

# TANGMERE PARISH COUNCIL



## Locum Clerk to the Council

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**MEMBERS OF THE ENVIRONMENT COMMITTEE**  
ARE HEREBY INVITED TO A MEETING OF THE COMMITTEE TO BE HELD AT  
**7.30PM ON TUESDAY 18 SEPTEMBER 2018 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 - Locum 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. Minutes**  
To approve as an accurate record the minutes of the ordinary meeting held on 24 July 2018.
- 5. Action Points**  
To note the action points from previous meetings and to hear updates on progress against those action points (summary of Action Points attached).
- 6. 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.
- 7. Allotments**  
To receive the report of the Chairman of the Allotment Committee (attached) – the Chairman is unable to attend in person.

**8. Planning**

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

**9. Recreation Field**

To consider the weekly inspections and any other issues arising in relation to the Recreation Field, particularly subsequent to the recent traveller incursion and the deliberations of Full Council.

**10. Tree Inspection**

To consider the previous inspection of the Council's trees (data to be tabled) and the future inspection regime.

**11. Other Matters**

To consider the latest position in relation to:

- a) Speedwatch
- b) Lights at Spitfire Court and Jerrard Road
- c) Bus Matters
- d) One Stop and Post Office
- e) Removal of Phone boxes

**12. Other matters for information only**

**13. Date of next meeting**

The next ordinary meeting of the Environment Committee is scheduled to be held on 13 November 2018 but Members are asked to consider an alternative date.

# TANGMERE PARISH COUNCIL



## Minutes of the Environment Committee Meeting held at 7.30pm on 24 July 2018 in the Committee Room

### Present:

Councillors- Kate Beach (Chairman), Roger Birkett, Kirsten Lanchester, Simon Oakley, James Stanbridge, Trevor Ware

### In attendance:

Louise Steele – Locum Clerk to the Council  
Dulcie Oliver – Chairman of the Allotments Committee

75	<b>AGENDA ITEM 1 - APOLOGIES FOR ABSENCE</b> Apologies were received from Cllrs Hilton and Irwin.	
76	<b>AGENDA ITEM 2- DECLARATIONS OF INTEREST</b>  Cllr Beach declared a non-pecuniary interest in general terms arising from her involvement with the Community Garden.  Cllr Birkett declared a discloseable pecuniary interest in Agenda Item 8 (the list of planning decisions by the Planning Authority in relation to items previously considered by this Committee) on the grounds that one of the decisions listed concerned his own planning application. The list was merely noted and not discussed so Cllr Birkett did not withdraw from the meeting.  Cllr Oakley declared a non-pecuniary interest as a Member of Chichester District Council (CDC) and as a Member of West Sussex County Council (WSSCC) 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 Ware declared a non-pecuniary interest in general terms arising from his relationship with the Youth Club. .	
77	<b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b> Two members of the public attended and raised a concern about a street lamp column that was not working on Jerrard Road. It was noted that part of Jerrard Road was not public highway and it was believed that ownership had been retained by Swards. This was linked to two nearby street lights also not working and the Locum Clerk reported that she had emailed the Hyde Group asking for these lights to be repaired.	
78	<b>AGENDA ITEM 4 – MINUTES</b> The minutes of the meeting held on 22 May 2018 were approved as an accurate record and signed as such by the Chairman.	

79	<p><b>AGENDA ITEM 5 – ACTION POINTS</b></p> <p>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.</p>	Clerk
80	<p><b>AGENDA ITEM 6 – CORRESPONDENCE</b></p> <p>Members considered a list of correspondence tabled at the meeting. The list is attached to these minutes. Items 1 &amp; 2 were noted, item 3 concerning the offensive odours emanating from the Woodfield Close pumping station gave rise to significant discussion. A inaccurate number for Southern Water has been shared and therefore it has been difficult for residents to complain.</p> <p>It was agreed that the Parish Council needs to take a twin track approach- to go through Southern Water’s complaints process and then if they don’t deal with it satisfactorily go to OFWAT (but it is necessary to demonstrate that the complaints process has been exhausted first). This Committee can follow up with a letter to Southern Water (to Joel Halford) and put together a leaflet for distribution to residents.</p> <p><b>AP 27</b> Locum Clerk to write a letter to Southern Water</p> <p><b>AP 28</b> Locum Clerk &amp; Cllr Oakley to put together a leaflet on how to complain to Southern Water</p>	Clerk  Clerk & SO
81	<p><b>AGENDA ITEM 7 – ALLOTMENTS</b></p> <p>Members received the oral report of the Chair of the Allotments Committee and noted the reports of the Tangmere Allotments Committee meeting held on 13 June 2018.</p> <p>The allotment stewards have requested a strimmer (with brush cutter) in order to keep areas of the allotments clear. The Committee declined to recommend the purchase of a strimmer (because of concerns about safety) but did agree to seek a price from one of the Councillor’s grounds maintenance contractors (Matt Lubbe). It was noted that the contractor’s public liability insurance should be checked.</p> <p>Members also heard that as required by Action Point 9 Mrs Oliver and the Locum Clerk had met to discuss a new allotment agreement. As a result a new agreement based upon NALC’s allotment agreement template was recommended with the caveat that this agreement required additional rules “for the regulation and management of the Allotment Garden” (point 7 of the agreement).</p> <p>It was agreed that Mrs Oliver and the Locum Clerk should bring draft rules back to this Committee for consideration and that when the rules were agreed both documents should be recommended to Full Council.</p> <p><b>AP 29</b> Cllr Birkett to obtain a quote from Matt Lubbe for strimming the required areas of the allotments and ask Mr Lubbe to provide details of his public liability insurance.</p> <p><b>AP 30</b> Mrs Oliver and the Locum Clerk to draft allotment rules</p> <p>Mrs Oliver left the meeting at the conclusion of this item</p>	RB  Clerk & DO

82	<p><b>AGENDA ITEM 8 – PLANNING</b> Councillors considered the following applications and commented upon them as shown:</p> <p><b>TG/18/01597/DOM</b> Two storey side extension with pitched roofs and single storey rear extension with flat roof. Variation of condition 2 from planning permission 17/01799/DOM; cladding in replacement of render. Holly Cottage, Arundel Road, Tangmere, PO18 0JZ</p> <p>No objection</p> <p><b>TG/18/01411/LBC</b> Demolition of concrete panel garage with an asbestos roof and replace with timber construction. Bay Cottage, Tangmere Road, Tangmere, Chichester, West Sussex, PO20 2HE</p> <p>No objection</p> <p>Members noted a tabled list of planning decisions by the Planning Authority in relation to applications previously considered by the Committee.</p>	
83	<p><b>AGENDA ITEM 9 – RECREATION FIELD</b> Members considered a number of issues relating to the Recreation Field. A recent spate of anti-social behaviour has meant that there is a bench repair to be carried out. The play equipment needs cleaning and the Locum Clerk was asked to find a contractor to undertake the task. Also it is necessary to consider an inspection of the trees around the field and the Locum Clerk was asked to bring the previous tree inspection report to the next meeting of this Committee.</p> <p><b>AP31</b> Locum Clerk to instruct a contractor to clean the playground equipment</p> <p><b>AP32</b> Locum Clerk to put the previous tree inspection report on the agenda for the next meeting of this Committee</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
84	<p><b>AGENDA ITEM 10 – OTHER MATTERS</b> Members considered the latest position in relation to:</p> <ul style="list-style-type: none"> <li>a) Road Safety <ul style="list-style-type: none"> <li>i. Speedwatch – Cllr Stanbridge reported that two Speedwatch dates have been arranged for September</li> <li>ii. Crossing in Meadow Way – (AP11) there appears to be good progress on this</li> </ul> </li> <li>b) Bus Matters</li> <li>c) Litter</li> <li>d) Remedial Works – the new bus shelter in Meadow Way/Hawker Close has a panel missing; (AP12) no further progress; Chichester Drive –the Locum Clerk was asked to write to WSCC to request that they clear the growth and then TPC will take it over.</li> </ul> <p><b>AP 33</b> Locum Clerk to write to WSCC to request that they clear the growth at Chichester Drive and then TPC will take it over.</p>	<p><b>Clerk</b></p>
85	<p><b>AGENDA ITEM 11 – WEEKLY INSPECTION – PUBLICLY ACCESSIBLE AREAS</b> This matter was deferred until the next meeting of the Committee</p>	
86	<p><b>AGENDA ITEM 12 – NEW HOMES BONUS, COMMUNITY INFRASTRUCTURE LEVY (CIL) &amp; S106</b> Members noted that three NHB applications (for two mobile Speed Indicator Devices, additional trees and a multi-media installation in the Village Centre) were in progress to made to CDC by the end of July 2018.</p>	

87	<b>AGENDA ITEM 13 - MATTERS FOR INFORMATION ONLY</b> Cllr Ware had made a successful application to CDC's Battle's Over fund for £250 to fund an event marking the centenary of the end of WW1. It was suggested that the Finance Committee be asked to confirm that an airman and a soldier silhouette be purchased, the latter to be funded from the Parish Council's own funds.	
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**Date of next meeting: 18 September 2018**

**Chairman:**

**Date:**

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## **Correspondence List – Environment Committee 24 July 2018**

1. Letter from Arun District Council 16/07/18 – Arun Local Plan – Planning Inspector's Report
2. Letter from Arun District Council 20/07/18 – Adoption of the Arun Local Plan (2011-2031)
3. Email 24/07/18 from Rosemary Marley re Woodfield Close Pumping Station

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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
AP6	Env/22 May 18/26-18	Arrange the annual playground inspection with RoSPA	Clerk	Call made to RoSPA Play Safety team 5 July 2018 and followed up with an email on the same date.	ASAP	
AP7	Env/22 May 18/27-18	Respond to an email from the Secretary to the Parochial Church Council asking the Church to initiate the process for repair of the footpath with the Highways Authority (WSCC) and to revert to the parish council if WSCC declined to effect repairs	Clerk	Action complete (until the PCC contacts us again)	23 May 18	23 May 18
AP8	Env/22 May 18/28-18	Write to the allotment holder spraying weedkiller on communal areas	Clerk	Letter sent 5 July 2018		5 Jul 18
AP9	Env/22 May 18/28-18	Liaise about proposed new allotment agreements.	Clerk & Mrs Oliver	Action completed but now augmented by requirement to draft new rules to expand the agreement. See AP 29 below		24 Jul 18
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
AP11	Env/22 May 18/31-18	(AP27 from 20 March) Follow up emails to Chris Dye and Miller Homes regarding crossing in Meadow Way	Clerk	Clerk emailed Chris Dye and Miller Homes on 31 May – positive responses received including an email dated 6 June from Civil Engineers working for Miller Homes indicating that they are trying to arrange for these works to be done and will advise as soon as roadspace is confirmed. On 5 July Councillors confirmed evidence on ground of progress.		
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.		
AP13	Env/22 May 18/32-18	Establish legal obligation in respect of weekly inspection of publicly accessible areas.	Clerk	Clerk to call insurers – no action to date (5 July 2018)		
AP14	Env/22 May 18/33-18	Complete and submit an NHB application for two mobile speed indicator devices	Clerk & Cllr Beach	Application in draft an to be submitted on 11 July 2018		31 July 2018

## Tangmere Parish Council – Action Points 2018/19

No	Meeting/Date/Minute	What?	By whom?	Comments/Progress	Target Completion Date	Actual Completion Date
AP27	Env/24 July/80-18	Write a letter to Southern Water re odours from Woodfield Close Pumping Station	Clerk		18 Sept 18	
AP28	Env/24 July/80-18	Put together a leaflet on how to complain to Southern Water	Clerk & Cllr Oakley		18 Sept 18	
AP29	Env/24 July/81-18	Cllr Birkett to obtain a quote from Matt Lubbe for strimming the required areas of the allotments and ask Mr Lubbe to provide details of his public liability insurance.	Cllr Birkett	Complete		
AP30	Env/24 July/81-18	Mrs Oliver and the Locum Clerk to draft allotment rules	Clerk & Mrs Oliver		18 Sep 18	
AP31	Env/24 July/83-18	Locum Clerk to instruct a contractor to clean the playground equipment	Clerk		ASAP	
AP32	Env/24 July/83-18	Locum Clerk to put the previous tree inspection report on the agenda for the next meeting of this Committee	Clerk		18 Sep 18	
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		18 Sep 18	

Apologies for absence from Dulcie Oliver as away on holiday this week.

**Report to Environment Committee for 18<sup>th</sup> September 2018**

1. Most allotmenters have been working their plots and getting good produce, new allotmenters are gradually working to clear their plots and bring them into production.
2. New lawnmower is very useful, has been used twice alongside the original mower.
3. All plots are now let, and we may have a former allotmentee wishing to return, so will be the start of a waiting list.
4. Visitors to the Museum are being told that the Museum have a compulsory purchase order on the allotments and in a couple of year's time they will be in possession of the land here. This has been reported back by allotmenters who have taken visiting family around the museum. Obviously this is worrying to the allotment holders. The position regarding moving needs clarifying, preferably in writing as there are and have been a lot of rumours going around.
5. The plots are in full production at the moment, but will be winding down for the winter. We would like to buy another roll of Mypex as the existing one is running out and the cut off Mypex is in use.
6. The Allotment Committee will have a look at existing plots and ask if weed notices can go out to relevant tenants.

**Summary of Chichester District Council Planning Decisions (Delegated) since the last meeting of the Environment Committee (24 July 2018)**

**TG/18/00808/FUL**

Seaward Properties Ltd.

Land West Of Little Paddocks City Fields Way Tangmere West Sussex

Erection of 39 dwellings, open space, landscaping and access road.

**REFUSE**

**TG/18/01346/TPA**

Amenity Area Churchwood Drive Tangmere West Sussex

Reduce height, south and east sectors by 1m, reduce north sector by 2m, crown raise by up to 3m (above ground level) and crown thin by 15-20% on 1 no. Lime tree (quoted as T1, TPO'd no. T6) subject to TG/90/01020/TPO.

**PERMIT**

**TG/18/01597/DOM**

Holly Cottage Arundel Road Tangmere PO18 0JZ

Two storey side extension with pitched roofs and single storey rear extension with flat roof.

Variation of condition 2 from planning permission 17/01799/DOM; cladding in replacement of render and bathroom window to north elevation.

**PERMIT**