

# TANGMERE PARISH COUNCIL



## Clerk to the Council

Louise Steele  
Tangmere Village Centre  
Malcolm Road  
Tangmere PO20 2HS  
0203 904 0980  
[clerk@tangmere-online.co.uk](mailto:clerk@tangmere-online.co.uk)

## MEMBERS OF THE ENVIRONMENT COMMITTEE

ARE HEREBY INVITED TO A MEETING OF THE COMMITTEE TO BE HELD AT  
**7.30PM ON TUESDAY 12 MARCH 2019 IN THE COMMITTEE ROOM,**  
TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE.

ALL MEMBERS OF THE PUBLIC HAVE A RIGHT, AND ARE WELCOME, TO ATTEND.

Louise Steele - Parish Clerk

## AGENDA

### 1. Apologies

To receive apologies for absence

### 2. Declarations of Interest

To receive from Members any declarations of discloseable 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. Allotments

To receive the report of the Chairman of the Allotment Committee

### 5. Minutes

To approve as an accurate record the minutes of the meeting held on 15 January 2019 and the extraordinary meeting held on 29 January 2019 (draft minutes in supporting papers).

### 6. Action Points

To note the action points from previous meetings and to hear updates on progress against those action points (summary of Action Points in supporting papers).

### 7. 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.

## **8. Planning**

To consider the Committee's observations on the planning application listed below (and on any others notified to the Parish Council before the date of the meeting):

### **TG/19/00334/DOM**

Single storey rear and side extensions and enlarged front porch.  
Woodstock, Gibson Road, Tangmere, Chichester, West Sussex, PO20 2JA

To note a list of planning decisions by the Planning Authority in relation to applications previously considered by this Committee (list included in supporting papers).

## **9. Weekly Inspection of the Recreation Field**

To consider the arrangements for regular inspection of the Recreation Field.

## **10. Safety survey of the trees in the parish council's ownership**

To consider the specification to be used to seek quotes for the safety survey of the parish council's trees. The draft specification will be tabled at the meeting.

## **11. WSCC Highways Matters**

To note that a site meeting took place on 31 January 2019 between Cllrs Beach & Oakley, the Clerk and Chris Dye of West Sussex County Council Highways. The following is a brief note of what was discussed:

- Malcolm Road (opposite the Co-op) Tangmere Parish Council will make a formal application for a dropped kerb and a tactile pavement at this location. This will be added to a holding list for when future funds are made available.
- Malcolm Road verge – WSCC is going to get this topped up with soil and re-profiled. Longer term if there is an issue, WSCC could possibly provide a double height kerb which should stop the erosion but will monitor the situation.
- Chichester Road – overgrown area – Chris Dye indicated that he would instruct some trimming of trees/shrubs on the corner of this area where the overhanging impacts on the safety of the highway but otherwise there are no other safety issues and WSCC is unlikely to undertake other work in this area. WSCC will consider a proposal (if made) from the Parish Council to undertake maintenance work at this location. Mr Dye subsequently updated that one of his team had visited the area and further works had taken place, no overhanging vegetation was below the required height and therefore is not considered to be a safety issue.
- Bus Shelter opp Aviation Museum – bollards can be installed in line with the front of the shelter but not further forward. Mr Dye has forwarded the Standard Form of Consent for signing – it is included in the supporting papers. The Clerk seeks permission to complete the details on the second page, sign and send back the form which Mr Dye will then countersign and send back.

## **12. Additional Litter Bins**

To consider Chichester District Council's response to the request to site eight new litter bins in the village. CDC response is included in the supporting papers. (Note that this issue has been previously discussed but there was no minute of decisions made.)

## **13. Other Matters**

To consider the latest position in relation to:

- a) Speedwatch
- b) Lights at Spitfire Court and Jerrard Road
- c) One Stop and Post Office

- d) Removal of Phone boxes
- e) Bloor owned Public Open Space at Wyvern Close and Lysander Way
- f) NHB 2018 – Speed Indicator Devices Project
- g) Fencing issues at Tamar Way
- h) Airfield gate
- i) Community Litter Pick
- j) Reinstatement of the daffodils on the bend opposite the Museum

**14. Other matters for information only**

**15. Date of next meeting**

The meeting of the Environment Committee is scheduled to be held on 28 May 2019.

# TANGMERE PARISH COUNCIL



## Minutes of the Environment Committee Meeting held at 7.30pm on 15 January 2019 in the Committee Room

### Present:

Councillors- Kate Beach (Chairman), Roger Birkett, David Blythe, and Simon Oakley

### In attendance:

Louise Steele – Clerk to the Council

One member of the public

235	<b>AGENDA ITEM 1 - APOLOGIES FOR ABSENCE</b> Apologies were received from Councillors Hilton, Irwin, Lanchester, Stanbridge & Ware	
236	<b>AGENDA ITEM 2- DECLARATIONS OF INTEREST</b>  Cllr Birkett declared a non-pecuniary interest in Agenda Item 8 Application No TG/18/03426/DOM on the grounds that the property is close to his home. Cllr Birket declared his intention not to participate in discussion of that application.  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. .	
237	<b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b> A member of the public attended to follow up a question posed to Mr Culpitt of Seaward Properties on 20 November 2018 (Minute 189-18 refers). The street lamp in Jerrard Road is still not working. The Clerk confirmed that Mr Culpitt Had emailed denying that the street lamp was in Seaward Properties ownership and attaching a plan of their land owned in the area. The Clerk has responded demonstrating that the street lamp was located within the area owned by Seawards but had heard nothing further. The member of the public expressed frustration about a lack of progress in this matter.	
238	<b>AGENDA ITEM 4 – MINUTES</b> The minutes of the meeting held on 20 November 2018 were approved as an accurate record and signed as such by the Chairman.	
239	<b>AGENDA ITEM 5 – ACTION POINTS</b> Members considered a summary of action points and heard updates on progress against those action points, that summary annotated with additional information from the meeting is attached to these minutes.	
240	<b>AGENDA ITEM 6 – CORRESPONDENCE</b> There was no correspondence to be considered.	

241	<p><b>AGENDA ITEM 7 – ALLOTMENTS</b></p> <p>Members received a report from the Chairman of the Allotment Committee. Four plots are inundated with weeds and it was agreed that the Clerk should write a “tidy up” letter to two plot holders - thus covering three of those plots. For the fourth plot the Clerk should write to the plot holder giving notice that unless the plot is brought back to good order the Parish Council will not renew the allotment agreement.</p> <p>A working party is planned in April.</p> <p><b>AP72 - Write to allotment holders in respect of the three allotments inundated with weeds.</b></p>	Clerk
242	<p><b>AGENDA ITEM 8 – PLANNING</b></p> <p>Members declined to consider any of the planning applications because of the low number of Councillors present (indeed the Committee was rendered inquorate for one application because of interests declared by Councillors). These applications were deferred to an extraordinary meeting of the Committee planned for 29 January 2019.</p> <p>Members noted with dismay the following Appeal Decision:  <b>Appeal Ref: APP/L3815/W/18/3205290 (Planning App TG/17/03086/FUL)</b>  1 Boxgrove Corner, Arundel Road, Tangmere PO18 0DU – Appeal allowed</p> <p>Members also noted a list of planning decisions by the Planning Authority in relation to applications previously considered by this Committee</p>	
243	<p><b>AGENDA ITEM 9 – COMMUNITY LITTER PICK</b></p> <p>Members agreed that a community litter pick should be held on Saturday 30 March 2019 from 10am to 12noon. The Clerk was asked to purchase six litter pickers and hoops</p> <p><b>AP73 – Purchase six litter pickers and hoops</b></p> <p>..</p>	Clerk
244	<p><b>AGENDA ITEM 10 – MAINTENANCE JOBS – MUGA AND OTHER AREAS AROUND THE RECREATION FIELD</b></p> <p>Members considered maintenance jobs to be undertaken on areas of the Recreation Field including specifically around the MUGA and it was noted that Cllr Birkett will obtain the relevant quotations from Matt Lubbe.</p> <p><b>AP 74 Obtain quotes from Matt Lubbe for maintenance jobs. Prepare risk assessments for the Council’s other open spaces and determine the frequency of ongoing inspection</b></p>	
245	<p><b>AGENDA ITEM 11 – OTHER MATTERS</b></p> <p>Members considered the latest position in relation to the matters below:</p> <ul style="list-style-type: none"> <li>a) Speedwatch – there are two January dates planned – 22 and 31 January</li> <li>b) Lights at Spitfire Court and Jerrard Road (already considered see minute 237-18 above)</li> <li>c) WSCC Highways Matters (awaiting meeting with Chris Dye of WSCC)</li> <li>d) One Stop and Post Office (already considered with Action Points see minute 239-18 above)</li> <li>e) Removal of Phone boxes – the box has been removed but tidying up if the area (by village green) needs to be undertaken.</li> <li>f) Bloor owned Public Open Space at Wyvern Close and Lysander Way – Members gave the Clerk some advice on the subject of whether a commuted sum was required in respect of this transaction</li> <li>g) NHB 2018 – Speed Indicator Devices Project – this needs to commence in the next few months.</li> </ul>	

246	<b>AGENDA ITEM 12 – OTHER MATTERS FOR INFORMATION ONLY</b> There was discussion of the topographic survey of the Recreation Field and the planting of a hedge for the Recreation Field perimeter.	
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**Date of next meeting: Extraordinary – 29 January; Ordinary – 12 March 2019**

**Chairman:**

**Date:**

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## Tangmere Parish Council – Action Points 2018/19

No	Meeting/Date/Minute	What?	By whom?	Comments/Progress	Target Completion Date	Actual Completion Date
AP10	Env/22 May 18/30-18	Cllr Hilton to undertake weekly inspections of the Recreation Field.	Cllr Hilton	Inspections have been regularly undertaken	Ongoing	Ongoing
AP12	Env/22 May 18/31-18	(AP29 from 20 March) Ask for 20cm diameter, 1m high, round top concrete bollards to be sited at the road side corners of the bus shelter at the Museum to prevent repeated damage	Clerk	Clerk emailed Chris Dye 31 May, 5 July 2018 and 12 November 2018		
AP13	Env/22 May 18/32-18	Establish legal obligation in respect of weekly inspection of publicly accessible areas.	Clerk	Agenda item for this meeting		
AP27	Env/24 July/80-18	Write a letter to Southern Water re odours from Woodfield Close Pumping Station	Clerk	This action to be expanded to include addressing issues about controlling vegetation.	18 Sept 18	
AP28	Env/24 July/80-18	Put together a leaflet on how to complain to Southern Water	Clerk & Cllr Oakley	Action outstanding	18 Sept 18	
AP30	Env/24 July/81-18	Mrs Oliver and the Locum Clerk to draft allotment rules	Clerk & Mrs Oliver	Action outstanding	18 Sep 18	
AP31	Env/24 July/83-18	Locum Clerk to instruct a contractor to clean the playground equipment	Clerk	Cllr Birkett to pick this action up.	ASAP	
AP33	Env/24 July/84-18	Locum Clerk to write to WSCC to request that they clear the growth at Chichester Drive and then TPC will take it over.	Clerk	Clerk wrote to Chris Dye at WSCC on 12 November 2018	18 Sep 18	12 Nov 18
AP40	FC/6 Sept/114	Write and congratulate the Medical Centre	Clerk	Action complete	ASAP	12 Nov 18
AP41	FC/6 Sept/114	Write to Post Office Counters Ltd	Clerk	Email sent to Post Office Ltd on 12 November 2018	ASAP	12 Nov 18
AP44	Env/18 Sept/132	Purchase roll of Myplex for allotments, subject to price.	Clerk	Action outstanding		
AP45	Env/18 Sept/135	Seek competitive quotes for a safety survey of the trees in the parish council's ownership	Clerk	Action in hand		
AP46	Env/18 Sept/136	Apply to have the One Stop premises listed as an asset of community value.	Clerk	Application made		12 Nov 18

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# TANGMERE PARISH COUNCIL



## Minutes of the Environment Committee Meeting held at 7.00pm on 29 January 2019 in the Committee Room

### Present:

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

### In attendance:

Louise Steele – Clerk to the Council

247	<b>AGENDA ITEM 1 - APOLOGIES FOR ABSENCE</b> No apologies for absence were received .	
248	<b>AGENDA ITEM 2- DECLARATIONS OF INTEREST</b>  Cllr Birkett declared a non-pecuniary interest in Agenda Item 3 Application No TG/18/03426/DOM on the grounds that the property is close to his home. Cllr Birket declared his intention not to participate in discussion of that application.  Cllr Oakley withdrew from the meeting to the public gallery for the duration of the Committee's deliberations on planning applications 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. .	
249	<b>AGENDA ITEM 3 – PLANNING</b> Members considered the Committee's observations on the planning application listed below and commented on them as shown:  <b>TG/18/03445/FUL</b> Erection of 4 no. 3 bed dwellings with integral garages/carports and formation of new access. Land West Of Kimkarlo , Church Lane, Tangmere, PO20 2EZ  <b>Object</b> on the grounds of overdevelopment, out of keeping with the street scene and overlooking of adjacent properties. The two storey height would damage the vista from an historic church and is also damaging because of its proximity to the conservation area  <b>TG/18/03426/DOM</b> Installation of 2 roller doors to car barn. Homelands, Easthampnett Lane, East Hampnett, Tangmere, Chichester, West Sussex  <b>No objection</b>	

	<p><b>TG/19/00043/PLD</b>  Proposed lawful development certificate for the change of use of domestic household to holiday let.  40 Haleybridge Walk, Tangmere, PO20 2HG</p> <p><b>No objection</b></p> <p><b>TG/18/03119/DOM</b>  Single storey rear extension and porch  Spinney Cottage , Tangmere Road, Tangmere, PO20 2HW</p> <p><b>No objection</b></p>	
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**Date of next meeting: 12 March 2019**

**Chairman:**

**Date:**

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AP27	Env/24 July/80-18	Write a letter to Southern Water re odours from Woodfield Close Pumping Station	Clerk	This action to be expanded to include addressing issues about controlling vegetation.	18 Sept 18	
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AP45	Env/18 Sept/135	Seek competitive quotes for a safety survey of the trees in the parish council's ownership	Clerk	Action in progress		
AP61	Env/20 Nov/195	Prepare risk assessments for the Council's other open spaces and determine the frequency of ongoing inspection.	Clerk	Ongoing – initial orientation complete – detailed risk assessments to be completed		
AP72	Env/15 Jan/241	Clerk to write to allotment holders in respect of the three allotments inundated with weeds.	Clerk			
AP73	Env/15 Jan/243	Purchase six litter pickers and hoops	Clerk	Action complete	30 Mar 2019	
AP74	Env/15 Jan/244	Obtain quotes from Matt Lubbe for maintenance jobs	Cllr Birkett	Action complete		

**Summary of Chichester District Council Planning Decisions (Delegated) since the last meeting of the Environment Committee (15 January 2019)**

**TG/18/01755/FUL**

Oldbury Barns Marsh Lane Easthampnett Tangmere Chichester West Sussex PO18 0JW

Proposed conversion of redundant barn (marked as Barn B on the submitted plans) to create a holiday let.

**PERMIT**

**TG/18/03291/TCA**

Tangmere Village Centre Malcolm Road Tangmere PO20 2HS

Notification of intention to fell 1 no. Robinia tree (quoted as T2 - 3/4m east of a Lime quoted as T1).

**NOT TO PREPARE A TREE PRESERVATION ORDER**

**TG/18/03289/FUL**

Tangmere Village Centre Malcolm Road Tangmere PO20 2HS

Improvement and resurfacing of the Village Centre car park with a permeable (full infiltration) flexible surface.

**PERMIT**

**TG/18/03426/DOM**

Homelands Easthampnett Lane East Hampnett Tangmere Chichester West Sussex PO18 0JY

Installation of 2 roller doors to car barn.

**PERMIT**

**TG/19/00043/PLD**

40 Haleybridge Walk Tangmere PO20 2HG

Proposed lawful development certificate for the change of use of domestic household to holiday let.

**PERMIT**

## **TANGMERE BIN REQUEST**

**SITE VISIT 25.10.18. From 08.15 hrs**

**RE VISIT 29.10.18. From 08.15 hrs**

### **1. Bus Shelter at Jct Meadow Way and Tangmere Rd**

There was a bin in this location approx. 13 yrs. ago but it was removed after someone set fire to it.

This road is litter picked weekly by CDC and the road is mechanically swept weekly.

There are electrical/radio utilities around the bus stop. If you wish to go ahead with a bin our suggestion would be to install the bin at the west side of the bus stop as it can be bolted in to the ground.

#### **Level of Litter**

There were 4 pieces of litter visible in this area Thurs 25.10.18. at 08.15 hrs

1 piece of litter visible in area on Mon 29.10.18. At 08.15 approx.

Please note that at the next bus stop along, which has a bin installed already, there were 3 pieces of litter visible.

### **2. Bus shelter at top of Meadow Way opp Dukes Meadow**

This road is litter picked weekly by CDC and the road is mechanically swept weekly.

If you wish to go ahead with a bin our suggestion would be to concrete in bin on the west side of the bin. No services found.

#### **Level of Litter**

No litter on site Thurs 25.10.18. at 08.15 hrs

2 pieces of litter visible on Mon 29.10.18. at 08.20 approx. also a piece of cardboard by Sage on the road side, likely to have come from the back of a vehicle

### **3. Bus Shelter opposite Museum**

There are electrical services running all around the bus stop so we would not be able to install a Neopolitan bin (the normal black litter bin). If you wish to go ahead with a bin our suggestion would be to install a second hand twin bin (we have a couple of these at the Depot) as they are free standing. We would not recommend these bins at the other locations as they are not fixed to the ground but are weighted down so there is the potential for the bin to be moved or pushed over or into the road.

Possibly consider removing the dog waste bin and just having the bin at the bus stop. However, the lack of dog fouling, and discarded dog waste bags, would suggest that this bin is used frequently by dog walkers.

#### **Level of Litter**

Only 1 piece of litter on site and no evidence of discarded dog waste bags Thurs 25.10.18 at 08.15 hrs

5 small pieces of litter found in the vicinity no evidence of discarded dog waste bags Mon 29.10.18. At approx. 08.15 hrs

#### **4. Replace bin at recreation ground**

Bin is already on a concrete base; the rusty base of the old bin will need cutting out.

#### **5. Churchwood Drive entrance to green space**

This is not an area litter picked by CDC as it is private land.

Bin could be installed with concrete base in location requested.

Could remove the dog bin and combine with new litter bin.

#### **Level of Litter**

Lots of evidence of litter in the green space Thurs 25.10.18. at 08.15 hrs

Some littering found in the green space on Mon 29.10.18 at approx. 08.20 hrs

#### **6. Fulmar Way – on Tangmere side of airfield**

No services found so bin could be bolted in place at the site requested.

#### **Level of Litter**

No litter visible on the highway side but evidence of litter and discarded dog waste bags on the airfield side Thurs 25.10.18 at 08.15 hrs

1 piece of litter found in vicinity highway side on Mon 29.10.18. at 08.30 hrs approx. but evidence of litter and discarded dog waste bags on the airfield.

#### **7. By electricity substation in Tangmere Rd beside the Glebe**

Due to presence of electrical station there are electrical services running across the area we would therefore not be able to install a bin in this location.

This green area is not highway land according to our mapping system.

#### **Level of Litter**

No litter present Thurs 25.10.18 at 08.15 hrs

No litter in the immediate area on 29.10.18. at 08.20 hrs approx.

#### **8. Tangmere Road outside Hunters Gate.**

Due to the location – at a major junction our operative would not be able to park safely to collect from this bin due to poor visibility on a busy junction.

Also, due to the electrical box there are electrical services running under this area so we would not be able to install a bin at this location.

#### **Level of Litter**

No visible litter in the area Thurs 25.10. at 08.15 hrs

No visible litter in immediate area on Mon 29.10.18. at approx. 08.20 hrs but one sandwich wrapper on verge opposite the shop on Tangmere Rd

**General Comments and Recommendations:**

General levels of litter are very low at all sites apart from the green space on Churchwood Drive. This would be the only location we would recommend a bin to be installed. Obviously the bin at Malcom Road is in a poor state of repair and definitely needs to be replaced.

On Mon 29.10.18. The litter noted on Tangmere Rd from Aviation Museum to A27 was: 3 McDonalds cups, a sandwich wrapper and a McDonalds food wrapper. Given the nature of the litter it is likely that this was thrown from a vehicle over the weekend and not dropped by a pedestrian. Litter bins will not deter people from throwing rubbish from vehicles.

As mentioned, there was also littering at one of the bus stops on Meadow Way which already has a bin installed.