

<p style="text-align: center;">All minutes are draft and subject to approval at the next meeting</p> <p style="text-align: center;">CLYMPING PARISH COUNCIL</p> <p style="text-align: center;">MINUTES OF THE MEETING OF THE COUNCIL</p>	
Location Date/Time	Tuesday 15 th July 2025 commencing at 7.30 pm at the Church Hall, Clymping
Present Cllrs: Colin Humphris, (Chairman) Tim Hibbert, (Vice Chairman), David Miranda, Anne Miller, Henry Burrell & Jane Mules.	Also Present: The Clerk Nadine Phibbs and six residents.
Ref:	MINUTES
064/25	Welcome – The Chairman welcomed all present to the Meeting of Council.
065/25	Apologies for Absence – Apologies were received from District Councillor Amanda Worne & County Councillor Jacky Pendleton. The apologies were accepted.
066/25	Declarations of Interest – Councillor Henry Burrell declared an interest in agenda item 15, Clymping Beach.
067/25	<p>Matters of Urgency - Not on the Agenda</p> <p>PE/00714/25 <i>Observations to be received 7th August 2025</i> Notice of Intention under the Electronic Communications Code (Conditions and Restrictions) Regulations (2003) to install 9m medium pole in soft for carrier pole at 499533, 102067. O/S Woodburners Yapton Road Climiping</p> <p>CM/23/25/DOC <i>Observations to be received 7th August 2025</i> Approval of details reserved by condition imposed under CM/1/17/OUT relating to Condition 10 (iii) - location within site of the rising main and foul sewer pipes (including any additional Southern Water infrastructure). Land to the West of Church Lane and South of Horsemere Green Lane Climiping Hampton Key application These items will be discussed under agenda item 11 Planning. Council noted new application LU/124/25/RES, Approval of reserved matters following outline consent LU/238/20/OUT for 60 No dwellings to include a multi-functional gym building. This application is a Departure from the Development Plan, may affect a public footpath, lies within the parish of Climiping and is in CIL Zone 3 and is CIL Liable as new dwellings. Land west of Bridge Road Roundabout Littlehampton BN17 5DF Councillors will review the application and Councillor Colin Humphris will discuss related road matter with County Councillor Jacky Pendleton.</p>
068/25	<p>Public Opportunity – A resident raised the issue of the Foreman Homes development and that the surface water drainage and for removal of sewage plans remain unapproved. It was noted that a similar situation with a developer in Buckinghamshire was successfully challenged in High Court recently, could this impact Foreman Homes. Councillor Tim Hibbert asked for these details to be sent to him and confirmed that Southern Water are yet to comment regarding application CM/23/25/DOC. It was suggested that an action group could be formed to discuss the issues relating to the surface water drainage and for removal of sewage. Councillors Anne Miller & Tim Hibbert will devise a scheme for the action group. A resident asked if an annual report regarding the beach erosion could be produced to ensure that residents are kept informed. A resident asked in relation to traffic calming in Church Lane. This item will be covered by the Transport Working Group, agenda item 12.</p>
069/25	Minutes – Minutes of the Statutory Annual Council Meeting held on the 13 th May 2025 were confirmed and signed by the Chairman as a true record.
070/25	Actions update from the last meeting – There was nothing to mention.

071/25	Vacancies for Councillors - Council noted that there is one vacancy that may be filled by Co-option.
072/25	<p>Comments from County and District Councillors</p> <p>In the absences of District Councillor Amanda Worne, Councillor Colin Humphris read from her report:</p> <p>Both the Landings Development and Clymping development are still very quiet. The Landings development is stalling on drainage issues, and District Councillor Amanda Worne is waiting to talk to the Planning Officer about the Clymping Development and why the developers seem to have vanished into thin air.</p> <p>There is a development for 400 homes and a secondary school in Yapton and Ford just in, which is very contentious, not sure the implications this will have on Clymping, possibly more traffic through the village.</p> <p>We are awaiting a reply regarding the traffic and parking issues along Clymping street from ADC.</p> <p>In the absences of County Councillor Jacky Pendleton, Councillor Colin Humphris advised that he will discuss any actions that arise from this meeting with Jacky tomorrow.</p>
073/25	<p>Police Report Councillor Henry Burrell</p> <p>There have been reports of doorstep scams and one burglary and theft in the village. This will be highlighted in the next edition of the village newsletter and on the parish council facebook page.</p>
074/25	<p>Planning</p> <p>a. Applications - To consider comment on current applications including:</p> <p>b. To note comments submitted between meetings –</p> <p>PE/00714/25 <i>Observations to be received 7th August 2025</i></p> <p>Notice of Intention under the Electronic Communications Code (Conditions and Restrictions) Regulations (2003) to install 9m medium pole in soft for carrier pole at 499533, 102067.</p> <p>O/S Woodburners Yapton Road Climiping – Application for information only</p> <p>CM/23/25/DOC <i>Observations to be received 7th August 2025</i></p> <p>Approval of details reserved by condition imposed under CM/1/17/OUT relating to Condition 10 (iii) - location within site of the rising main and foul sewer pipes (including any additional Southern Water infrastructure).</p> <p>Land to the West of Church Lane and South of Horsemere Green Lane Climiping –</p> <p>Objection to be agreed</p> <p>CM/21/25/DOC <i>Observations to be received 10th July 2025</i></p> <p>Approval of details reserved by condition imposed under reference CM/1/17/OUT relating to condition number 12 - Ecology Management & Mitigation Plan and condition number 21 - Employment and Skills Plan.</p> <p>Land West of Church Lane & South of Horsemere Green Lane Climiping – No Objection</p> <p>CM/15/25/HH <i>Observations to be received 6th June 2025</i></p> <p>Replacement porch.</p> <p>Wren Cottage Horsemere Green Lane Climiping – Approved subject to conditions</p> <p>c. Planning Working Group –</p> <p>1. Foreman Homes Development - Foreman Homes' proposals for 300 homes remain to be finalised. A major issue is the lack of approved plans for surface water drainage and for the removal of sewage. There has been no recent dialogue with the developers and Council remains keen to engage with Foreman Homes over proposals for the proposed community building. Our preference is further upgrading of existing community facilities in the village building. It is understood that Foreman Homes are in contact with West Sussex County Council and landowners regarding the installation of the new roundabout. Councillor Colin Humphris will discuss this with County Councillor Jacky Pendleton.</p> <p>2. Ford Airfield Development – Councillors Colin Humphris & Tim Hibbert attended the Community Liaison Group meeting on 24th June. In relation to the drainage issues, there is the need for more monitoring and ADC Drainage want the monitoring to have been carried out during Winter months to determine the type of drainage required.</p>

	<p>It was noted, that the FP175 remains closed, and the alternative route has not progressed.</p> <p>3. Rampion 2 – Further to the Rampion 2 Offshore Windfarm development consent from the Secretary of State 4th April 2025, CPC is in discussion with the project, and we will seek a village meeting to provide residents with the opportunity to address concerns they may have.</p> <p>4. Ford, Yapton and Clymping Advisory Group – No meeting held.</p>
075/25	<p>Transport Working Group No meeting held</p> <p>1. CIL Application – Council noted that there has been no response following the application made in May 2024 to ADC for CIL funding for the HGL pavement.</p> <p>2. Upgrade Horsemere Green Lane/ Church Lane Clymping – Councillors Colin Humphris & Tim Hibbert met with WSCC 24th June to look at a number of matters including: Speed Limit Reduction in Horsemere Green Lane, Gateway signs in Horsemere Green Lane, Vehicle Activated Signs (VAS), Pedestrian Crossing Sign – Church Lane & Pedestrian Footpath and Drainage. Whilst it was felt to be a positive meeting, the written response was not so positive.</p> <p>Reference to the Pedestrian Crossing Sign – Church Lane, WSCC advise that as outlined in the Traffic Signs Regulations and General Directions (TSRGD), such signs are intended for locations where pedestrians frequently cross high-speed roads. Since Church Lane is a 40mph road, it does not meet the criteria for this type of signage. It was agreed to write a response, cc'ing Joy Dennis, WSCC Cabinet member & County Councillor Jacky Pendleton expressing disappointment and to ask this to be reconsidered.</p> <p>In relation to the Pedestrian Footpath and Drainage, WSCC has requested an estimate from their contractors for installing a new pedestrian footpath and the associated drainage works.</p> <p>It was agreed that the above matters will be discussed with County Councillor Jacky Pendleton and that the Transport Work Group will identify smaller projects the council could fund directly itself. In addition, the Speed Activation Device (SID) could be in Church Lane to acquire data to present to the police and WSCC Highways as evidence.</p> <p>3. Church Road Junction with Church Lane (road markings/signage) – Concerns have been raised that when approaching to turn into the Church Hall off Church Lane, the turning from the south at night, you cannot see the entrance. This is exacerbated when facing the headlights of oncoming traffic.</p> <p>It was noted that reflectors have been put on the wooden posts around the green. Council agreed to purchase appropriate signage that can highlight the entrance to the lane leading to the church and hall.</p> <p>The above was RESOLVED by Full Council.</p>
076/25	<p>Environment Working Group (EWG) – No Meeting held</p> <p>1. HGL Pond – A quotation to complete the desilting work has been requested for consideration at a future Full Council Meeting.</p> <p>2. Community Projects - Council will consider community projects for proposal to Rampion 2.</p> <p>3. HGL Pond Recommendation – Council agreed to remove the fencing on the pond side of the road as it serves no purpose and is disintegrating. The preferred route is to install short reflector posts to guide vehicles at night.</p> <p>4. HGL Pond Recommendation – Council agreed to install Community Meadow and Pond signage to highlight the authority that maintains the pond and land at £706.08 exc</p> <p>The above was RESOLVED by Full Council.</p>
077/25	<p>Community Working Group – Councillor Jane Mules</p> <p>1. Clymping Village News & Parish Council Facebook page update. The Emergency Plan is now complete and will be circulated to Councillors and uploaded on to the website. A leaflet for residents to advise them what to do in case of a village emergency will be produced and included in the next village newsletter in September. Councillor Jane Mules is currently in contact with a few individuals, to seek help with the</p>

	layout of the newsletter, she will put together some costings for Council consideration.																											
078/25	<p>Clymping Beach – Councillor Anne Miller has analysed all the results of the beach survey and produced a report. It was noted that out of 434 households, only 35 responded (7.6%). The results will be published in the next edition of the village newsletter. It was agreed that CPC will facilitate a further community meeting with the EA, the meeting will be to gauge a wider prospective and to discuss the options moving forward. Councillor Anne Miller was thanked for her time and work with the survey. The above was RESOLVED by Full Council. As expected, as the warmer months have arrived, the parking situation is getting serious along Clymping Street. The Clerk and District Councillor Amanda Worne has raised the question of parking enforcement again with ADC. WSCC has now confirmed that the works instruction to cover up the ‘P’ symbol on the direction signs to Clymping Beach on the A259 has been approved and will be completed next week. CPC has asked WSCC for a pair of temporary signs stating that the parking restrictions are in force that could be placed at the top of the Clymping Street as these may discourage illegal parking. WSCC advise temporary signs would not be considered a priority as yellow lines tend to be self-enforcing to some extent.</p>																											
079/25	<p>Parish Council Representative for Clymping Village Hall Committee - Councillor Anne Miller The refurbishment of the kitchen is now complete, and improvements are being made to other facilities. Applications for funding for solar panels and 500 liters of free oil have been submitted. Future events include: 11th September Meet the author, 20th September coffee morning, 2nd October quiz night and 29th November winter dinner & dance.</p>																											
080/25	<p>Devolution Working Group – ADC has produced a Devolution & Local Government Reorganisation Newsletter that advises that a resident’s survey that will be launched shortly. ADC encourages the parish council to offer their support in engaging with the survey and promoting amongst our members and parishioners. This survey is a key opportunity for feedback on how local services should be delivered in the future. The survey will be launched 17th July with a closing date of 13th August. Further information will be provided at a meeting with ADC and other representatives on 17th July 2025. Councillor Colin Humphris and the Clerk will be attending a meeting. CPC may wish to consider their response to the survey.</p>																											
081/25	<p>Finance 1. Payments – To note that the balance at the bank at 30th June 2025 was £79064.04. To approve the following payments (<i>known to date</i>):</p> <table><tr><td>Primavera</td><td>Ground works</td><td>£396.00 (inc £66.00 vat)</td></tr><tr><td>WSCC</td><td>Wages April</td><td>£510.13</td></tr><tr><td>Gallagher</td><td>Council Insurance</td><td>£1078.70</td></tr><tr><td>ADC</td><td>Newsletter printing</td><td>£450.96 (inc £6.16 vat)</td></tr><tr><td>Clear Computing</td><td>Email domain & set up</td><td>£52.80 (inc £8.80 vat)</td></tr><tr><td>WSCC</td><td>Wages May</td><td>£510.13</td></tr><tr><td>J Mules</td><td>Book tokens</td><td>£50.00</td></tr><tr><td>WSCC</td><td>Wages June</td><td>£510.13</td></tr><tr><td>Primavera</td><td>Ground works</td><td>£396.00 (inc £66.00 vat)</td></tr></table> <p>2. Practitioners’ Guide – a. General Overview SAPPP via NALC has published the 2025 edition of the Practitioners' Guide. The 2025 edition of the guide applies to Annual Governance and Accountability Returns (AGAR) for the financial years commencing on or after 1st April 2025. The most notable changes to the</p>	Primavera	Ground works	£396.00 (inc £66.00 vat)	WSCC	Wages April	£510.13	Gallagher	Council Insurance	£1078.70	ADC	Newsletter printing	£450.96 (inc £6.16 vat)	Clear Computing	Email domain & set up	£52.80 (inc £8.80 vat)	WSCC	Wages May	£510.13	J Mules	Book tokens	£50.00	WSCC	Wages June	£510.13	Primavera	Ground works	£396.00 (inc £66.00 vat)
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	<p>Practitioners' Guide this year are: Email management, Website management and necessary adopted Policies.</p> <p>Council noted that the CPC current website does meet the correct regulations, and that CPC are in the process of moving its emails addresses to an authority owned domain.</p> <p>b. Council to approve Council Policies – CPC must adopt the Freedom of Information (FOI), Complaints Procedure and IT Policy to meet the requirements in respect of financial years commencing on or after 1st April 2025.</p> <p>The Clerk has produced and circulated the policies to Councillors. Council adopted the IT Information Security Policy, Freedom of Information Publication Scheme & Complaints Procedure. These policies will be uploaded to the CPC website.</p> <p>The above was RESOLVED by Full Council.</p> <p>3. CPC email addresses – As noted above, CPC are in the process of moving its emails addresses to an authority owned domain. The new email contact will be available on the website and published in the next newsletter.</p> <p>4. Grant Request 4 sight vision – Council noted a grant request for £524.00, this amount would allow support for 5 of the 9 clients living in the parish of Clymping. After a brief discussion, Council approved a grant of £250.00.</p> <p>The above was RESOLVED by Full Council.</p>	
082/25	<p>Next Scheduled Meeting of Council – Full Council Meeting, Tuesday 23rd September 2025 commencing at 7.30pm at the Church Hall. Details can be found on our Parish Council website for the Agenda which is published 3 days prior to the Meeting http://www.clymping.org.uk/.</p>	
083/25	<p>Close of meeting: The Chairman declared the meeting closed at 9.05pm.</p>	
Dated		
Signed by the Chairman		