

Draft minutes of a meeting of Chidham & Hambrook Parish Council held at Chidham Village Hall on Thursday 5 October 2023 at 7:30pm

Present: Cllr P Bolton Cllr B Garrett
Cllr S James Cllr S Johnson
Cllr M Savory Cllr A Sargent
Cllr J Towers (Chair)

In attendance: District Cllr A Moss
Clerk & RFO

Members of the Public: Mrs C Smith

24-047 **Apologies for absence**
Apologies had been received from Cllr G Dixon

24-048 **Declaration of interests**
There were no declarations of interest.

24-049 **Minutes of the last meeting**
24-049.1 Minute 24-039.2 3rd bullet - Cllr B Garrett (not Barrett)

Resolved:
That, subject to the above amendment, the minutes of the Parish Council held on 7 September 2023 be agreed.

24-049.2 **Matters Arising:**
There were no matters arising.

24-050 **Public Open Forum**
No questions were raised.

24-060 **Receive Reports**
24-060.1 Parish Council Chair

The Chair spoke on the following:

- School improvements had been carried out. However, now issues with people parking on the west side of Chidham Lane on the zigzags. A meeting will be arranged with the Head of the school and the Highways Active Travel Team. CDC Enforcement will be approached to ask for traffic wardens to patrol the area. The school needs to communicate with parents.
- Bournes Trail QR code signs received and two are up already.
- CALA Homes – received information from Vail Williams (VW) on the office space. A long lease was available for unfitted, empty space. VW report very little interest. The Parish Council could take it over rent free, but we would be responsible for maintenance. We would need to undertake a Viability Study and have a projection of cost. However, this office space and the convenience store space would not be available until 2025. They were optimistic that a retailer would be found.
- Playpark vandalism – another act of vandalism took place today with glass being broken in the playground. Mr R Gowlett has the books. The Clerk advised that POSAC would meet to discuss cutting back the vegetation around the area to allow visibility.
- A funeral was taking place in Southbourne 10/11/12 October and the roads are likely to be very busy. The closure of Stein Road with the A27 bridge expansion joints being reviewed would also impact on surrounding roads.
- A response had been received from Gillian Keegan MP and this had been sent to the Planning Committee members.

24-060.2 District Councillors
A report had been circulated and was noted. The following points were raised:

- Outcome of Pallant Homes Appeal – there is some benefit in now engaging with the developer. Some negotiation may be available when CDC considers Reserved Matters.
- Willowbrook – the Southbourne Neighbourhood Plan is very near completion.
- Greyfriars – invited to next Planning Committee meeting

24-060.3 County Councillor

The report which had been circulated and was noted. The following points were made:

- The cycle path from CALA Homes down to the railway line was still active.
- Cllr Towers suggested that a meeting be arranged by Cllr Kerry-Bedell with all the parishes so that an understanding of the Chemroute and TROs can be discussed

24-060.4 Clerk & RFO

The Clerk raised the following points:

- Allotments – one plot had been released by the plot holder and another two plot holders wished to share as they had found it difficult to keep the entire plot going. Residents on the allotment waiting list had been contacted and one entire plot had been relet and two half plot holders secured. An Allotments Committee meeting was scheduled onsite on Wednesday 11 October 2023 to discuss general issues and upkeep of the site.
- CDC All Parishes Meeting – Mr N Bennett, CDC Solicitor and Head of Democratic Services, had contacted all parishes to establish what they wanted out of the All Parishes meetings. The Clerk had responded that the Council would want issues relating to our immediate powers discussed at these meetings and that we would wish to have an input to the agendas.

24-061 **Committee Minutes & Reports**

24-061.1 Planning Committee

The minutes of the meeting held on 21 September were noted.

24-061.2 Neighbourhood Plan Steering Group (NPSG)

Cllr Garrett, Chair of the NPSG, had held an informal meeting of the NPSG to discuss the way forward with the Neighbourhood Plan. **Action:** Cllr Garrett to arrange a meeting with Mrs V Dobson (Planning Policy Officer, CDC) for a discussion with NPSG members.

24-061.3 Finance Committee

The minutes of the meeting held on 28 September 2023 were noted.

The Council noted the recommendation from the Finance Committee and agreed that the Parish Council should join the Local Government Pension Scheme. This recommendation would be considered at the Extraordinary Parish Council meeting on 2 November 2023 when a fuller report would be considered.

24-061.4 St John Ambulance – First Aid Training

Cllr Savory provided an update on response from St John Ambulance contact re free training – a free session could be provided one afternoon and one evening. The hall was free on Monday afternoon/evening at present

Action: Clerk to circulate an email to the Parish Residents Group to establish interest.

Action: Cllr Towers to let Cllr Savory have dates the hall is available in the new year.

24-061.5 Tree Wardens Terms of Reference

The Council considered a report from Cllr James (Tree Councillor) and the revised Terms of Reference. The following comments were made:

- The trees on the East side of Drift Lane were not TPO'd or on Hamstead Meadow.
- Hedge planting was included in the CIL funds for the PCC.
- The yellow TPO sign was not favoured and Mr H Whitby (Tree Officer, CDC) had advised that they do not use TPO signage, preferring to map them out.
- It was suggested that we might ask residents where they would like trees in the parish when we consult with them about the St John Ambulance training.

Cllr James will establish what funding CDC has for trees in the parish in more detail and circulate this information. **Action:** Cllr James

Resolved: That the Terms of Reference for Tree Wardens, Tree Councillor and Parish Council be adopted.

- 24-061.6 **Flood Prevention**
Cllr Dixon had communicated with Parish Council members to identify local flood risks advising that he would collate responses.
- 24-061.7 **CIL funding and IBP projects for the Parish**
The Council had been consulted by the District Council, as it does every year, in regard to the infrastructure projects we propose to use CIL funding for. As the Council is due to receive £180,000 CIL funds over the following year, it was proposed that we consult with residents on what sort of infrastructure projects they would like to see.
Resolved: That a Working Group be set up to consider this consultation and analyse the results before presenting the suggestions to the Parish Council for approval.
Cllrs Towers, James, Sargent, Johnson and Garret volunteered to be part of this Working Group.
- 24-061.8 **Consultation - WSCC Draft Active Travel Strategy 2023-2036**
The Council considered this consultation, ending on 15 November 2023. Cllr Towers had submitted a personal response and she encouraged others to submit a response.
- 24-061.9 **Consultation - Publication of A27 Chichester Bypass Mitigation Supplementary Planning Document**
The Council did not wish to make a comment on this consultation.
- 24-062 **Finance and Governance**
- 24-062.1 **Resolved:** That the Schedule of Payments be agreed.
- 24-062.2 The committee noted the Direct Debit/Standing Order payments made, the credit paid to the Council and payments made following email agreement
- 24-062.3 **Parish Council Grant to Parochial Church Council of Chidham (PCC) re graveyard extension CIL grant (IBP709)**
The report from the PCC was considered and the issues being experienced by the PCC were acknowledged. The total grant is £20,028.80 and £3,836.58 had been spent so far on architect and solicitors' fees, a Habitats Regulations Assessment and an environment consultation. The project end date is August 2025.
The PCC was requested to communicate regularly with the Parish Council regarding progress on this project. **Action:** Clerk
- 24-062.4 **Parish Council Grant – Parochial Church Council of Chidham (PCC)**
To consider a grant to the PCC in the sum of £500 for upkeep of the extension graveyard – attached.
Resolved: That a Parish Council grant be given to the PCC in the sum of £500 for upkeep of the extension graveyard
- 24-063 **Meeting Dates**
Allotment Committee – Wed 11 October 2023 6:00pm at the allotment
Informal POSAC meeting at the playground – Wed 11 October at 5.30pm
Planning Committee – Thu 19 October 2023 Chidham Village Hall 7:30pm
Parish Council – Thu 2 November 2023 Chidham Village Hall 7:30pm
Extraordinary Parish Council - 2 November 2023 Chidham Village Hall on closing of the above meeting
- 24-064 **Items for the next meeting**
Nothing was raised.
- 24-065 **Any Other Business**
None.

The meeting ended at 9.05pm.

Signed by:

Date:

Schedule of Payments

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Chidham Village Hall	£38.25	23/106	Aug/Sep invoice for hall hire
2	Andrews Ground Maintenance	£840.00	CHPCSEP23	Ground maintenance/playground risk assessments / Installation Pynham equipment (EMR CIL)
3	Clerk expense claim	£13.78		Printer ink and paper

To note Direct Debit/Standing Order payments made:

1	Evolve Pensions	72.28	27 Sep 2023	Pension Sep 23
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To note receipt of the following credits to the Council's bank accounts:

1	Lloyds Bank	£149.76	11 Sep 2023	Bank interest
2	CDC	£26,643.00	15 Sep 2023	Precept 2 nd payment
3	A Sennitt	£25.00	28 Sep 2023	Half allotment payment

To confirm/ratify any payments previously agreed or made following email agreement:

None