

TANGMERE PARISH COUNCIL



Louise Steele
Clerk to the Council
Tangmere Village Centre
Malcolm Road
Tangmere
PO20 2HH
07858 842 687
clerk@tangmere-online.co.uk

MEMBERS OF TANGMERE PARISH COUNCIL ARE HEREBY SUMMONED:-

TO A MEETING OF THE COUNCIL TO BE HELD AT
7.30PM ON THURSDAY, 12 SEPTEMBER 2019
IN THE SMALL HALL, TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE.

*ALL MEMBERS OF THE PUBLIC HAVE A RIGHT, AND ARE WELCOME TO ATTEND,
BUT MAY ONLY SPEAK AT THE INVITATION OF THE CHAIRMAN.*

8 September 2019

Louise Steele - Parish Clerk

AGENDA

- 1. Apologies**
To receive and approve apologies for absence
- 2. Declarations of Interest**
To receive from Members any declarations of disclosable pecuniary and non-pecuniary interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Tangmere Members' Code of Conduct.
- 3. Public Participation**
Members of the public present may make representations or raise questions on issues included on the agenda. This session to be conducted in accordance with Standing Order 3 e to 3 k.
- 4. Agency Reports**
To consider the reports as detailed below:
 - i. Community Wardens' Report (report to be tabled at the meeting)
 - ii. County and District Councillor's Report
- 5. Minutes**
To approve as an accurate record the minutes of the ordinary meeting of Council held on 11 July 2019 (attached for the information of Members) and the minutes of the extraordinary meeting to be held on 11 September 2019 (to be tabled at the meeting).
- 6. Minutes & Reports from Committees**
To receive the draft minutes and oral reports from Committee Chairman for the meetings indicated (attached for the information of Members):

Environment Committee	23 July 2019
	30 July 2019
Village Centre Committee	30 July 2019
Finance Committee	14 August 2019

Chairman: Cllr Andrew Irwin

01243 776823

andrew@clearspot.me.uk

7. Action Points

To note progress on Action Points (from meetings of the Council and its Committees) for the civic year to date. (Summary of Action Points to be tabled at the meeting.)

8. Correspondence

To note correspondence received and consider whether any of the correspondence should form an agenda item at a subsequent meeting. The list of correspondence to be tabled at the meeting as part of the Clerk's report.

9. Planning

To consider the Council's observations on the following planning applications:

[19/01913/EIA](#)

EIA scoping opinion for a mixed use development comprising up to 1,300 homes, with education, retail, community facilities and open space and green infrastructure.
Land Adjacent To A27 Copse Farm Tangmere Road Tangmere West Sussex

[19/01683/FUL](#)

Change of use for a portion of a residential dwelling into an apartment for short term holiday lets.

New Bury Farm Marsh Lane Easthampnett Tangmere PO18 0JW

[19/02192/DOM](#)

Single storey rear extension.

79 Churchwood Drive Tangmere Chichester West Sussex PO20 2GY

Further to consider a potential breach of planning control at 82 Churchwood Drive.

10. Proposals to make the Recreation Field more secure

This matter is referred from the Environment Committee meeting of 23 July 2019 and requires Council to review its proposals to secure the Recreation Field.

11. CCTV Policy

To consider a draft CCTV Policy (attached for the information of Members).

12. Policies and Procedures

To consider a review of the Parish Council's policies and procedures (to be tabled at the meeting).

13. Date of next meeting

The next ordinary meeting of the Council is scheduled to be held on Thursday 7 November 2019.

TANGMERE PARISH COUNCIL



MINUTES OF THE MEETING OF THE COUNCIL HELD ON 11 JULY 2019

Present:

Councillors Andrew Irwin (Chairman), Roger Birkett, David Blythe, Simon Oakley, James Stanbridge, Kirsten Lanchester, Trevor Ware

In attendance:

Lisa Wilcock – Locum Clerk
Nine members of the public

No.		ACTION
65	AGENDA ITEM 1 – APOLOGIES FOR ABSENCE Apologies received in advance of the meeting from Cllr Kate Beach, Cllr Rebecca Hilton, Cllr Paul Spencer-Ellis and Louise Steele - Clerk.	
66	AGENDA ITEM 2 – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council and as a member of West Sussex County Council. Cllr Oakley withdrew from the meeting to the public gallery for the duration of Committees deliberations on planning application at Agenda item 9 which was brought forward during the meeting by the Chairman as noted on the minutes.	
67	AGENDA ITEM 3 – PUBLIC PARTICIPATION The Chairman welcomed the public, noted that planning agent for the application TG/19/01525/FUL was in attendance. Noted that the Parish Council are statutory consultees for the planning application and the Chairman reminded members all that points raised would be listened to but not commented on until the item is raised as part of the agenda. Noted 8 members of the public in attendance objected to the application. Objections noted as scope of planning legislation on agricultural land, inappropriate location which is not within HDA guidelines, detrimental visual impact, increase in noise and air pollution, and impact on wildlife. Noted an action group of 17 residents has been formed and comments from the action group were distributed, a copy of this is appended to the minutes. Further objections were encroachment onto properties, woeful approach to screening which does not comply with LR regulations, Chichester Local Plan document paragraph 16.43 states that it is in their remit to compulsory purchase more land within the HDA and this leaves no reason for them to build outside of that. Noted that the development is seen as an overwhelming, enormous, solid block of glass. One resident added that land nearby had an application rejected as it was against a overage covenant set on the land which was in place to prevent industrial glass from going any further East. Objection noted increase in traffic of at least 15%, noise already reflects off the current glasshouses plus there will be a detrimental impact on health with no consideration to quality of life, road safety and agricultural land should remain	

	<p>agricultural land.</p> <p>The Chairman proposed that Item 9 should be brought forward on the agenda and the members agreed.</p> <p><i>Cllr Simon Oakley withdrew from the meeting to the public gallery at 1945hrs</i></p>	
68	<p>AGENDA ITEM 9 PLANNING (brought forward)</p> <p>Consider TG/19/01525/FUL Extension to glasshouse nursery.</p> <p>Members considered the application, noted that the site had not been red carded.</p> <p>Tangmere Parish Council objects to this application because the site proposed is outside the Horticultural Development Area (HDA). In the proposed location the development is inappropriate by reason of its mass and proximity to residential dwellings.</p> <p>The Parish Council notes that the applicant has said that there is no alternative site; and further notes that Chichester District Council has indicated that it might use compulsory purchase powers to increase the area of land available for cultivation within the HDA and suggests that the use of CPOs should be explored.</p> <p><i>1956hrs 8 members of the public left the meeting.</i></p> <p><i>1958hrs Simon Oakley re-joined the meeting.</i></p>	
69	<p>AGENDA ITEM 4 – AGENCY REPORTS</p> <p>Community Warden's Report</p> <p>Nothing to report.</p> <p>County and District Councillor Reports</p> <p>Noted that 16 caravans on the airfield are currently being served with eviction notices. Access point was via fulmar gate - padlock and chain had been cut. Reporting of traveller movements via the District Councils was questioned and a solution was to do this via social media.</p> <p>AP06 Cllr Simon Oakley to find out if there is a reporting mechanism when evictions take place.</p> <p>Noted the Wild Field event at Holly Tree Field granted application with various conditions.</p> <p>Noted WSCC changing street lights to LED across the County.</p> <p>Noted parking calculations on developments and been changed and this will affect all future planning applications.</p> <p>Noted Tangmere Strategic Development compulsory purchase order is at a stage where CDC have to check through information. A determination is expected in November.</p> <p>Noted WSCC are working on scoping out a strategic cycle route from Barnham to Chichester. Noted Chichester have started the cycle plan within the city itself.</p> <p>Members were made aware of an article in the Chichester Observer to do with the A27 in Chichester and flooding issues. Noted that drainage at Meadow Way is being improved to mitigate the issue.</p>	

	<p>Noted that there has been an 'expression of interest' to put a Post Office within the Co-op.</p> <p>Noted that the Tangmere roundabout has high grass which is obscuring driver's vision, this had been reported to Highways England at their central office in Birmingham. County and District Councillor's Report</p> <p>Councillor Oakley reported on a number of matters, these included the budget position at CDC and WSCC and some of the difficult decisions required.</p> <p>Operation Watershed – Cheshire Crescent is complete and at Garland Square Hyde have just about finished their pipes.</p> <p>Planning Enforcement are taking action in respect of 17 Nettleton Avenue.</p> <p>Work is ongoing in respect of the Meadow Way play area; Bader Heights is not yet handed over to an estate management entity.</p> <p>Churchwood Drive pumping station – Southern Water have been doing odour monitoring.</p> <p>Discussions between CDC and the Post Office and the Co-op are ongoing.</p> <p>A27 – CDC have been cleaning the edges of it. There will be overnight closures to effect improvements to the cycle path south of the A27</p>	
70	<p>AGENDA ITEM 5 – MINUTES</p> <p>The minutes of the annual meeting held on 14th May 2019 were agreed as an accurate record and signed as such by the Chairman.</p>	
71	<p>AGENDA ITEM 6 – MINUTES & REPORTS FROM COMMITTEES</p> <p>The Chairmen's reports from the undermentioned Committee meetings were received and the minutes of the same meetings were noted. Some amendments to the draft minutes of those meetings were suggested.</p> <p>i) Environment Committee - 28th May 2019 ii) Village Centre Committee - 4th June 2019 iii) Finance Committee - 18th June 2019</p> <p>Finance Committee</p> <p>Referring to item 63 comment noted that a qualified person rather than a trainee was preferable. Noted that the Parish Council need to see the revised proposal.</p> <p>Members considered Item 61 Line by Line Analysis of the 2019/20 Budget and funding for Youth Services. It was agreed that the Parish Council will provide £4000 per annum towards this service which will be reviewed on an annual basis.</p> <p>AP07 Clerk to action accordingly.</p>	
72	<p>AGENDA ITEM 7 – ACTION POINTS</p> <p>Noted action points and progress on them to be carried to next meeting.</p> <p>Clerk to add AP37 to Finance Committee Meeting Agenda.</p> <p>Clerk to action AP03 before next meeting to keep within deadline.</p> <p>Cllr Birkett to add AP04(19) to his meeting with Matthew Lubbe.</p>	
73	<p>AGENDA ITEM 8 – CORRESPONDENCE</p> <p>No correspondence was considered</p>	
-	<p>AGENDA ITEM 9 PLANNING</p> <p>See minute 68.</p>	

74	<p>AGENDA ITEM 10 MASTER PLANNING ISSUES FOR DISCUSSION.</p> <p>i) East West Connectivity - Members considered the supporting papers and RESOLVED to ask for further proposals from Countryside to include (i) an option for through traffic, (ii) an option for no vehicular traffic and (iii) an option for an arrival and departure car park to link the two sides of the Village.</p> <p>ii) Provision of community facilities - Members resolved to retain the Neighbourhood Plan requirement for an additional community facility to be provided in the new development.</p> <p>Members require clarification as to what facilities would be provided under S106 regulations based on the housing numbers envisaged in the strategic development before determining if such community facilities can best be provided as an extension of the current village centre or as a stand-alone facility.</p> <p>iii) Development on field North of St Andrews Church - Members considered the supporting papers and RESOLVED that it was a red line and there should be no housing on the proposed location.</p> <p>AP08 Chairman should advise Countryside and the Council's planning consultants</p> <p><i>Noted that Cllr Simon Oakley abstained from the vote Minute 74(iii).</i></p>	AI
75	<p>AGENDA ITEM 11 TRAFFIC EXITING ESSO GARAGE ON A27.</p> <p>Members considered the letter received. Noted that members agreed with the points made within the letter. It was RESOLVED to identify the problem and ask for a signage solution via meeting with Chris Dye.</p> <p>AP09 Clerk to approach Chris Dye at West Sussex County Council Highways.</p> <p><i>21:47 one member of the public left the meeting</i></p>	Clerk
76	<p>AGENDA ITEM 12 NEW HOMES BONUS 2019/20</p> <p>Members considered the supporting papers and it was RESOLVED to apply for a NHB for projects in order of preference.</p> <ol style="list-style-type: none"> 1. Multitplay unit – three quotes provided. 2. CCTV Camera – one quote provided as it will be same company used to install extra camera to current system. 3. Mower for cricket square – three quotes provided. 4. Field Ditches – four quotes provided. <p>Water and waste connection, block paviour and easy access path all on hold for now. Noted that it was suggested that the block paviour should be jet washed in first instance. Deadline for NHB submissions is 29th July 2019 for decision in early October.</p> <p>AP10 Clerk to submit four NHB applications</p>	Clerk
77	<p>AGENDA ITEM 13 RISK ASSESSMENT OF COMMUNITY SPEEDWATCH SITES</p> <p>Members considered the supporting papers and RESOLVED to accept the report.</p>	

CONFIDENTIAL SESSION

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the Council resolved to exclude the public and press from the meeting at this point prior to consideration of the following item by reason of the confidential nature of the business to be transacted.

78	AGENDA ITEM 15 – STAFFING MATTERS Members considered the supporting papers and RESOLVED to increase hours as recommended.	

Date of next ordinary meeting: 12 September 2019

Chairman:

Date:

DRAFT

TANGMERE PARISH COUNCIL



Minutes of the Environment Committee Meeting held at 7.30pm on 23 July 2019 in the Small Hall

Present:

Councillors- Kirsten Lanchester, Kate Beach, Roger Birkett, David Blythe, Andrew Irwin, Simon Oakley and Trevor Ware

In attendance:

Louise Steele – Clerk to the Council
34 Members of the public

79	AGENDA ITEM 1 - APOLOGIES FOR ABSENCE Apologies for absence were received from Councillors Hilton and Spencer-Ellis.	
80	AGENDA ITEM 2- DECLARATIONS OF INTEREST Cllr Oakley declared a non-pecuniary interest as a Member of Chichester District Council (CDC) and as a Member of West Sussex County Council (WSCC) in matters on the agenda in general. Cllr Oakley withdrew from the meeting to the public gallery for the duration of the Committee's deliberations on planning applications at Agenda Item 8 under consideration by Chichester District Council due to his Membership of that Council's Planning Committee. Any comments and observations from Chichester District Councillor Simon Oakley on planning applications were personal ones made at the invitation of the Chairman and related to matters of fact and clarification. Cllr Beach declared a non-pecuniary interest in Agenda Item 14 because of her involvement with the Community Garden.	
81	AGENDA ITEM 3 – PUBLIC PARTICIPATION A number of residents attended the meeting in order to make representations about the recent occupation of part of Tangmere Airfield by a group of Travellers. In accordance with Standing Order 3 f the Chairman of the meeting directed that the session should exceed the 30 minutes normally allowed and the session lasted for approximately one hour and 20 minutes ending at 20:51 hours. A number of concerns were expressed by different residents about the level of alleged anti-social and criminal behaviour exhibited by the Travellers during their week long visit to Tangmere. Specific concerns included whether or not the gate used for access (off Fulmar Way) was now redundant and whether it could be permanently closed; the seeming unwillingness of the Police to address the unlawful behaviour observed; and the perception that Travellers were able to flout the law in a way the settled population could not. The Chairman of the Parish Council Cllr Irwin assured residents that the Parish Council shared their concerns. Cllr Oakley addressed some of the concerns raised. He pointed out that West Sussex County Council (the landowner concerned) had difficulty securing its airfield site because of existing legal access rights. The Fulmar Way access is the secondary emergency exit. Cllr Oakley also spoke about Police powers under Section 61 and 62 of the Criminal Justice and Public Order Act 1994. Section 62 can only be used if there is	

	<p>capacity for the Travellers at the Westhampnett site (and there were too many in this family group to be accommodated at the Westhampnett site); Section 61 is only likely to be used if there is illegal or antisocial behaviour associated with an encampment. Cllr Oakley asked all those present to let him have the Crime Reference Numbers that they would have been given when they reported the incidents of which they complained. Armed with the evidence of the reports Cllr Oakley would be able to ask Sussex Police why they had not exercised their Section 61 powers.</p> <p>Cllr Irwin, reiterated the Parish Council's frustration and expressed his view that the law needs to change to create an offence of "conspiracy to trespass". He said that the Parish Council could ask the Police & Crime Commissioner to attend a public meeting in the village (though the consensus was that such attendance would be unlikely). He said that the Parish Council would consider proposals to make the Recreation Field more secure at its next meeting (on 12 September).</p> <p>Representations were also made about the Committee's decision to decline permission for a summerhouse being used as a shed on the allotments as not being a building appropriate for an allotment (minute 29-19 refers). This matter was considered further under Agenda Item 4 – below.</p>	
82	<p>AGENDA ITEM 4 – ALLOTMENTS</p> <p>Mrs Oliver presented her report which was received; she asked the Committee to reconsider its decision to decline permission for a summerhouse/shed on the allotments. Upon the advice of the Clerk that it was appropriate to reverse the decision because new information had been received the Committee agreed that permission was granted.</p>	
83	<p>AGENDA ITEM 5 – MINUTES</p> <p>The minutes of the meeting held on 28 May 2019 were approved as an accurate record and signed as such by the Chairman.</p>	
84	<p>AGENDA ITEM 6 – ACTION POINTS</p> <p>Members considered a summary of action points and heard updates on progress against those action points.</p>	
85	<p>AGENDA ITEM 7 – CORRESPONDENCE</p> <p>There were no items of correspondence to be considered.</p>	
86	<p>AGENDA ITEM 8 – PLANNING</p> <p>Members considered the Committee's observations on the planning application listed below and commented on them as shown:</p> <p>TG/19/01719/TCA or TG/19/01797/TCA Notification of intention to fell 1 no. Birch Tree (T1) 14 Nettleton Avenue, Tangmere, Chichester, West Sussex, PO20 2HZ</p> <p>Tangmere Parish Council would resist the removal of a healthy tree but will defer to the CDC arboricultural officer.</p> <p>Members noted a list of planning decisions by the Planning Authority in relation to applications previously considered by this Committee</p>	
87	<p>AGENDA ITEM 9 – GROUNDS MAINTENANCE</p> <p>Members considered the question of weed spraying of the recreation field and decided that such spraying should be deferred until the autumn because the weather was too dry currently.</p>	

88	<p>AGENDA ITEM 10 – WILD FLOWER MEADOW SEEDS</p> <p>Members noted the receipt of wildflower seeds from West Sussex County Council for planting in the autumn and agreed that the best site for the would be at the south end, and north side of Church Lane where there has been clearance of the Highways verge.</p> <p>AP11 Clerk to organise planting of the seeds in the autumn</p>	Clerk
89	<p>AGENDA ITEM 11 – NEW HOMES BONUS (NHB) 2018 AND 2019</p> <p>Draft applications for NHB 2019 were agreed in so far as there were complete and it was agreed what additional information would be contributed to the process to enable the Clerk to complete the applications within the deadline.</p>	
90	<p>AGENDA ITEM 12 – OPERATION WATERSHED</p> <p>Members considered additional works to extend approved projects and agreed to delegate authority to the Clerk to commission the additional works.</p> <p>AP12 to place orders for the additional works</p>	Clerk
91	<p>AGENDA ITEM 13 – RISK ASSESSMENT OF THE BATTLE OF BRITAIN MEMORIAL WALK</p> <p>Members considered a quote for undertaking a risk assessment of the parish council's land adjacent to Haleybridge Walk. Members agreed to accept the quote and delegated a budget of £500 to the Clerk to commission the risk assessment and associated work.</p> <p>AP13 Instruct Consultant to undertake Risk Assessment of the Battle of Britain Memorial Walk.</p>	Clerk
92	<p>AGENDA ITEM 14 – DAMAGE TO & THEFT FROM THE COMMUNITY GARDEN</p> <p>Members noted with dismay the damage to and thefts from the Community Garden while the Travellers were encamped nearby and asked Cllr Beach to quantify the losses and the Clerk to investigate whether the losses would be covered by the Council's insurance. The matter to be considered further by the Finance Committee.</p> <p>AP14 – Quantify the losses from the Community Garden and whether they are covered by the Council's insurance.</p>	Cllr Beach & Clerk
93	<p>AGENDA ITEM 15 – ESSO GARAGE</p> <p>This item was referred from Full Council and it was agreed that the Clerk should talk to Chris Dye at West Sussex County Council Highways</p>	
94	<p>AGENDA ITEM 16 – OTHER MATTERS</p> <p>Owing to the latest of the hour consideration of the latest position in relation to the matters below was curtailed (item b) was discussed as shown):</p> <ul style="list-style-type: none"> a) Speedwatch b) Lights at Spitfire Court and Jerrard Road – the Jerrard Road light is still not repaired despite Seawards assurances that it would be, Cllr Irwin indicated that he would email D. West c) One Stop and Post Office d) Removal of Phone boxes e) Airfield gate f) Reinstatement of the daffodils on the bend opposite the Ownership of land at Bishops Road g) Land at Lysander Way h) Dukes Meadow 	

Date of next meeting: – 24 September 2019

Chairman:

Date:

TANGMERE PARISH COUNCIL



Minutes of the Extraordinary Environment Committee Meeting held at 7.00pm on 30 July 2019 in the Committee Room

Present:

Councillors- Kirsten Lanchester, Rebecca Hilton, Kate Beach, Roger Birkett, David Blythe, Andrew Irwin (arrived at 7.15pm), and Simon Oakley

In attendance:

Louise Steele – Clerk to the Council
7 members of the public

95	AGENDA ITEM 1 - APOLOGIES FOR ABSENCE No apologies for absence were received	
96	AGENDA ITEM 2- DECLARATIONS OF INTEREST Cllr Oakley declared a non-pecuniary interest as a Member of Chichester District Council (CDC) and as a Member of West Sussex County Council (WSCC) in matters on the agenda in general. Cllr Oakley withdrew from the meeting to the public gallery for the duration of the Committee's deliberations on the planning application at Agenda Item 3 under consideration by Chichester District Council due to his Membership of that Council's Planning Committee. Any comments and observations from Chichester District Councillor Simon Oakley on planning applications were personal ones made at the invitation of the Chairman and related to matters of fact and clarification. .	
97	AGENDA ITEM 3 – PLANNING Prior to the Committee's consideration of the planning application listed below the Chairman suspended Standing Orders in order to hear representation from residents about the application. The Chairman subsequently restored Standing Orders and Members considered the Committee's observations on the planning application listed below and commented on it as shown: <u>TG/19/01532/DOM</u> Partial retrospective boundary treatment to west side and front of property. 17 Nettleton Avenue Tangmere Chichester West Sussex PO20 2HZ Tangmere Parish Council objects to this application in the strongest possible terms, on the grounds that it represents enclosure of a public open space and results in inappropriate development in a Conservation Area. The height of the fence combined with parked vehicles affects the visibility for drivers at the junction with Nicholson Close. The Parish Council would wish to see the area restored as public open space with all trees replanted and an appropriate fence erected around the original boundary of the garden of 17 Nettleton Avenue.	

Date of next meeting: – 24 September 2019

Chairman:

Date:

TANGMERE PARISH COUNCIL



Minutes of the Village Centre Committee Meeting held at 7.30pm on 30 July 2019 in the Committee Room

Present:

Councillors- Roger Birkett (Chairman), Rebecca Hilton, Andrew Irwin, Kirsten Lanchester and Simon Oakley

In attendance:

Louise Steele – Clerk to the Council
Judy Simnett – Users' Group

98	AGENDA ITEM 1 - APOLOGIES Apologies were received from Cllr Ware.	
99	AGENDA ITEM 2 - DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA. Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council and as a member of West Sussex County Council. Cllr Ware declared a non pecuniary interest, in general terms, because of his involvement with the Tangmere Youth Club	
100	AGENDA ITEM 3 – PUBLIC PARTICIPATION There were no members of the public present and no public participation session.	
101	AGENDA ITEM 4 - MINUTES The minutes of the meeting held on 4 June 2019 were approved as an accurate record and signed as such by the Chairman.	
101	AGENDA ITEM 5 – ACTION POINTS Members noted that there was only one action point AP 05(19) "Review the "Saints Land" – check the Parish Council's restrictive covenant on the land and whether it is possible to enter into a six-month rolling lease." And that this action remained outstanding.	
102	AGENDA ITEM 6 – TO RECEIVE REPORTS FROM	
102.a	MANAGEMENT TEAM Received. See Appendix 1.	
102.b	USER GROUP Meeting notes of the User Group meeting held on 3 July 2019 were received. See Appendix 2.	
103	AGENDA ITEM 7 - FINANCE Members received and approved the bank reconciliations for the Village Centre bank accounts noting that the bank balances as at the 30 June 2019 were: VC Business Reserve Account £16,932.55 VC Current Account £928.95 Members considered expenditure and income on a monthly basis to 30 June 2019 and	

	information relating to outstanding debtors. It was noted that both expenditure and income were within budget and there was a satisfactory excess of income over expenditure. It was noted that there were few outstanding invoices.	
104	AGENDA ITEM 8 – UPDATE RE REGULAR USERS The Clerk reported that the Pre-school Nursery would not be returning after the school summer holidays. The Committee considered the negative impact of this on the Village Centre's income but expressed the hope that in due course another nursery might wish to use the premises.	
105	AGENDA ITEM 9 – COMPLIANCE - HEALTH & SAFETY The Committee noted that the compliance work undertaken by the parish council's consultant had been received. The Clerk reported that regular safety checks were being undertaken by the Parish Administrator (and in her absence by the Clerk). The compliance documentation was on the table for Members to inspect.	
106	AGENDA ITEM 10 – REQUEST FROM THE TANGMERE DENTAL CENTRE Members considered a request from the Tangmere Dental Centre for the siting of waste storage and agreed that the second option being the siting of a steel shed to enclose bins to the right of the Dental Centre's front door in the corner of the join between the two buildings just far enough from the wall to allow access to the electrical cupboard. Members specified that in addition to anti-climb paint on the top of the shed there should be anti-climb paint on the eaves above as well. The Dental Centre to be asked to pay £50 a year.	
107	AGENDA ITEM 11 – PROJECTS Members received brief updates on the following ongoing projects: a) Youth Hall works – almost finished – water & waste supply (& external water fountain to be resolved) b) Accessible toilet – Cllr Birkett to resolve c) Village café (linked to a) above) d) Loft ladder – order to be placed e) The "Saints" land – transfer to Environment Committee	
108	AGENDA ITEM 12 - OTHER MATTERS FOR INFORMATION ONLY Cllr Irwin circulated a letter he had received about the use of the recreation field for cricket and asked that the Clerk draft a reply on the Council's behalf.	

Date of next meeting: 8 October 2019

Chairman:

Date:

VC MANAGEMENT REPORT :

1. New blinds ordered for Fire Doors (3)
2. Tennis court lines to be re painted.
3. Camera Club request for 1/2 display boards in the hallway to Main Hall.
4. Youth Hub signage to be displayed.
5. Loft ladder to be progressed.
6. Players to research replacement carpet for the stage.
7. Now that the Main Hall multi media project is complete we will be monitoring the sound insulation between the two halls closely and action as necessary.
8. The playgroup will not be returning in September.
9. Request to repaint VC disabled parking bays.

RB

Tangmere Village Centre User Group
3rd July 2019

Present: Judy Simnett (chair), Fiona Jackman, Lorna Brown, Jo Irwin

Apologies: Roger Birkett, Flower club

Election of officers: Judy and Fiona will continue

Matters arising from May user group: Loft ladder agreed not yet installed.

Multimedia system now in use.

Youth hall complete.

Leaks resolved

Matters arising from June VC meeting: Car park deferred – suggested that if not being resurfaced disabled parking needs remarking with signs in front of spaces. More disabled bays needed. A hard path to small hall entrance would help wheelchair users and people with push chairs.

Entrance door could do with sign giving instructions for use.

Defects: Blind an ongoing issue

AOB. Stage caret needs replacing. Players would like to investigate options.

Sound insulation between halls needs revisiting now new sound system in use.

Tennis club report lines on MUGA need repainting

Next meeting Wed. Sept 11th

TANGMERE PARISH COUNCIL



Minutes of the Finance Committee Meeting held at 7.30pm on 14 August 2019 in the Committee Room

Present: Councillors Andrew Irwin (Chairman), Kate Beach, Roger Birkett and Simon Oakley

In attendance:
Louise Steele – Clerk to the Council
One member of the public

No.		ACTION
109	AGENDA ITEM 1 - APOLOGIES Apologies were received from Cllr Stanbridge.	
110	AGENDA ITEM 2 - DECLARATIONS OF INTEREST Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council and as a member of West Sussex County Council.	
111	AGENDA ITEM 3 – PUBLIC PARTICIPATION Dudley Hooley from Tangmere Aviation Museum asked about the progress in delivering new allotments and allowing the Museum to expand on to the existing allotment site. This is set out in the Tangmere Neighbourhood Plan and Mr Hooley was seeking clarification as to the timescale now that masterplanning had started. Cllr Irwin said that based upon the meetings to date with Countryside there was no impediment to pursuing the expansion of the Museum. Land use will be crystallised with a planning decision notice and/or a Section 106 agreement. Cllr Irwin indicated that at the Council's meeting with Countryside scheduled for 11 September he would ask Countryside to set up a meeting with the Museum. There was some discussion of the process involved to surrender statutory allotments and the necessity for the consent on the Secretary of State (which is unlikely to be withheld if new allotments are to be provided). The Clerk observed that the earliest the current allotment land could become available for an alternative use would be April 2021 because of the notice that must be given to allotment holders.	
112	AGENDA ITEM 4 - MINUTES The minutes of the meeting held on 18 June 2019 were agreed as an accurate record of the meeting and signed as such by the Chairman	
113	AGENDA ITEM 5 - ACTION POINTS A brief update was given on progress to date on the action points in the previous minutes.	
114	AGENDA ITEM 6 – FINANCE Payments totalling £8,473.92 made between 1 & 30 June 2019 and £10,896.59 made between 1 & 31 July from the Parish Council account were authorised as were payments totalling £7,054.38 and £2,939.84 made from the Village Centre account in the same periods. The schedules of payments are attached to the record minutes.	

	<p>The following bank account balances as at 31 July 2019 were reported:</p> <p>Parish Council</p> <table><tr><td>Business High Interest</td><td>£82,423.86</td></tr><tr><td>Current</td><td>£500.00</td></tr></table> <p>Village Centre</p> <table><tr><td>Business Instant Access</td><td>£18,035.74</td></tr><tr><td>Business</td><td>£531.24</td></tr></table> <p>Bank reconciliation statements for both cashbooks (Parish Council and Village Centre) as at 31 July 2019 were received and noted.</p> <p>The Income & Expenditure figures for the first four months of the financial year (1 April 2019 to 31 July 2019) were considered and noted.</p> <p>A draft balance sheet as at 31 July 2019 was also considered.</p>	Business High Interest	£82,423.86	Current	£500.00	Business Instant Access	£18,035.74	Business	£531.24	
Business High Interest	£82,423.86									
Current	£500.00									
Business Instant Access	£18,035.74									
Business	£531.24									
115	<p>AGENDA ITEM 7 – NEW HOMES BONUS 2019/20</p> <p>The applications submitted for NHB in 2019/20 were noted and the clarifying questions posed by Chichester District Council were considered. The Committee also considered a draft CCTV policy and referred it to Full Council.</p>									
116	<p>AGENDA ITEM 8 – QUOTE FOR A NEW LAP TOP</p> <p>Members considered a quote received from the Council's IT Support provider for the supply of a new lap top for the use of the Clerk. A quote for £646.26 (net of VAT) for one-off products and services was agreed together with £17.75 monthly recurring software costs. It was further agreed that officers should move towards using OneDrive and Sharepoint.</p>									
117	<p>AGENDA ITEM 12 – ANY OTHER MATTERS FOR INFORMATION ONLY</p> <p>There were none</p>									

Date of next meeting: Tuesday 22 October 2019

Chairman:

Date:



TANGMERE PARISH COUNCIL

CCTV POLICY

1. Introduction

1.1 Tangmere Parish Council (the Council) uses closed circuit television (CCTV) images to reduce crime and monitor facilities in order to provide a safe and secure environment for members of the public and staff, to prevent the loss or damage to property and unauthorised access to those facilities.

1.2 The system comprises a number of fixed cameras.

1.3 The system does not have sound recording capability.

1.4 The CCTV system is owned and operated by the Parish Council and the deployment is determined by the Parish Clerk under guidance from the Parish Council.

1.5 The CCTV can be monitored centrally from the Parish Office in the Village Centre offices.

1.6 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The use of CCTV and the associated images is covered by the Data Protection Act 2018. This policy outlines the Council's use of CCTV and how it complies with the Act.

1.7 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators and employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

1.8 The council recognises that during periods where children and young adults are present in a controlled environment that parents and guardians may have concerns with the presence of live CCTV observation. An option will be made available to a designated and responsible individual to temporarily isolate CCTV coverage during applicable periods.

2. Statement of Intent

2.1 The Council complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published on the ICO website.

2.2 In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.

2.3 It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3. Siting the Cameras

3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable privacy expectations are not violated. The Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

3.2 The Council will make every effort to position cameras so that their coverage is restricted to the Council premises, which will include outdoor areas.

3.3 Members of staff should have access to details of where CCTV cameras are situated.

4. Covert Monitoring

4.1 The Council may in exceptional circumstances set up covert monitoring. For example:

- i) Where there is good cause to suspect that illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- ii) Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

4.2 In these circumstances authorisation must be obtained from the Parish Clerk.

4.3 Covert monitoring must cease following completion of an investigation.

4.4 Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

5. Storage and Retention of CCTV images

5.1 Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

5.2 All retained data will be stored securely.

6. Access to CCTV images

6.1 Access to recorded images will be restricted to those individuals authorised by the Council to view them, and will not be made more widely available.

7. Subject Access Requests (SAR)

7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

7.2 All requests should be made in writing to the Parish Clerk. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

7.3 The Council will respond to requests within 28 calendar days of receiving the written request and fee.

7.4 A fee of £10 will be charged per request.

7.5 The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

8. Access to and Disclosure of Images to Third Parties

8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Council where these would reasonably need access to the data (e.g. investigators).

8.2 Requests should be made in writing to the Parish Clerk.

8.3 The data may be used within the Council's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

9. Complaints

9.1 Complaints and enquiries about the operation of CCTV within the Council should be directed to the Parish Clerk in the first instance.

10. Further Information

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition published by the Information Commissioners Office 2014
- Surveillance Camera Code of Practice – Home Office 2013
- Data Protection Act 2018

Appendix A Checklist

This CCTV system and the images produced by it are controlled by the Parish Clerk who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of Data Protection legislation).

Tangmere Parish Council has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety of the public and facilities. It will not be used for other purposes. The Council conducts an annual review of its use of CCTV.

	Checked (Date)	By	Date of Next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
A system had been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Tenants will be consulted about the proposal to alter CCTV equipment.			
Cameras have been sited so that they provide clear images.			
There are visible signs showing that CCTV is in operation.			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to Individuals making requests for copies of their own images. If unsure the Parish Clerk knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

Appendix B CCTV Signage

It is a requirement of the Data Protection Act 2018 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The Council is to ensure that this requirement is fulfilled.

The CCTV sign should include that the area is covered by CCTV surveillance and pictures are recorded.

Appendix C CCTV Access Request Form

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address Post Code: Tel.No:		Description of Applicant and any distinguishing features (e.g. clothing) A recent photograph may be necessary to aid identification.	
Signature of Applicant (or parent/guardian if under 18)			
Reason for request - to be submitted to the Parish Council. <i>Continue overleaf if necessary</i>			
Received by:	Clerk's Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed: