

## Draft minutes of a meeting of Chidham & Hambrook Parish Council held at Chidham Village Hall on Thursday 6 July 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

In attendance: District Cllr A Moss  
WSCC Cllr A Kerry-Bedell  
Clerk & RFO

Members of the Public: Mrs K Aldred

### 24-024 **Apologies for absence**

An apology had been received from Cllr G Dixon.

### 24-025 **Declaration of interests**

There were no declarations of interest.

### 24-026 **Minutes of the last meeting**

24-026.1 Minute 24-016.1 To be amended to 'The content for the website is produced by a group led by Mark Ringwood which is led by Emsworth Residents Association. WSCC Cllr Kerry-Bedell designed the website.'  
Minute 24-018.2 4<sup>th</sup> bullet – should read Q&A.

#### **Resolved:**

That, subject to the above amendments, the minutes of the Annual meeting of the Parish Council held on 1 June 2023 be agreed.

### 24-026.2 **Matters Arising:**

Minute 24-016.2 The two sets of SID batteries are currently being recharged and Cllr Bolton will establish whether new SID batteries need to be purchased.

### 24-027 **Public Open Forum**

Mrs K Aldred attended the meeting to ask questions on the CALA Homes meeting.

### 24-028 **Feedback on CALA Homes meeting**

With approval from the committee, this item was brought forward in the agenda. The Chair had circulated a report on the outcome from this meeting. There was a discussion around a few of the issues including gardens rooms as extensions, the provision of a convenience store and the marketing thereof, office space, etc. We had requested that a formal offer be made to the Parish Council with regard to use of the office space for consideration. The representative from CALA Homes was not able to answer our queries in great detail and it was suggested that we write to Alastair Curry, the Land Director of CALA Homes. The Chair had been referred to an officer from the CDC Economic Department but was yet to speak with him. Cllr Johnson had spoken to Mr J Bushell, CDC Planning Officer with regard to the build of extensions to the properties without the planning permission having been granted. Cllr Johnson had also spoken to the drainage engineers at CDC. **Action:** Clerk to let Ms K Aldred know who the ecological company for CALA Homes is. CALA Homes is likely to progress the application for a TRO in Cheesemans Lane with a move to 30mph. The report was noted.

### 24-029 **Receive Reports**

#### 24-029.1 **Parish Council Chair**

Susan Bramwell Smith, a former Councillor, had advised the Chair that she would have returned as a Parish Councillor but had declined due to her health issues. There was now a vacancy for a Tree Councillor to lead on all matters relating to trees as well as to liaise with the Tree Wardens.

**Resolved:** That Cllr S James take on this role of Tree Councillor.

The Chair reported on her difficulty in establishing a contact at Hyde to discuss the Hamstead Meadow mowing regime. Residents would ideally like a pathway through the middle keeping the space around the perimeter mowed but all the rest left natural. The Chair reminded all councillors to please respond when a query is emailed out to the Parish Council, even if it was a quick yes/no to enable issues to be progressed quickly.

24-029.2 District Councillors

A report had been circulated and was noted. The following points were raised and discussed:

- An update on the Levelling Up and Regeneration Bill had been circulated.
- An update on planning applications and Appeals in progress.
- Changes to the NPPF
- The wish to understand how many people were on the CDC Housing Waiting List. **Action:** Cllr Johnson will look into this.
- The request for information on EV charges in West Sussex and the WSCC/CDC varying responsibilities in regard to this issue. **Action:** A report on this will be included for the next meeting by District Cllrs.

24-029.3 County Councillor

The report which had been circulated was noted.

- He had adjusted the Broad Road residents survey to remove those who were 'unsure' about an issue and recalculated the results in his report.
- Lion Park – there was a new manager for the Management Company First Port, there had been no response to the residents. £15,000 of unplanned work had been carried out and the residents had been billed for this.
- Cot Lane barrier – there was a shortage of WSCC staff. **Action:** Clerk to chase with WSCC Highways.

24-029.4 Clerk & RFO

The Clerk raised the following points:

- Parking at Flatt Road, Nutbourne – she had emailed CDC Planning with details of the allotment facilities to prove that the Council had sufficient allotment space to allow a variation on the S106 agreement to providing parking instead of allotments.
- Vacancy for two councillors – Mr R Gowlett had put up a notice at the playground noticeboard. **Action:** Clerk to send to Peter Bolton and resend to Bruce.
- Communications had been received from two residents, one about the pollarding of trees/storage of container on show people's site and the other from a Bosham resident wanting an allotment. She had referred him to Bosham Parish Council to make a request for allotments in the parish but had put him on the allotments register in case an allotment came up and was not required by a local parish resident.

24-030 **Committee Minutes & Reports**

24-030.1 Planning Committee

The minutes of the meeting held on 15 June 2023 were noted.

The Chair requested as many people as possible to attend the Metis Appeal on 11 July.

The Planning Committee had written a letter to District Cllrs to suggest amendments to make it easier for the Parish Council to find information and for residents to give their reports to the CDC Planning Committee. She had received a holding response from CDC Cabinet Member for Planning Bill Brisbane.

24-030.2 Public Open Spaces Advisory Committee (POSAC)

Cllr Bolton as Chair of POSAC gave his report.

Pynham Meadow - The allotments were completed and functioning and people were eating things they had grown. The irrigation was in place to water the Miyawaki Forest and the Orchard and other trees at the south of Pynham Meadow. He would document the system so that it could be held by the Chair.

He had met with Ms S Hamnett from CDC and Mr M McManus (who job shares with Sarah Hughes) who came to review progress on the Miyawaki Forest. They advised that of 1145 plants installed, only about thirty had died giving a good survival rate.

They will return in the summer to do a survey of living things in the area and again in the late Autumn to review progress with the trees

The next step will be to install the picnic tables and benches and the football goal at the end of the month. Our contractor is looking at stones and logs which need to go in and considering the tunnel placement.

Hawthorne Meadow – The planning approval, the water course licence and the WSCC Highways 115 licence had been granted. Cllr Bolton would be in touch with the contractors who had quoted to put in the culvert, the kerbs, ramp and the pathways in the meadow.

Playground – Hinges had been ordered to repair the door on the Little Library.

#### 24-030.3 Community Highways Scheme

The Chair discussed the outcomes from the recent consultation with residents of Broad Road and roads off Broad Road regarding traffic safety in the area. The majority of residents canvassed had been in favour of the proposals of this consultation.

The Chair read out a report to the Council with the motion as follows:

#### **Proposal**

1. To apply for two Community Highway Schemes.

#### **CHS 1 to allow safe access for residents to recreational areas, to achieve better compliance with 30mph speed limit.**

- coloured tarmac crossing at Play Park, moving the safety railing slightly northwards
- coloured tarmac crossing to new entrance to Hawthorne Meadow ( to tie in with the 115 license already permitted for the culvert with kerb build out or pinch point here
- coloured tarmac crossing to allotment entrance at Pynham Crescent with kerb build out or pinch point

#### **CHS 2 widen existing footways and provide protection for vulnerable pedestrians and to encourage active travel**

- From Flat Road entrance south delineate the laybys thereby legitimising their use
- put protective bollards between the footway and laybys.
- widen the footway down to the tree by St Wilfrids where it widens anyway
- S106 to contribute to this

The deadline for submission is 31<sup>st</sup> July

2. **To consider a Traffic Regulation Order (TRO) to move the 30mph speed limit northwards in Cheesemans Lane**

Depending on location, this may fall into the Parish of Funtington, so would need cross parish support.

The Chair advised that WSCC Cllr Kerry-Bedell and Cllr Dixon and herself had met with Mr M Dare, WSCC Highways Officer, regarding the proposals and next steps. Mr Dare had advised on lighting restrictions for kerb build outs to be approved, however he encouraged the Council to submit the two applications regardless as even if the first application did not achieve successful compliance with the scheme, we could still progress the crossings. A considerable sum of S106 funding was available for this scheme.

#### **Resolved:**

That the above motion be approved.

#### 24-030.4 The Bourne Trail

The Chair gave a report on progress. Cllr Garrett was chasing some of those whose input was still required. The QR code signs were due soon.

#### 24-031 **Finance and Governance**

24-031.1 **Resolved:** That the Schedule of Payments be agreed.

The committee noted the Direct Debit/Standing Order payments made.

24-031.2 There were no credits paid to the Council and no payments made following email agreement.

#### 24-032 **Meeting Dates**

POSAC – Tue 11 July 2023 Chidham Village Hall 7:30pm

Planning Committee – Thu 20 July 2023 Chidham Village Hall 7:30pm

Finance Committee – Thu 27 July 2023 St Wilfrid's Hall 7:30pm

NPSG - Mon 31 July 2023 Chidham Village Hall 7:30pm

Parish Council – Thu 3 Aug 2023 Chidham Village Hall 7:30p

24-033 **Items for the next meeting**

- NPSG notes 31 July 2023

24-034 **Any Other Business**

The Pallant Homes Appeal was due to restart on 24 July.

Former Councillor Sue Bramwell Smith had TPO signs to put up on the trees. **Action:**

**Cllr James** to establish whether Tree Wardens have done this.

Clerk needs a full photo of Cllr James to make the badge cards. **Action: Cllr James** to let her have an uncropped photo.

24-035 **Exclusion of the Press and Public**

The Parish Council RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

24-036 **Staffing Committee**

The Chair of the Staffing Committee, Cllr Bolton, gave his report on the last meeting held on 15 June 2023.

**Resolved:**

1. That the Job Description and Person Specification be agreed.
2. That the advertising proposals for the role of the Clerk be agreed.
3. That the recommendation made by the Staffing Committee be APPROVED.

The meeting ended at 9.17pm.

Signed by:

Date:

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CHAIR

**Chidham & Hambrook Parish Council – 6 July 2023**  
**Schedule of Payments**

To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Chidham Village Hall	£42.50	23/66	Hall hire June 23
2	Andrews Ground Maintenance	£735.00	CHPJUN23	Ground maintenance/playground risk assessments
3	WSCC	£2,407.26	8001688316	Street lighting & maintenance 22-23
4	Mulberry & Co.	£60.00	S1146	A Sargent- Planning training 19/6
5	Troy Hayes Planning	£660.00	2339	Development of Neighbourhood Plan
6	Medlams Surveys Ltd	£510.00	1912	Topographical survey for watercourse licence, ditch Broad Road/Hawthorne
7	HMRC	£1,368.36		Q1 tax and NI contributions
8	Portsmouth Water	£100.80	6024	Water connection Pynham
9	BHIB Insurance	£672.96	LC002495	Insurance2023-24
10	Tommy Tree	£2,765.00	134	Irrigation supplies Pynham

To note Direct Debit/Standing Order payments made:

1	Lloyds Bank	£101.73	9 June 2023	Bank interest
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To note receipt of the following credits to the Council's bank accounts:  
 None.

To confirm/ratify any payments previously agreed or made following email agreement:  
 None.