offered by SJA were what we needed as the workplace paid-for training involved physical training and certification. SJA had advised that they had no availability at present for the free training session and it was a case of waiting until a date became available.
- 23-096.6 **Parish Emergency Plan**
Cllr S Johnson put forward some amendments to the plan and requested advise on how to implement a Logbook. There was discussion about a proposal regarding a generator to provide emergency power to the Village Hall (and possibly also St Wilfrids) and the possible funding required for this. **Action:** Clerk to find out about the Logbook. **Action:** Cllr Johnson to send amendments to the Clerk to incorporate into the original document.
- 23-096.7 **Street lighting on Broad Road - consultation**
Mr K Dimon had offered his assistance with the consultation, having been involved in the Neighbourhood Plan consultation. Cllrs Johnson, Gowlett and Dixon volunteered to be involved.
A questionnaire needed to be developed. The various options for lighting should be included on the questionnaire along with a couple of paragraphs on the background to the consultation. **Action:** WSCC Cllr Kerry-Bedell offered to give an example of some questions for the questionnaire and would also advise the name/contact of the WSCC lighting expert. **Action:** An initial meeting to be arranged. **Action:** Clerk to send Cllr Dixon the information on the proposals for lighting on Broad Road. [Post meeting note: Circulated to all Parish Council].
- 23-096.8 **Bourne Heritage Trail**
The Chair advised that the email she had circulated had not generated any response. Mr S Tanner had prepared 12 pages for the website. It was proposed

and agreed that the circular logo be used for this website. **Action:** The Chair will re-circulate the information and logo and ask for comments.

- 23-096.9 **Consultation on street naming for Cala Homes site**
A discussion took place on the reason for this consultation. The District Council consults with the local Council before asking the developer for suggestions for road names in a new development. **Action:** Clerk to pull together a list of rose names and circulate for comment.
- 23-096.10 **WSCC S106 funding pots (parish related) for Highways**
WSCC Cllr Kerry-Bedell had met with Mr M Thomas, Area Highways Manager, WSCC, to establish the funding status. £120,000 was available to be used by March 2026 (with planning established by March 2025) and the projects needed to meet the priorities of improving pedestrian safety, reducing speed or sustainability.
Pavements and walkways needed repair in some areas of the parish. Some suggestions for spending this funding were for traffic calming in Broad Road eg an island at the crossing to Hawthorne Meadow,
The public meeting on Traffic Safety will be held on Friday 10 February at 7:30pm and involve Jason Lemm (Speedwatch) and WSCC Cllr Kerry-Bedell re the speed limit changes. It will be held in the Village Hall in the upstairs meeting room.
We need to create a working group. Cllr Dixon volunteered. The WSCC Officer would be available to meet with us to go through the options.
- 23-097 **Finance and Governance**
- 23-097.1 The Clerk added a further two invoices to the list.
Resolved: That the invoices received to 5 January 2023 be approved for payment (attached at Appendix 1).
- 23-097.2 The Council noted the Direct Debit/Standing Order payments made and the credits received and ratified the payment made following email agreement
- 23-097.3 **Bank signatories:** With the resignation of the former Chair, the Council needed to appoint another bank signatory.
Resolved: That Cllr S Johnson be the third bank signatory. **Action:** Clerk to request the setup of the signatory account on Lloyds.
- 23-098 **Meeting Dates**
Neighbourhood Plan Steering Group – 9 January 2023
Planning Committee – Thu 19 January 2023 Chidham Village Hall 7:30pm
Parish Council – Thu 2 February 2023 – Chidham Village Hall 7:30pm
- 23-099 **Items for the next meeting**
- Street lighting on Broad Road
 - Census figures (Cllr B Garrett)
 - Consultation on NPPF changes
 - Traffic Safety meeting 10 Feb 2023
- 23-100 **Any other business**
None.

The meeting ended at 9:00pm.

Signed by:

Date:

CHAIRMAN

Advisory Group to Parish Council – 5 January 2023
Schedule of Payments

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Cowan Consultancy	£2,100	16642	Planning permission work remainder of quote
2	HMRC	£1,544.86	475PM00963717	Q3 PAYE
3	Chidham Village Hall	£46.75	22/109	Hall hire
4	James Walters	£105.00	2012/01	Handyman – erecting signs to playground
5	Arundel Arboretum	£2,354.50	100630	Trees for community orchard (ex NHB funding and donation from WI member)
6	Troy Hayes Planning	£660.00	2304	NP review

To note Direct Debit/Standing Order payments made:

1	Evolve Pensions	£67.34	4 Jan 23	Pension Dec 2022
---	-----------------	--------	----------	------------------

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

1	Lloyds Bank	£34.66	9 Dec 22	Bank interest
2	Groundwork UK	£4,279.00	16 Dec 22	Neighbourhood Plan Grant

To confirm/ratify any payments made following email agreement:

1	JNR Computers	£586.80	6 Dec 22	Laptop for A Sargent
2	Defibshop	£106.74	15 Dec 22	Keypad for defib cabinet Care Home