**Minutes of a meeting of Chidham and Hambrook Parish Council held on Thursday 7 March 2024 at Chidham Village Hall commencing at 7.30pm**

Present: Cllr P Bolton, Cllr G Dixon, Cllr B Garrett, Cllr S James, Cllr S Johnson,

 Cllr M Savory, Cllr J Towers (Chair)

In attendance: Mrs C Smith (Clerk & RFO), Mr A Kerry-Beddell (WSCC), Mr R Bates (CDC)

1. **Apologies for absence**

Apologies were received and accepted from Cllr Sargent. District Councillor Mr A moss had also sent apologies.

1. **Declarations of interest**

Cllr Towers declared a personal interest in the grant applications as a committee member of Chidham Village Hall.

1. **Minutes**

It was **RESOLVED** that the Minutes of the Parish Council meeting held on 1 February 2024 be confirmed as a true and correct record and they be signed by the Chairman.

1. **Actions Update**

Details on quotations for the tree art had been circulated. It was noted that none of the artists have seen the tree yet. It was thought that funding may be available from the District Council for the work.

It was also noted that Highways would need to give permission. It was agreed in the first instance that the Clerk would seek the relevant permission from Highways for the work before taking any further action.

Cot Lane culvert/flooding, it was reported that there was no certainty as to whose responsibility it is to repair the culvert. Duncan Keir may write to Martin Bailey and force him to undertake the work.

With regard to the bright lights on the Cala development Cllr Towers and Cllr Johnson will pursue this.

The second Miyawaki forest had been planted. The trees for the orchard extension had yet to be ordered.

1. **Public Session**

 Nothing raised.

1. **Reports**

 Chairman’s Report

Cllr Towers reported that one of the regular litter pickers had recently passed away and it was agreed to send a condolence card to his wife.

Cala Homes had been in contact to state that they would like to donate a defibrillator for the village. It was noted that there were three defibrillators in place already and so it was suggested it might be best placed on their community building. They also want to donate £1500 to charity or a community group and were seeking suggestions. Friends of Maybush and Friends of the Ham Brook were put forward. It was agreed to go back and ask if this donation could be split between two community groups.

At a recent meeting with Mr Van der Wee (Pallant Homes) regarding the permitted development on Broad Road the revised lay out plans were shared. The developer is now working on the technical details and an application may go in around August. There are two main changes, the removal of a central road to create more open space. Additionally, a 3m wide shared cycle/pedestrian path from the northern edge down to A259. This will mean the footway on Broad Road will be redundant and consideration could be given to move parking on Broad Road over to create more space on the road. It was noted that the hedgerow is protected and Pallant Homes cannot do anything about removing it, although a third party could.

 Chichester District Councillor’s Report

A written report from the District Councillors had previously been circulated. The setting of the District Council budget along with a number of other meetings were also highlighted. Parking costs will be going up. For the Local Plan there were ongoing discussions about housing supply information and impact of changes to NPPF and interpretation of this alongside the impact of the recent Birdham appeal.

Although it was noted that the NPPF changes now sought a four year housing supply, to submit the Local Plan, in reality there still needed to be a five year housing supply.

An update was given on the recent decision to permit a development off Penny Lane in Southbourne, despite it going against the recently made Southbourne Neighbourhood Plan.

 West Sussex County Councillor’s Report

A written report had been circulated to Councillors. Mr Kerry-Bedel highlighted some areas of the report. An extra £4 million is to be used to repair pot holes. Rainfall was at the highest levels since 1896 and efforts were being made to get the County Council to do more to help with flooding issues.

 Clerk's Report

There are increasing flooding issues around Nutbourne. Southbourne Parish Council commissioned some reports back in 2016 and 2019 under Operation Watershed.  Advice from WSCC is that these reports would still be current as they would have taken into account projections in capacity of the catchment area and sea level changes when they were written. At their January Southbourne Parish Council meeting Members felt that the best path of action now would be to undertake a Mitigation Report and wondered if Chidham & Hambrook Parish Council would consider a joint approach on this.

It was agreed that Cllr Savory and Cllr Bolton would co-ordinate with Southbourne Parish Council on this matter.

1. **Committee Meetings**

 POSAC Meeting – 20 February 2024

 The Minutes of the recent POSAC meeting were noted.

The additional Miyawaki forest installation had been completed. At the play area the damaged gate has now been fixed by garden contractor. It was agreed to take Jane Turton up on her offer to lock and unlock the playground each day.

 NPSG Meeting – 26 February 2024

The draft Minutes were noted. Martin McBride is now back doing work, had hopes to have the objectives set by 17 March 2024.

On a proposal from Cllr Garrett, it was **RESOLVED** that the NPSG would have a parish wide biodiversity study undertaken at a cost of £125 + VAT.

1. **External Meetings**

 Councillors had attended some external meetings and brief updates were given.

 All Parishes Meeting – Cllr Johnson

Subjects covered included a presentation from Hyde Housing, Fly tipping, rural crime, gypsy and Traveller incursions and Chichester Regeneration Strategy.

 CDALC Meeting – Cllr Johnson.

 The Minutes for this were circulated to the Council.

 Climate change meeting – Cllr James

It was noted that the Ditch Warden was an important role. A good presentation was given by Duncan Keir (Coastal Partners) and had been circulated.

1. **Highways Issues**

Concern had been raised about the state of laybys and verges throughout the village. Spots identified included near the graveyard and outside the church and the top of Chidham Lane. It was known that the area by the graveyard and church were often flooded and needed work. It was suggested that Highways were asked to look at solving the problem but there was concern as to whether the Parish Council should take action of Highways said no to any remedial work.

It was agreed to get photographs of the affected areas in the first instance, and then take these to Highways and request remedial action be undertaken.

Problems were also identified in Hambrook Hill South but it was noted that Virgin Media had been undertaking work in the road. It was agreed to approach Virgin Media in the first instance to get them to come and repair the verges along the road.

Mr Kerry-Beddel left the meeting.

1. **Policy Adoption and review**

 Risk Assessment Policy

On a proposal from Cllr Towers it was **RESOLVED** that the revised Risk Assessment be adopted with immediate effect.

 New Code of Conduct Policy

It was noted that the existing Code of Conduct for Councillors was in need of updating. A revised Code of Conduct Policy written by the Local Government Association was put forward as a replacement.

On a proposal from Cllr Towers, it was **RESOLVED** that the revised Code of Conduct be adopted with immediate effect.

Cllr Dixon gave his apologies and left the meeting.

1. **Annual Parish Meeting**

 The Annual Parish Meeting was set for Thursday 30 May.

It was agreed to ask Marc Davis from the Friends of the Ham Brook and someone from the Friends of Maybush Copse to speak at the meeting.

1. **Finance and Governance**

 The following grant applications had been received.

Chidham Village Hall, a grant of £601.38 to pay the annual cost of proving free WiFi in the Village Hall.

The Bourne Bus, a grant of £1000 towards the cost of providing this free bus service to residents in the parish.

On a proposal from Cllr Bolton, it was **RESOLVED** that the two grant applications be approved for payment.

Additionally, a request for a donation to St John Ambulance be made as a thank you for providing free first aid training to residents.

 On a proposal from Cllr James, it was **RESOLVED** that a donation of £100 be approved.

 Schedule of payments

 On a proposal from Cllr Towers, it was **RESOLVED** that the schedule of payments totalling £4934.69 be made.

1. **Upcoming Meeting Dates**

 The dates for meetings to the end of March 2024.

 Planning Committee – 21 March 2024

 NPSG Committee – 26 March 2024

1. **Items for referral to the next meeting.**

The Tree Art

 Areas for work to be reported to Highways

 Provision of the Donation from Cala Homes to be split between two community groups.

There being no further business the meeting was closed at 8.50pm

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman