

Minutes of a meeting of Chidham and Hambrook Parish Council held on Thursday 1 February 2024 which took place 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 J Towers (Chair)

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

1/24C Apologies for absence

Apologies for absence were received and accepted from Cllr Sargent and Cllr Savory.

2/24C Declarations of interest

None made.

3/24C Minutes

It was **RESOLVED** that the Minutes of the Parish Council meeting held on 7 December 2023 be confirmed as a true and correct record of the meeting and they be signed by the Chair.

4/24C Actions Update

The action list produced by the Clerk had been updated.

Cllr Johnson reported that he had contacted several artists about the tree in Chidham Lane and was awaiting quotes from them.

Cllr Johnson reported on the culvert issue. The owner of Mill House has no issues with it at the moment. Work is hoped for on the south side of the drain and it needs pressure jetting under the culvert to clear it. A query was raised about who might own the ditch/culvert.

5/24C Public Session

Nothing raised.

6/24C Reports

Chairman's Report

Broad Road traffic calming scheme has been accepted. The layby south of the railway has not been accepted because of uncertainty around the Pallant Homes development.

There has been communication with a local resident about the lighting on the Cala Homes development. It was noted that some of the lights are security lights and they do go off at night and these will be removed when the development is finished.

It was noted that the Planning Inspectors conditions for the development stated that the lighting details shall seek to minimise potential impacts on bats using trees and hedgerows by avoiding unnecessary artificial light spill through the use of directional lighting sources and shielding.

The concerns about the lights have been sent to the District Council's Environmental Officer. It was suggested that the developer could be asked to reduce the level of the lighting.

Cllr Towers has three oak posts for remaining Bournes Trail QR signs. These will be chamfered by Emsworth Men's Shed, after which they will be erected.

Chichester District Councillor's Report

The District Councillor's report had been circulated.

Points highlighted included changes to the National Planning Policy Framework (NPPF) and the Chichester Local Plan. Some progress has been made on this with National Highways being more supportive. A statement of common ground will be formulated to go to the Planning Inspector. The District Council hopes to submit plan for inspection by the end of March 24.

Changes to the NPPF means it is no longer necessary to have a 5-year land supply to avoid a tilted balance trap, but it needs to be 4yr +The housing land supply will be recalculated by April 24.

A query was raised about the significance of Southbourne's Neighbourhood Plan. Originally this was premature as the Local Plan was not ready. Then the District Council took over the identification of sites. Dates of completion of some Southbourne sites fell outside the 5-year period. We are waiting advice on how to deal with this.

District Councillors were asked what was happening about litter and dog fouling. This was being carried out by East Hants, but they were not continuing. East Hants has confirmed it will continue until the end of its contract, but the District Councillor will have to source a new supplier for this service going forwards.

West Sussex County Councillor's Report

A report from the County Councillor had been circulated.

Points highlighted included an upcoming water summit to cover key issues. It was noted that District Councillor Adrian Moss was attending this. It was felt that agencies were not taking flooding seriously. The Environment Agency is to look at flood mitigation in Chichester Harbour.

Issues with the PO10 postcodes were explained.

There are no changes to Chemroute. The aim is to get National Highways to secure funding to do a third design.

Issues with rail notifications were explained.

The Bourne Bus has broken down frequently. All down to sea water. 9/10 people using it love it.

A new package is being put together to support Community Speedwatch Schemes.

A question was raised about the email address for the Bourne Bus and the Parish Council's request for this to become more generic.

Mr Moss (CDC) left the meeting.

Clerk's Report

Councillor Register of Interests

In undertaking the Interim Internal Audit, it became clear that those Councillors elected in May 2023 were not asked to complete a new Register of Interests form. This is a legal requirement. Councillors had been asked to complete new forms and forward them to the Clerk as soon as possible.

Annual Parish Meeting

It was agreed to put this matter on the March Agenda.

The POSAC committee is seeking approval for an orchard extension and a second Miyawaki forest installation. An additional paper on this had been circulated to Councillors.

On a proposal from Cllr Bolton, it was **RESOLVED** that the Parish Council agrees to progress the Pynham Meadow orchard extension and second Miyawaki forest installation using CDC grants.

7/24C Committee Meetings

Planning Meeting – 18 January 2024

The Minutes of the planning meeting were noted.

NPSG Meetings – 22 January 2024

The minutes of the Neighbourhood Plan Steering Group were noted.

A question was raised about the timetable for completion of the Neighbourhood Plan.

Work is in progress, work on policies is awaiting feedback and Martin McBride is working on the vision and objectives. The next meeting is scheduled for 26 February 2024. The Locality grant of £2229 has now been approved.

The group is just awaiting now the publication of the Local Plan.

8/24C External Meetings

Bournes Forum Meeting

Notes of the Bournes Forum meeting had been circulated. It was noted that there was a good presentation from the Friends of River Emms.

WSLAC Chairman's networking session

A report on the meeting had been circulated highlighting unacceptable behaviour towards Clerks and issues with funding.

Meeting with CDC Planning Officer

A report on the meeting with Planning and Highways officers was circulated. This detailed preplanning issues concerning the Broad Road cycle way, pedestrian footway, and parking.

9/24C Community Hub at Rosebrook

A report on potential costs had been circulated. The background and issues with the potential community space were discussed.

On a proposal from Cllr Towers, it was **RESOLVED**, not to take up the offer to take on the community space at this time. However, the Parish Council would maintain a watching brief on the use of the space.

10/24C Highways Issues

This item was deferred to the March meeting.

11/24C Policy Adoption and review

It was agreed to defer the Risk Assessment to the March meeting.

12/24C Welcome packs for residents

Discussion took place on how to best serve residents and how detailed should information be? Whilst a leaflet could be dropped into new residential developments, there was uncertainty as to how to deal with individual house sales.

It was agreed to produce a generic post card that contained information on how to contact the Parish Council.

13/24C Finance and Governance

Interim Internal audit report.

The Interim Internal Audit report had been circulated to Councillors. The Council expressed its thanks to the previous Clerk, Bambi Jones for the work she had done. The recommendations made were considered acceptable.

It was **RESOLVED** that the Interim Internal Audit report be accepted.

Internal Auditor for the end of year audit.

It was noted that the Clerk had emailed the previously approved internal auditor requesting information but there had been no response. On a proposal from Cllr Towers, it was **RESOLVED** to approve the appointment of Mulberry & Co to undertake the end of year Internal Audit.

Schedule of payments

It was **RESOLVED** that the schedule of payments totalling £94,909.31 be authorised for payment.

Budget Monitoring Statement.

The budget monitoring statement was approved.

14/24C Upcoming Meeting Dates

The dates for meetings to the end of March 2024 were noted.

Planning Committee – 15 February 2024

POSAC Committee – 20 February 2024

NPSG - 26 February 2024

Parish Council – 7 March 2024

Planning Committee – 21 March 2024

Staffing Committee – date to be set.

15/24C Items for referral to the next meeting.

No additional items were raised.

There being no further business the Chairman declared the meeting closed at 9.01pm

Signed: _____
Chairman

Date: _____