

**Draft minutes of a Meeting of Chidham and Hambrook Parish Council  
held at Chidham Village Hall on Thursday 2 March 2023 at 7:30pm**

<b>Present</b>	Cllr B Garrett Cllr G Dixon Cllr M Savory	Cllr P Bolton Cllr S Johnson Cllr J Towers
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**In attendance** District Cllrs P Plant and D Rodgers

**Members of Public** None

*Meeting commenced at 7:30pm*

- 23-111 **Apologies for absence**  
Apologies for absence had been received from Cllrs Bramwell Smith, Gowlett and Sargent.
- 23-112 **Declaration of interests**  
Cllr Towers declared a personal interest in respect of Mr Walder's invoice at agenda item 7.1.
- 23-113.1 **Minutes**  
The following amendment was suggested: 23-105.2 2nd para - Mr Keir would be following up and would be advising 'us' ....  
**Resolved:** That the minutes of the Parish Council meeting held on 2 February 2023 be agreed as an accurate record and signed by the Chair.
- 23-113.2 **Matters Arising**  
- Minute 23-105.3 – The Clerk had confirmed that these CIL monies were earmarked by the PC to their projects.  
Minute 23-106.4 bins in Cobnor car park – it was suggested we contact Chichester Harbour Conservancy who own the car park. **Action: Cllr Garrett to contact them.**
- 23-114 **Public Open Forum**  
There were no members of public present.
- 23-115 **Receive Reports**
- 23-115.1 **Parish Council Chair**  
The Chair has nothing to report.
- 23-115.2 **District Councillors**  
A report had been circulated and this was noted.
- 23-115.3 **County Councillor**  
A report had been circulated and was noted.
- 23-115.4 **Clerk & RFO**  
The Clerk reported the following issues:
- Hyde Housing had confirmed that they do not own the western side of Hamstead Meadow and that this was the responsibility of WSCC Highways. The Clerk had asked the Handyman for a quote to fix the broken post and rail fence.
  - The keypad for the Care Home defibrillator had not yet been received and was being chased up by Defibshop with the French supplier.
  - The memorial bench at Catchpond had been sanded down and oiled. The bench would be lacquered in the summer and annually thereafter.
  - The Clerk had submitted a response to the West Sussex Bus Consultation and requested that RTPI information boards be provided at The Barleycorn bus shelter going east and the Chidham Lane bus shelter going west.

23-116 **Committee Minutes & Reports**

23-116.1 **Planning Committee**

The minutes of the meeting held on 16 February 2023 were noted.

23-116.2 **Neighbourhood Plan Steering Group**

The notes of the meeting held on 9 February 2023 were noted.

The Chair gave approval to pay the Troy Hayes invoice of £1,800 on this agenda at 7.1. The Council was behind with the work allocated on the Settlement Gap policy and other policies. There was a discussion about the Local Plan consultation and its effect on the Neighbourhood Plan.

23-116.3 **Public Open Spaces Advisory Group (POSAC)**

The notes of the meeting held on 21 February 2023 were noted.

The Chair advised that the Miyawaki Forest was now installed and the 28 trees for the Community Orchard had been planted by Arundel Arboretum as well as 5 flowering trees planted on the south side of Pynham Meadow with monies from the WI. Brian Mills would now put protection around each of these trees and complete the allotments. There were 16 spaces and there were 15 people interested in taking an allotment. **Action: Cllr Bolton to measure the plot size for information and speak to Andrews Ground Maintenance regarding watering for both planted areas.**

Cllr Bolton advised that he had had some communication from a resident about their concern with the ditch and he had suggested a dead hedge be installed along the western boundary of the ditch. A live hedge would also be considered.

It was suggested that a write up and the map showing the location of all the facilities to be provided within the meadow be put on the website and submitted to the Village Magazine by 10 March. **Action: Cllr Bolton/Clerk**

Cllr Bolton will meet with PSM regarding their wish to visit Hawthorne Meadow again to requote on this work. **Action: Cllr Bolton**

23-116.4 **Traffic Safety meeting**

A report had been circulated with recommendations. The meeting had taken place on Friday 10 February 2023 with a turnout of roughly 40 residents.

Recommendation was to proceed with a questionnaire on Broad Road traffic calming in the first instance. Cllr Garrett was concerned that all residents should be consulted with on this, however following discussion it was agreed that only residents of Broad Road and roads off Broad Road should be consulted as they were the main users of Broad Road. Residents in Chidham would be consulted about traffic safety in that area. All residents would be consulted on traffic safety changes suggested for the Main Road A259. Members agreed that communication should be clear on why certain groups are being consulted on each area and what the proposals are in map form. This first consultation would cost roughly £200 for the printing of the consultation document. **Action: Clerk to contact other parishes to find out whether they have email contact with their residents.**

**Resolved that:**

1. The resident consultation for Broad Road traffic calming be progressed.
2. The suggested questions for the resident consultation be agreed.
3. The consultation will be circulated to all residents of Broad Road and roads off.
4. An email be sent out to residents advising them how this consultation will be carried out and put on Facebook and on the website.

23-116.5 **Feedback from outside groups:**

- All Parishes Meeting 6 February – Cllrs Towers and Johnson had attended this meeting. The two presentations were circulated by CDC on 23 Feb which was too late in some instances to take advantage of some suggestions in the slides. **Action: Clerk to send an email to CDC to query the length of time it took to circulate.**

- Electric charging 16 February – Cllrs Gowlett and Sargent attended but as neither were present this item was deferred to the next meeting.
- Sussex Police Liaison Meeting 27 February – Cllr Johnson – this meeting had been cancelled.

23-116.6 **Litter picking and bins**

District Cllr Plant advised that there was no scope for CDC providing any new bins or emptying bins. There were many parish residents undertaking litter picking in different areas. Cllr Johnson agreed to establish a social litter pick on Sunday 21 May 2023 and will advertise this. **Action: Cllr Johnson**

23-116.7 **Business Plan**

It was agreed to set up a Focus Group to consider revisions to the Business Plan. Cllrs Johnson, Dixon, Savory, Towers and Bolton agreed to be involved. **Action: Clerk to arrange a meeting mid-end April.**

23-116.8 **Infrastructure Business Plan (IBP) 2023-2028**

These projects will be considered as part of the above Focus Group.

23-116.9 **Emergency Plan**

Cllr Johnson requested that this issue be deferred to the next meeting.

23-116.10 **The Bourne Heritage Trail**

Cllr Towers had attended a recent meeting to ensure that the Council were being consulted and progress was being made. Some pages had now been completed and others are being worked on. The website was due to go live by Easter.

23-116.11 **Census information**

Cllr Garrett spoke about the information provided from the Census and suggested that with the high number of elderly people in the parish that we consider our priorities for that demographic. District Cllr Moss had undertaken to speak to CDC regarding whether they would be providing parishes with a data summary of parish Census information once this was available. **Action: District Cllr Plant will find out.**

23-116.12 **Local Plan Regulation 19 Consultation Response**

A meeting had taken place on Monday 20 February to make a start on a response. Cllr Towers had gone through some more of the chapters of the consultation document and made comments which she will circulate to all for further comment. Another meeting is scheduled for Wed 8 March 2023 at 10.30am at Chidham Village Hall so finalise this response. Cllrs Bolton and Dixon gave apologies. There was a discussion about the cumbersome response form layout and difficulty entering information which District Cllr Plant advised was a Government form but she would report this to CDC Planning.

23-117 **Finance and Governance**

23-117.1 **Resolved:** That the invoices received to 2 March 2023 be approved for payment (attached at Appendix 1).

23-117.2 The Council noted the Direct Debit/Standing Order payments made and the credits received.

23-118 **Meeting Dates**

Neighbourhood Plan Steering Group – Mon 6 March 2023 Chidham Village Hall 7:30pm

Staffing Committee – Tue 7 March 2023 7:30pm Chidham Village Hall 7:30pm

Planning Committee – Thu 16 March 2023 Chidham Village Hall 7:30pm

Parish Council – Thu 6 April 2023 – Chidham Village Hall 7:30pm

Neighbourhood Plan Policies consultation event 28 March 2023 7:30pm St Wilfrid's Hall

23-119 **Items for the next meeting**

- Emergency Plan
- Outcomes from meeting on Neighbourhood Plan Consultation

23-120

**Any Other Business**

- Date for events on the website as headline.
- Election requirements for Councillors – The Clerk had circulated information.  
**Action:** Clerk to send out the CHPC Electoral Register to all. Cllr Bramwell Smith was away and she would download the form, sign it and return it to Jane to complete the rest of the form.
- The video will be uploaded to the website for residents' information.

The meeting ended at 9:20pm.

Signed by:

Date:

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CHAIRMAN

**Advisory Group to Parish Council – 2 March 2023**  
**Schedule of Payments**

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Chidham Village Hall	£85.00		Hall hire Feb 23
2	Andrews Ground Maint.	£60.00	CHPFEB23	Ground maintenance Feb 23
3	Clerk	£16.08		Office expenses
4	Rob Walder	£220.00		Sand & treat Linda Wilkinson bench
5	P Bolton	£70.50		Wickes padlocks for Pynham allotments and playground
6	Troy Hayes	£1,800.00	2327	Review of Draft NP policies and updates to Settlement Gaps paper

To note Direct Debit/Standing Order payments made:

1	Evolve Pensions	£67.34	2 Feb 2023	Pension Feb 2023
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To note receipt of the following credits to the Council's bank accounts:

1	Lloyds Bank	£77.26	9 Feb 2023	Bank interest
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To confirm/ratify any payments made following email agreement:

None