



Chidham & Hambrook Parish Council

6 Woodlands Park Main Road Yapton Arundel BN18 0EZ

Tel: 07986 395253

Email: chidhamandhambrookpc@gmail.com Website: www.chidhamandhambrook-pc.gov.uk

30 April 2021

ANNUAL MEETING OF THE PARISH COUNCIL

Due to the continuing pandemic lockdown situation and following a recent change in legislation, Parish Council meetings are permitted to be held remotely. You are therefore requested to attend a Zoom meeting of the Parish Council on **Thursday 6 May 2021 at 7:30pm**. Members of the public are welcome to attend this virtual meeting (proceedings may be recorded).

MEMBERS: Cllr P MacDougall (Chairman), Cllr J Towers (Vice-Chair), Cllr C Archer, Cllr P Bolton, Cllr S Bramwell Smith, Cllr B Garrett, Cllr R Gowlett, Cllr G Hyde, Cllr R Perri and Cllr J Sheppard

Signed: **B Jones, Clerk and RFO**

AGENDA

1. **Election of Chair**
To elect a Chair
2. **Election of Vice-Chair**
3. **Apologies for absence**
No apologies for absence have been received.
4. **Declaration of interests**
To receive declarations of interest in respect of matters contained in this agenda in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation Requests received by the Clerk not previously considered.
5. **Minutes**
To approve and sign the minutes of the Parish Council meeting held on 1 April 2021–
attached.
6. **Matters Arising from the Minutes (if not on the agenda for discussion)**
7. **Public Open Forum**
Members of the public are invited to raise matters or to ask questions. *Standing order: The period of time designated for public participation at a Council in accordance with standing order 3(e) above shall not exceed (15) minutes unless directed by the chairman of the Council. Subject to standing order 3(f) above, a member of the public shall not speak for more than (3) minutes.*
8. **Receive Reports**
 - 8.1 Parish Council Chair
 - 8.2 District Councillors
 - 8.3 County Councillor
 - 8.4 Clerk & RFO – report to be *circulated*
9. **Council membership, representation on outside bodies and meeting dates**
 - 9.1 To appoint the Members and Chairmen for the next municipal year and to appoint members on outside bodies – report *attached*.
 - 9.2 To agree the 2021-22 Parish Council meetings calendar *attached*.
10. **Review of the Council's Committees' Terms of Reference**
To consider and review the current Terms of Reference of the following committees:

Planning Committee, Finance Committee, Staffing Committee. Public Open Spaces Advisory Committee and Neighbourhood Plan Steering Group - *circulated*

11. **Committee Minutes & Reports**

11.1 **Planning Committee**

To consider the minutes of a meeting held on 15 April 2021 *attached*.

11.2 **Neighbourhood Plan Steering Group**

To consider the minutes of the meeting held on 12 April 2021 *attached*.

11.3 **Public Open Spaces Advisory Committee (POSAC)**

To consider the minutes of the meeting held on 13 April 2021 *attached*.

11.4 Feedback from Chichester District Association of Local Councils (CDALC) meeting held on 26 April 2021 (Cllr J Sheppard)

11.5 Feedback from the Bournes Forum meeting held on 28 April 2021 (Cllr P MacDougall)

11.6 **NHB funding 2021**

The Council is able to claim New Homes Bonus funding in the sum of £9,296 this year. Councillors are asked to consider which Council projects might benefit from this funding.

11.7 **Preparing for the return to face-to-face meetings**

11.8 **Information Security Policy**

At its meeting on 1 April 2021 the Council approved the purchase laptops for those councillors who require them for Council business. Upon delivery, councillors will be required to sign an Information Security Policy. A draft policy has been *circulated*. The Council is requested to approve this policy.

11.9 **Contract with JNR Computers re IT support**

The Council has received a Service Level Agreement and a Contract from JNR Computers in respect of the provision of IT support to the Council – these have been *circulated*. The Council is requested to approve the SLA and to authorise the Clerk & RFO to sign the Contract.

12. **Finance and Governance**

12.1 To authorise invoices for payment – *attached*

12.2 To note Direct Debit/Standing Order payments made – *attached*

12.3 To acknowledge receipt of credits paid to the Council's bank accounts –*attached*

13. **Meeting Dates**

Neighbourhood Plan Steering Group – 10 May 2021 7:30pm

Planning Committee – Thu 20 May 2021 7:30pm

Parish Council – Thursday 3 June 2021 7:30pm

14. **Items for the next meeting**

15. **Any Other Business**

Meeting to conclude by 9.30pm (*Standing Order 3(w): A Council meeting should not normally exceed a period of (2) hours*).

THE PUBLIC HAVE A RIGHT TO ATTEND COUNCIL MEETINGS AND ARE MOST WELCOME

Filming of Parish Council meetings and use of social media: During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting.

**Draft minutes of the meeting of Chidham and Hambrook Parish Council
held remotely on Thursday 1 April 2021 at 7:30pm**

Present	Cllr C Archer Cllr B Garrett Cllr G Hyde Cllr J Sheppard	Cllr P Bolton Cllr R Gowlett Cllr P MacDougall (Chair) Cllr J Towers (Vice-Chair)
In attendance	District Cllrs A Moss, P Plant and D Rodgers and County Cllr M Magill	
Members of public	Mrs S James, Mr & Mrs A Green and Mr A Kerry Bedell	
Also in attendance	Clerk & RFO	

Meeting commenced at 7:30pm

- 142-21 **Apologies for absence**
Apologies had been received from Cllrs Bramwell Smith and Perri.
- 143-21 **Declarations of Interest**
Cllr J Towers declared a personal interest in agenda item 8.4 in respect of her role as Booking Secretary of the Village Hall Management Committee.
- 144-21 **Minutes**
Amendment suggested:
Minute No. 136-21.3 – amend to ‘he was trying to establish meetings at each parish ~~level~~ council on the route’.
- Resolved:** That the minutes of the Parish Council meeting held on 4 March 2021 be agreed as an accurate record subject to the above amendment and signed by the Clerk noting this minute number.
- 145-21 **Matters Arising from the Minutes**
- 146-21 **Public Open Forum**
Public Open Forum
Mrs Green gave details of a consultation from CPRE, two petitions to Government and a newsletter circulated by Gillian Keegan MP.
- Mrs James raised a number of items:
- Footpath FP226, running parallel with, and south of, White Cottage Ditch footpath had an overhanging tree which was difficult to navigate. **Action: Cllr Garrett to find out the owner of the tree. Clerk to report this to the WSCC Public Rights of Way Officer.**
[Post meeting note: Piggery Lane is the footpath that runs from The Old Post Office (next to the Council owned red telephone box) in the east arm of Chidham Lane to the west arm of Chidham Lane, next to Woodstock Farm (owned by Cobdens).]
- There was now a fence on Footpath 225 following a report to WSCC of the risks of navigating this footpath.
- Requested to know when the Neighbourhood Plan site selection would be known.
Cllr MacDougall advised that he would respond to Mrs James following the next Neighbourhood Plan Steering Group (NPSG) meeting on Monday 12 April 2021.
- Mr Kerry-Bedell, in answer to Mrs Green, advised that there was a national group called Better Planning Group which coordinates action relating to planning.
- 147-21 **Receive Reports**
- 147-21.1 Parish Council Chair
The Chair gave the following report.
- With regard to the suggestion of a memorial bench in memory of Mr Tony Probert, he had sought photographs.
 - The residents’ survey report had been circulated to most residents across the parish. A meeting would now be held to engage further with the public. Cllr Towers suggested

that this could be carried out at the Annual Parish Meeting scheduled for Thursday 29 April 2021.

- He had met with Fr. Andrew to hear about substantial improvements Fr. Andrew wished to bring about at St Mary's including improved communication with residents and to make St. Mary's more environmentally friendly. Fr. Andrew had arranged a Zoom meeting with residents on Wednesday 7 April at 7:00pm.

Cllr Gowlett advised that the gentleman cutting the hedges in Broad Road had done so as there had been no response to WSCC requests to local residents. It would therefore be a nice gesture to thank him for this work.

147-21.2 District Councillors

A report had been circulated.

District Cllr Rodgers was liaising with the CDC Planning Officer regarding a couple of planning applications at Priors Leaze Lane and Drift Lane near the railway line. He would made enquiries about CDC's support for the CHEMROUTE's current proposals.

District Cllr Moss advised about ongoing conversations with Hambrook Holiday Park. He would continue until there was full resolution. The three Pallant Homes applications had reached the due dates for determination. He had been advised informally that Pallant Homes had agreed to an extension. They had submitted further environmental information. **Action: Cllr A Moss to send information on.**

District Cllr Moss advised that on 8 April the District Council's Overview and Scrutiny Committee had invited Southern Water and other stakeholders to speak to the committee about the waste water concerns in the area.

CDC was lobbying Parliament and MPs about the retention of virtual meetings.

147-21.3 County Councillor

County Cllr Magill had circulated a report.

He had been disappointed by the poor communication of recent CHEMROUTE meetings but was working with Bournes Forum to try and get movement. This was now at the advanced design stage which would be going out to tender. If it was not found to be adequate WSCC could go out to consultation again and request changes. There was a need for a scheme which protected both pedestrians and cyclists.

Western Sussex Hospitals had joined up with Brighton and Sussex University Hospitals to form a new NHS Foundation Trust – University Hospitals Sussex.

There would now be regular monthly meetings with the CEO Southern Water to hold them to account to prevent discharges into the harbour. To a question from Cllr Hyde as to whether it was safe to swim in the harbour, County Cllr Magill advised that there had been some discharge which was not necessarily being reported. He was going to be raising the oyster trade and fisherman's livelihoods.

Cllr MacDougall was concerned at a recent communication from WSCC to residents and the perceived waste of money. **Action: County Cllr Magill will look into this.**

Cllr Towers advised that there was an obstruction in Chidham Lane, at the narrowest part of the road, where the manhole cover had been removed and a cone had been put over the hole in the road. She had phoned Highways but this had not yet been carried out.

Action: County Cllr Magill will escalate this matter to resolve.

Cllr Sheppard had heard that as we were no longer part of the EU that hedges were not being cut as it was bird nesting season. **Action: County Cllr Magill to investigate.**

147-21.4 Clerk & RFO

The Clerk had circulated a performance report which was noted.

148-21 **Committee Minutes & Reports**

148-21.1 **Planning Committee**

The minutes of a meeting held on 18 March 2021 were noted.

148-21.2 **Neighbourhood Plan Steering Group (NPSG)**

The next meeting of the NPSG was to be held on Monday 12 April 2021. The Clerk requested that 2021-2022 Funding Application be added to the agenda.

148-21.3 **Public Open Spaces Advisory Committee (POSAC)**

The minutes of the meeting held on 16 March 2021 were noted.

148-21.4 **Annual Parish Meeting**

Cllr MacDougall advised that the date of this meeting was set as Thursday 29 April. The format for this meeting was normally a report back on the last year by the Chairman. It was suggested that we use this meeting to report back to residents on the recent Neighbourhood Plan residents' survey, especially as one of the weaknesses suggested by the CDC Planning Policy Officer was that we needed to increase the amount of engagement with residents. Cllr Archer suggested an alternative speaker which was not supported at this time.

Resolved: That the format of the Annual Parish Meeting be agreed.

148-21.5 **Review of Community Infrastructure Levy (CIL) projects**

The District Council's Infrastructure Business Plan (IBP) 2021-2026 was circulated along with the Council's current CIL projects identified for funding.

Cllr Towers raised the number of different projects at District/County level in the IBP relating to cycle networks and requested that these projects be queried. She also raised a number of other projects such as The Bournes schools drop off and pick up arrangements 2021 and The Avenue Hambrook watercourse reconstruction. It was not clear where some of these places/projects were aimed. **Action: Cllr Towers to prepare a list of queries and District Cllr A Moss to raise these at CDC.**

Cllr Archer suggested a couple of amendments. No further projects were put forward.

Resolved: That that the current projects, subject to Cllr Archer's amendments, be agreed and advised to CDC.

148-21.6 **Feedback of meeting with District Councillors**

Cllr P MacDougall updated the Council on his meeting with the District Councillors, which would be fed back to the NPSG to decide further action.

148-21.7 **Parish Newsletter**

Cllr MacDougall advised that a decision had been taken not to continue the Parish Newsletter. Recently, however, the Council had needed to put out a number of communications to local residents in relation to the Neighbourhood Plan and planning matters. The Council was requested to consider its communication policy. It was suggested the Council could establish a regular news section in the Village Magazine to keep residents informed. The Village Magazine goes to every house in the area. In the event that there was no current news, articles could be written about the work of each councillor. There was a fairly long lead in time for news which may be an issue but an extension could be negotiated with the Editor. General news could be written by Cllrs MacDougall or Towers, with the Chairman of the Council's various committees writing specific news on their areas of responsibility e.g. The Meadows, speeding and SIDs.

Resolved: That the Council approach the Village News to provide a regular space for Council news and to establish a Council profile.

148-21.8 **Motion to West Sussex County Council (WSCC) in respect of Children's Centres across the County**

The Council discussed the proposed closure of children's centres and were in full support of the motion submitted by Cllr Sheppard.

Resolved: That the following motion be sent to West Sussex County Council:

That Chidham & Hambrook Parish Council call on West Sussex County Council to halt the proposed closure of 32 out of 43 Family and Children's Centres across the County.

Park Road Family Centre in Southbourne, which our residents use, would be closed under this proposal. That would leave many families having to access the only Centre in Chichester, which is nowhere near either a bus route or train service.

There is extensive research to show that children and family centres improve outcomes for young children and their families, reduce inequalities between families, improve parenting skills, child and family health and life chances.

At present these are accessible, non-stigmatising and peer supported settings that are more acceptable for many families. Local centres enable families to support and learn from each other. Fathers, too often left out of the picture, are more likely to attend a local centre.

They are a lifeline to so many families and will be even more needed when pandemic restrictions are lifted and the true level of emotional harm to children and families is apparent. We feel it is premature to close these centres and lose them forever before the true extent of the pandemic's impact has been assessed with a resultant increase in social problems in communities costing more money in the long term.

Alternative financial solutions should be sought before taking such a drastic and irretrievable step.

148-21.9 **Chichester District Association of Local Councils (CDALC)**

Cllr Sheppard gave an update on the next meeting of CDALC. There was no further comment on the draft CDALC Constitution, which had been circulated for comment.

148-21.10 **Preparing for the possible return to face-to-face meetings**

The information relating to the Government's requirement for local councils to return to face-to-face meetings from 7 May 2021 had been circulated. There was concern that the country was still not out of the pandemic and the return to face-to-face meetings would be a risk councillors were not willing to take. Cllr Archer had contacted the District Councillors to understand what was being done at CDC in this regard. NALC and SSLC had been active in lobbying Government to retain the current electronic meetings. Local Government Lawyers (LLG) and the Association of Democratic Services Officers (ADSO) had raised a High Court challenge on the matter to be heard by the end of April 2021.

Resolved: That the Council submit a response to the Government's Call for Evidence.

Action: Clerk to produce a response and circulate to all for comment.

The first meeting following 7 May 2021 was the Planning Committee 20 May 2021 and the Parish Council meeting on 3 June 2021. Concerns regarding spacing of tables/chairs, ventilation, access points and cleaning were discussed.

Resolved: That the Council look into a larger venue to meet. [Post meeting note: St Wilfrid's hall was available for the Parish Council meeting on 3 June 2021.] **Action:** Clerk to ascertain whether St Wilfrid's has wi-fi and a risk assessment. Southbourne hall is also available.

149-21 **Finance and Governance**

149-21.1 The Schedule of Payments had been circulated.

The Clerk had circulated an additional invoice from JNR Computers in the sum of £4,548.20 plus VAT for laptops, software and annual support. An earmarked reserve would be required to be set up in the 2020-2021 accounts to cover this project.

Resolved:

1. That the payment of invoices to 1 April 2021 be approved.
2. That an Earmarked Reserve in the sum of £5,000 be set up in 2021-2022 accounts to cover the cost of laptops, software and annual support.

149-21.2 The Direct Debit/Standing Order payments made were noted.

149-21-3 No credits had been received.

149-21.4 **CHPC Grants**

The Clerk had requested the Surrey Sussex & Kent Air Ambulance Association to complete an application form for consideration.

Resolved: That Parish Council grant funding be agreed in the sum of £470.46 for the Village Hall's 2021-22 annual TV licence and broadband fees.

150-21 **Meeting Dates**

Neighbourhood Plan Steering Group – Monday 12 April 2021 7:30pm

Public Open Spaces Advisory Committee – Tuesday 13 April 2021 7:30pm

Planning Committee – Thursday 15 April 2021 7:30pm

Finance Committee – Tuesday 27 April 2021

Annual Parish Meeting (with residents) – Thursday 29 April 2021 7:30pm

Parish Council (with Annual Parish Council Meeting) – Thursday 6 May 2021 7:30pm

151-21 **Items for the next meeting**

- Face to face Council meetings

152-21 **Any Other Business**

County Cllr Magill requested to be included in correspondence relating to Minute 148-21.8.

The meeting closed at 21:26pm.

Signed by:

Date:

CHAIRMAN

Chidham & Hambrook Parish Council

Membership of advisory committees and working groups and representation on outside bodies 2021-22

Planning Committee

Maximum of 7 councillors

Chairman of the committee not to be the Parish Council Chairman

Quorum of 3

Meets every 3rd Thursday of the month

Present membership: Cllrs Bramwell Smith, Garrett, Gowlett, Sheppard and Towers
(Chairman: Cllr R Gowlett)

Finance Committee

At least 5 members including the Chairman of the Council

Quorum of 3

Meets quarterly

Present membership: Cllrs Bolton, Garrett, Hyde, MacDougall, Sheppard (Chairman: Cllr P MacDougall)

Staffing Committee

Maximum of 4 councillors with the Chairman of the Parish Council in attendance ex officio without voting rights

Quorum of 3

Meets at least once per year and as and when necessary

Doesn't meet in public

Present membership: Cllrs Bolton, Hyde, Perri and Sheppard (Chairman: Cllr J Sheppard)

Public Open Spaces Advisory Committee (POSAC)

Maximum of 7 councillors with the Parish Ditch Warden and three co-opted members

Chairman and Vice-Chairman of the Parish Council may attend as ex-officio members

Quorum of 4

Meets quarterly. Doesn't meet in public.

Present membership: Cllrs Bramwell Smith, Bolton, MacDougall (ex-officio), Perri, Sheppard and Towers (ex-officio) (Chairman: Cllr P Bolton)

Complaints Committee

Membership: Chairman/Vice Chairman of Parish Council plus 3 other Councillors/one or two will be chosen from these three Members as required

Meets when required

Present membership: Cllrs MacDougall and Towers

Neighbourhood Plan Steering Group

Cross-section of members from the community and parish councillors

Meetings held monthly or as required

Quorum: A minimum of 5 members

Doesn't meet in public

Reports to Parish Council

Present membership: Cllrs Bramwell-Smith, Bolton, Garrett, MacDougall, Perri and Towers
(Chairman: Mr P MacDougall)

Environment Working Group

Cross-section of members from the community and parish councillors

Meetings held as required. Not normally held in public.

Present membership: Cllrs C Archer, P Bolton, R Gowlett, G Hyde, P MacDougall, J Sheppard and J Towers.

Councillors with special responsibility:

Open spaces, bus shelters and benches annual review	Cllr P Bolton
Roads and transport, travel, school liaison, footways	Cllr J Towers
Drainage and sea defence, tree councillor	Cllr C Archer
Rights of way, Youth Council, play areas	Cllr R Perri
Finance and accounts	Cllr G Hyde
Staffing and HR issues	Cllr J Sheppard
Editor of Parish Council newsletter	Cllr P MacDougall
Assets and insurance	Cllr B Garrett

Representation on outside bodies

CHEMROUTE – The Chichester to Emsworth Cycle Route – Cllr P MacDougall as facilitator

CDC All Parishes Meeting – dependent upon topic and up to 3 councillors may attend

CDALC – Chichester District Association of Local Councils – Cllr J Sheppard

CDC Bournes Forum – Cllr P MacDougall / dependent upon topic and up to 2 councillors may attend

Friends of Maybush Copse Committee – Cllr P MacDougall

Chidham & Hambrook Village Hall Management Committee – Cllr J Towers

April 2021



Chidham & Hambrook
Parish Council

Meetings of the committees of the Parish Council 2021-22

	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22
Parish Council (1 st Thursday)	6 (Annual Parish Council)	3	1	5	2	7	4	2	6	3	3	7	5
Planning Committee (3 rd Thursday)	20	17	15	19	16	21	18	16	20	17	17	21	19
Finance Committee (normally Thursday)			22				25					28	
Staffing Committee		24											
Neighbourhood Plan Steering Group**	3	7	5	2	6	4	1	6	3	7	7	4	9
Annual Parish Meeting (with residents)	*												26

* was scheduled 27 May – now moved to 29 April

** Neighbourhood Plan Steering Group meetings are flexible

Draft Minutes of the Planning Committee meeting of Chidham & Hambrook Parish Council held remotely on Thursday 15 April 2021 at 7:30pm

Present: Cllr S Bramwell Smith Cllr B Garrett
Cllr R Gowlett (Chair) Cllr J Sheppard
Cllr J Towers

In attendance: District Cllrs P Plant and D Rodgers

Members of the
Public: Mrs S James, Mr & Mrs A Green

Meeting opened at 7:30pm

A minutes' silence was held to mark the death of HRH The Duke of Edinburgh. The Clerk read out the following statement: The Councillors and Clerk & RFO of Chidham and Hambrook Parish Council are deeply saddened at the news of the death of HRH The Duke of Edinburgh. Our thoughts are with the Royal Family at this time.

109-21 **Apologies for absence**

All members were present.

110-21 **Declarations of Disclosable Pecuniary Interests**

No interests were declared.

111-21 **Minutes**

Minute 101-21.4 To be reworded: 'The committee did not want to comment on this application until the application relating to the bund had been dealt with.'

Minute 105-21 – Scants Road.

Resolved: That, subject to the above amendment, the minutes of the Planning Committee meeting held on 18 March 2021 be agreed and signed by the Clerk noting this minute number.

112-21 **Public Open Forum**

Mrs James asked a couple of questions:

- 1) Could you tell me how CDC has communicated to our Parish Council that the AONB is not suitable for housing development as per page 4 of the parish resident research leaflet? District Cllr Plant referred Mrs James to the paragraphs within the National Planning Policy Framework (NPPF) and agreed to forward a response by email.
- 2) In response to minute 107-21 she raised the disparity between the 400 houses quoted as an unofficial figure whereas in the leaflet sent to residents it states 'If we don't accept 400, they (CDC) will step in and select the sites for us'. Cllr Towers advised that the figure of 400 had not yet been published and that that question should be directed to the Parish Council at its next meeting.

Mrs Green advised that they had seen surveyors at Hambrook Hill South marking the road and would expect the developers to reapply for planning permission. She stated that it might be to move the sewer which was one of the objections to the application.

Mrs Green asked whether there was a limit on the number of houseboats on Birdham Marina? District Cllr Plant advised that CDC would try to limit the number but that this may be difficult to enforce. Chichester Harbour had in excess of 9,000 craft.

113-21 **Declarations of Disclosable Pecuniary Interests**

No interests were declared.

114-21 **Planning Applications**

- 114-21.1 CH/20/03234/DOM - Case Officer: Oliver Naish (Wk12)
Pamela, Rupert, Andrew and Caroline Thresher Creek End Harbour Way Chidham PO18 8TG

Replacement 2 storey extension and 2 small single storey extensions.

Concerns were raised as follows:

- A sizeable increase but it may fall within the 50% footprint.
- There had been some contact by the owners with a neighbour and a request to remove a window on the east side.
- It is not clear whether Chichester Harbour Conservancy had been consulted.
- Plans did not give indications of the materials to be used and how it would impact on the street scene or on Bosham.
- Chichester Harbour Conservancy and Chichester Harbour Trust were not statutory consultees. However they would comment on applications in the AONB.

Resolved: That the Council is not minded to object but that it would like to be reassured that Chichester Harbour Conservancy has been consulted and is content with the application.

114-21.2 CH/21/00782/FUL - Case Officer: William Price (Wk12)

Mr and Mrs Evans

Grey Thatch Harbour Way Chidham PO18 8TG

Raise existing sea defences to achieve flood protection.

Concerns were raised as follows:

- it is not clear whether the owners have consulted with Chichester Harbour Conservancy
- it is not clear from the plans whether the level of the sea wall is being increased around the curtilage of the land owned by the owners or whether they intend to raise the entire length of the sea wall
- if it is their land only the flood risk for the residents on either side would be greater as it would allow seawater to come in more forcefully on either end of the adjustment
- the matter of the sea wall is considered regularly by the Harbour Way Conservancy Management Company!

Resolved: That the Council is minded to object to this application as it is not clear whether protection would be afforded to the entire length of the sea wall. The Council requests an extension of time to consider this application in more detail with further detailed information.

114-21.3 CH/21/00773/DOM - Case Officer: Oliver Naish (Wk13)

Mr K Davey La Traite Chidham Lane Chidham PO18 8TH

Erection of single storey extension to rear elevation plus alterations to rear and side elevations.

Resolved: That the Council has no objection to this application and no comment to make.

114-21.4 CH/21/00298/DOM - Case Officer: Alicia Snook (Wk14)

Peter Schofield Lyndale Broad Road Nutbourne PO18 8SW

Single storey side extension.

Resolved: That the Council has no objection to this application and no comment to make.

114-21.5 CH/20/00593/FUL Appleton House Farm, Drift Lane, Chidham PO18 8PR

Change of use of detached garage, store with games room over to 1 no. 3 bed dwelling. To consider whether who might attend CDC's Planning Committee on 21 April 2021 to represent the Council in this matter.

Resolved: That Cllr Towers will attend this meeting. **Action: Clerk to register Cllr Towers as a speaker giving her email address.**

115-21 **Planning Decisions**

115-21.1 CH/20/00164/OUT

Mr M Herridge Orchard Farm Drift Lane Chidham PO18 8PP

Erection of 1 no. 3 bed single storey dwelling.

PERMIT

The Clerk advised that the Council had responded to this application in May 2020 advising that it would consider the full application when it was submitted.

115-21.2 CH/21/00146/DOM

Mr Thomas Schlieben Ivy Bank Main Road Chidham Chichester PO18 8TP
Demolition of conservatory and erection of single storey rear extension.
PERMIT

The Council has responded in February 2021 with no objection.

115-21.3 CH/21/00387/FUL

Mr George Smith Land North of Good View Priors Leaze Lane Hambrook
Erection of 2 bed dwelling. (Variation of condition 13 of permission CH/18/00243/FUL – temporary siting of mobile home to accommodate owner and family for duration of building works and prior to provision of a security fence)
WITHDRAWN

It was commented on that there was correspondence on the portal from the Case Officer writing to the agent advising that the mobile home, fencing etc. would have to be removed.

116-21 **Agenda Item 7 - Planning Appeals**

20/00412/OUT Land Off Broad Road Broad Road Hambrook PO18 8RF

Informal Hearing

Outline Application for the construction of 35 no. affordable residential dwellings for first time buyers and those looking to rent their first home (Paragraph 71 entry-level exception site), with all matters reserved other than access.

IN PROGRESS

117-21 **Agenda Item 8 - Planning Enforcement**

There were no updates.

118-21 **Chair's Report**

The Chair wished to thank Cllrs Sheppard and Towers for their preparation work in reviewing the layout of the Village Hall for possible resumption of face-to-face meetings.

119-21 **Chichester Harbour Conservancy – consultation on Planning Principle on Houseboats**

An email had been circulated to members with this consultation. The Clerk advised that CDC's response to this consultation would be considered at CDC's Planning Committee on 21 April 2021. District Cllr Plant advised that the issue was in Birdham Marina which appeared to have a number of houseboats moored up being offered as holiday rentals. It was not clear whose responsibility it was to licence houseboats. In Chichester Marina they are well supervised and pay to use facilities.

107-21 **Any Other Business**

None.

108-21 **Date of Next Meeting**

The date of the next Planning Committee meeting is 20 May 2021. This meeting may be held face-to-face depending upon Government notification.

Meeting closed at 8:25pm

Signed by:

Signed: (Chairman)

(Date)

**Chidham Hambrook Nutbourne East
Neighbourhood Plan Steering Group
12 April 2021 via Zoom Videoconferencing**

MINUTES

Present: Stephen Johnson, Keith Dimon, Andy Collins, Jane Towers, Andrew Kerry-Beddell, Sue Bramwell-Smith, Andrew Sargent, Philip MacDougall (Chair), Bruce Garrett, Rachel Perri, Peter Bolton.

Apologies: None

Honorary Secretary: Lisa Wilcock.

Meeting commenced at 1931hrs

177/21 **Apologies**

178/21 **Declarations of Interest**

None

179/21 **Approval of minutes of the meeting held on 1st March 2021**

Approved

180/21 **Opening remarks by Chair: planning applications situation, policy/action news from CDC (HELAA, waste water treatment capacity and other updates if any).**

- i) Noted that the Sunley application was rejected and the group discussed the reasons behind this decision and how it may affect the other current planning applications that affect the NP site allocation process.
- ii) The group discussed how the waste water issue will affect all the sites considered. Nitrates was considered a different issue which affects each site consideration differently.
- iii) The most significant update on current HELAA is that they have taken out site HCH00027 which is the only change.
- iv) Noted that there was a meeting with DC Adrian Moss in connection with Southern Water and a press release was issued on Monday in connection with the discussions. It mentions that lining water pipes may be a way to reduce nitrates entering the harbour. Noted that AKB is seeking clarification on the 2020 water treatment plan figures but the current plan shows a 900 house capacity against 3200 planned homes, so in any case there is a serious issue.

181/21 **Matters not on the Agenda that the Chair considers need to be added at short notice.**

It was **agreed** that the group wish to apply for the full £10K on the basis that if any monies were not spent, they were able to give it back. **Action** Bambi Jones, Clerk of the Parish Council to apply for £10K funding on behalf of the group.

BJ

182/21 **Local Plan Delay**

Noted that the LP Regulation 14 has been delayed until March 2023. The group cannot submit a Neighbourhood Plan unless there is an adopted LP or they accept current allocation. . Noted that Southbourne PC is going ahead as they have accepted their housing allocation. The group discussed continuing with the NP based upon a lower allocation of houses which mirrors the land available and the wishes of the residents. The group knows that should the LP come in with a different number, the NP will not get past the Government Inspectorate. The group needs to decide on whether to go ahead with a NP to the point of Regulation 14 or not. Noted that it would have to go to CDC and the Parish Council for approval first in any case.

183/21 **Feedback from Informal Parish Council Meeting: publication of Policies document; future Publication of Housing Document.**

- i) It was suggested that pages 1–31 of the ‘Interim NP’ could be published as this means the site selection section is not included but it will allow the community to see how far the process has reached. Noted that the public consultation process needs to be addressed once COVID is safe. Documents to be shared with the public to show the significant progress made were discussed .
- ii) The Group are still working on getting the allocation reduced down from 400. Noted that the group still have not had their allocation confirmed by the CDC and this is key to progressing with NP and is preventing the group from confidently answering public questions about site selection.
- iii) It was suggested again that pages 1–31 of the ‘Interim Neighbourhood Plan’ should be published? It was decided that the Policies should be the next document to be shared with the public. The group objected to this as it was considered more important to publish the policies document. It was suggested that the policies should be published. The Interim Neighbourhood Plan document pages 1–31 could then go out after the policies document, if it is still valid. It was suggested that the group asks Jon Herbert’s advice on publication of pages 1–31. The group is mindful that it needs to engage with the residents of the parish. The group suggested that a program of work should be put in place even if it is without a time line.

184/21 **Evidence for Rejecting Sites: Site Constraints Papers (Stephen); Working Parties (Jane).**

JT, BG, AC, KD and SJ worked on this document which was circulated to the group in advance of the meeting. Nothing more to add during the meeting but it does show that every potential site has planning constraints so it makes site selection more difficult. The site capacity available to provide the housing does not allow the current allocation the District Council have asked the group for. Noted that the group thanked the working party for producing the document as it is excellent and gives all the information planners need in one document. This document will go to Toby Ayling with the Settlement Gaps paper but it would be passed via Troy Consulting first for final comments before release. The group **approved** the draft document so far.

185/21 **Settlement Boundary Areas and Gaps**

Following the meeting with CDC, Troy Planning were asked to put together the information on the settlement gaps which has now been produced. The group **approved** the document but it is noted that it is a live document and subject to amendments in line with the final adopted Local Plan. **Action** JT to get the approved document to CDC as soon as possible.

One member raised a query over whether the School area and Chidham Lane area should be represented as a settlement. Noted that is not possible to designate this as a settlement boundary unless it is agreed by the community via a formal process.

186/21 **Timeline with a finish date for the Neighbourhood Plan.**

The group were asked again if they wish to proceed with a Neighbourhood Plan despite the delays with the Local Plan. Noted that the letter from Andrew Frost in November 2020 made it very clear the Parish Council should proceed with their Neighbourhood Plan. CDC were not sympathetic with the current dilemma.

Action PMacD to send out a time line for the group to add to it.

It was **agreed** that the NP will be worked on by taking steps towards concentrating on the policies document and settlement gaps document.

Andrew Kerry Beddell and Rachel Perri left the meeting.

187/21 **Any Other Business**

JT

PMacD

The group discussed the policies document further as it is the document that needs the most work. Noted that Toby Ayling advised the group that the document needs to be published to help the Parish Council commenting on current planning applications.

JT

Action Finalisation of the policies document to commence ready for publication. JT to guide this process but to invite absent members from the group along to the working party. Working party is JT, SJ, AC but all are invited. The party will meet via Zoom which will be organised via JT.

188/21 **Date of next meeting 10 May 2021.**

Meeting closed 2009hrs

Draft minutes of the Public Open Spaces Advisory Committee (POSAC) meeting held remotely on Tuesday 13 April 2021 at 7:30pm

Present: Cllr P Bolton
Cllr P MacDougall
Cllr J Sheppard

Cllr S Bramwell Smith
Cllr R Perri
Cllr J Towers

Also present: Clerk & RFO

- 1 **Apologies for absence**
All members were present.
- 2 **Declarations of Interest**
There were no declarations of interest.
- 3 **To approve minutes of previous formal meeting**
Resolved that the minutes of the meeting held on 16 March 2021 be agreed as a correct record and to be signed by the Clerk noting the minute number.
- 4 **Matters Arising from minutes not on the Agenda**
RP - went to try and find rubbish in the ditch on walk behind Hawthorne Meadows. Found the fence but no rubbish
- 5 **To update on Hawthorne Meadow progress**
The following issues were raised:
 - Aware we need to get things running quickly so as not to lose the funding.
 - Cllr Bramwell Smith advised that she had approached 3 companies to prepare quotes for a) 110 metres of Type 1 pathway from the bridge to the picnic table in order that there is wheelchair access, b) to prepare fixings for the table; possibly a chain system from the table to a screw under the ground and c) two types of fixing for the benches – one for a concrete block (as feet would remain dry even if ground is wet) and for 2 fixing either end. Quotes would be submitted by end of this week.
 - There would be a mown path around the meadow.
- 6 **Hawthorne Meadows Residents Communications Plan**
Cllr Bolton has prepared a communications plan and will circulate this to all for comment by the end of the week. Once this is complete it can be published.
- 7 **Planning requirements for Hawthorne Meadow project**
The Clerk gave an update. The safety audit had been requested. Two companies had been approached to provide quotes for preparing the planning application for CDC. One company had come back to say they did not have the capacity to take this on but had suggested some alternative companies to approach. She would email out to these. Cllr Bolton and the Clerk will work to finalise the quotes by w/c 26 April.
- 8 **Update on Pynham Meadow acquisition**
Cllr Bolton reported that there had been significant activity since the last meeting. CDC has to sign off on the road and will only sign off with evidence from a qualified Civil Engineer. John Wooldridge, working with Quantuma, had found the original specifications from the company who built the road, with deeper foundations than was required. As they now have contractual and financial evidence this was sent through to CDC. Cllr Bolton had written to Simon Davies at CDC advising him of the situation and asking him to look into getting this signed off without having to dig up the road, which is not what the residents want. Cllr Bolton would also flag this up with Adrian Moss in case there is anything he can do to unblock the situation. It was suggested that if the residents accepted full responsibility (as this is a private road) CDC might accept this.

Cllr Perri suggested that if the residents took out indemnity insurance for the unknown risk this also might be acceptable to CDC. The Parish Council might consider paying for it. Cllr Bolton will raise this with Quantuma.

Cllr Towers had been in communication with a parent with teenage children in the parish who was concerned that there was nothing for teenagers to do. We should take into account the full local community in the design of Pynham. She suggested the mound near the road on Pynham might make a good skate park/BMX track. Or we could look into teenage shelters. This will be discussed in more detail when Pynham Meadow is in our possession.

9 **Footpath 258**

Cllr Sheppard advised that she had walked the footpath recently and that the footbed had been cut the entire length of the footpath from Priors Leaze Lane to the play area. Two very large tree trunks had been put across the path to stop vehicles using it. The cutback at the north eastern side had taken place and branches had been removed.

Cllr Bramwell Smith suggested that some sort of containment could be put at the footpath border to stop dogs getting onto the meadow (which is dog free).

The Clerk would get an update from WSCC on the waymarker at the Hawthorne development.

10 **AOB**

Cllr Bolton will complete the map diagram of the meadows and circulate this.

The Clerk requested all quotes to be submitted by Monday 26 April in order that the application for S106 funding could be submitted this week.

Date of Next Meeting

The next meeting of this group will take place by Zoom on Tuesday 18 May 2021 at 7:30pm.

The meeting closed at 20:10pm

Chidham & Hambrook Parish Council – 6 May 2021

Schedule of Payments

08.1 To authorise invoices for payment:

	Name	Payment	Invoice/Ref No.	Content
1	Paul Barnes	£150.00	N/A	Services re cleaning and painting 2 bus shelters (approval to pay given electronically and contractor paid 12 Apr 2021)
2	B Jones	£287.76	Expenses	Zoom annual subscription
3				
4				

8.2 To note Direct Debit/Standing Order payments made:

None.

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

1	Lloyds Bank	£1.21	9 Apr 2021	Interest Mar 2021 (1090 Bank Interest Received)
2	CDC	£24,508.00	16 Apr 2021	2021-22 Precept April
3	CDC	£5,032.78	16 Apr 2021	CIL payment April 2021