

# TANGMERE PARISH COUNCIL



## MINUTES OF THE MEETING OF THE COUNCIL HELD ON 3 JANUARY 2019

### Present:

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

### In attendance:

Louise Steele – Clerk to the Council  
Dawn White & Gareth Jones Community Wardens

No.		ACTION
218	<b>AGENDA ITEM 1 – APOLOGIES FOR ABSENCE</b> Apologies were received from Councillor Rebecca Hilton..	
219	<b>AGENDA ITEM 2 – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS</b> 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.	
220	<b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b> There was none.	
221	<b>AGENDA ITEM 4 – AGENCY REPORTS</b> The following reports were received. i. Community Wardens' Report The Community Wardens spoke to their written report which had been submitted in advance of the meeting and was tabled by the Clerk (report attached to the record minutes). It was confirmed that Cllr Beach and the Clerk would meet with the Community Wardens on Thursday 10 March; it was agreed that the youth club would be discussed at that meeting.  ii. County and District Councillor's Report Councillor Oakley reported on a number of matters, these included flytipping at the Marsh Lane caravan site; the latest on improvements to the A27; closure of the Post Office – Cllr Oakley is attempting to get a meeting with the Post Office - there has been no progress in finding additional premises; and ,the provisional decisions on Operation Watershed include funding for the Cheshire Crescent/Mannock Rd soakaway. Councillor Oakley went on to talk about Council Tax increases and indicated that for 2019/20 the West Sussex County Council precept will increase by up to 5% and the element for Chichester District Council will increase by £5 at Band D. There will be funding reductions from WSCC as it re-examines its statutory services. CDC is reviewing its Local Plan – there is consultation and responses are due by the end of February.. Also CDC contractors will now litter pick the A27.  Councillor Stanbridge queried the prioritisation of Operation Watershed projects. Councillor Beach asked where she could find information about which bus services the County Council will support. Councillor Oakley responded that the information was commercially sensitive and not yet in the public domain.	

222	<p><b>AGENDA ITEM 5 – MINUTES</b></p> <p>The minutes of the meeting held on 1 November 2018 were approved as an accurate record and signed as such by the Chairman.</p>					
223	<p><b>AGENDA ITEM 6 – MINUTES &amp; REPORTS FROM COMMITTEES</b></p> <p>The draft minutes and oral reports from Committee Chairmen for the following meetings were received.</p> <p style="padding-left: 40px;">Environment Committee – 1 November 2018 &amp; 20 November 2018</p> <p style="padding-left: 40px;">Village Centre Committee – 27 November 2018</p> <p style="padding-left: 40px;">Finance Committee – 13 December 2018</p>					
224	<p><b>AGENDA ITEM 7 – ACTION POINTS</b></p> <p>Members noted progress on Action Points (from meetings of the Council and its Committees) for the civic year to date. Progress, in addition to that recorded on the summary of action points, was noted.</p> <p>The Summary of Action Points, updated to reflect all relevant discussion at this meeting, is appended to these minutes.</p>					
225	<p><b>AGENDA ITEM 8 – MEMBERSHIP OF COMMITTEES</b></p> <p>Member made some amendments to the membership of the Council's Committees such that the membership was agreed as below:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <p><b>FINANCE COMMITTEE</b></p> <p>Cllr Beach</p> <p>Cllr Birkett</p> <p>Cllr Irwin</p> <p>Cllr Oakley</p> <p>Cllr Stanbridge</p> </td> <td style="vertical-align: top; width: 50%;"> <p><b>ENVIRONMENT COMMITTEE</b></p> <p>Cllr Beach</p> <p>Cllr Birkett</p> <p>Cllr Blythe</p> <p>Cllr Hilton</p> <p>Cllr Irwin</p> <p>Cllr Lanchester</p> <p>Cllr Oakley</p> <p>Cllr Stanbridge</p> <p>Cllr Ware</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p><b>VILLAGE CENTRE</b></p> <p>Cllr Birkett</p> <p>Cllr Hilton</p> <p>Cllr Irwin</p> <p>Cllr Lanchester</p> <p>Cllr Oakley</p> <p>Cllr Ware</p> </td> <td style="vertical-align: top;"> <p><b>APPEALS PANEL</b></p> <p>Cllr Birkett</p> <p>Cllr Blythe</p> <p>Cllr Irwin</p> </td> </tr> </table>	<p><b>FINANCE COMMITTEE</b></p> <p>Cllr Beach</p> <p>Cllr Birkett</p> <p>Cllr Irwin</p> <p>Cllr Oakley</p> <p>Cllr Stanbridge</p>	<p><b>ENVIRONMENT COMMITTEE</b></p> <p>Cllr Beach</p> <p>Cllr Birkett</p> <p>Cllr Blythe</p> <p>Cllr Hilton</p> <p>Cllr Irwin</p> <p>Cllr Lanchester</p> <p>Cllr Oakley</p> <p>Cllr Stanbridge</p> <p>Cllr Ware</p>	<p><b>VILLAGE CENTRE</b></p> <p>Cllr Birkett</p> <p>Cllr Hilton</p> <p>Cllr Irwin</p> <p>Cllr Lanchester</p> <p>Cllr Oakley</p> <p>Cllr Ware</p>	<p><b>APPEALS PANEL</b></p> <p>Cllr Birkett</p> <p>Cllr Blythe</p> <p>Cllr Irwin</p>	
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226	<p><b>AGENDA ITEM 9 – AMENDMENT TO STANDING ORDERS</b></p> <p>Members made an amendment to Standing Orders it was agreed that the following paragraphs be added at Standing Order 4 as paragraphs e) and f).</p> <p>e) Working Parties</p> <p style="padding-left: 40px;">Each Committee may appoint one or more Working Parties for purposes which shall be specified in terms of reference by the Committee. The Committee shall also prescribe the time limit, not exceeding one year, within which the Working Party must complete its work. A Working Party shall be disbanded as soon as it has completed the tasks given to it.</p> <p style="padding-left: 40px;">Each Working Party will provide a regular update to its appointing Committee, that update shall form a standing item on the agenda of that Committee. Otherwise the procedure of the Working Party may be</p>					

	<p>informal.</p> <p>f) Ad hoc Advisory Committees Each Committee may appoint one or more ad hoc advisory committees for purposes, which shall be specified in terms of reference by the Committee.</p> <p>The provisions of Standing Order 3 shall apply mutatis mutandis to all advisory committee proceedings (but only in so far as those provisions can apply to non-councillors). Non-councillor members of an advisory committee are not bound by the Code of Conduct but are expected to declare pecuniary and non-pecuniary interests at meetings of the advisory committee as though they were bound by the Code.</p> <p>Consequent upon the agreed amendment it was suggested that two working parties be set up; formalising the Tangmere Action Group as a working party, and creating a working party for the village Master Plan. Terms of reference and membership for both working parties to be agreed, but the terms of reference for the latter working party to include review of the Neighbourhood Plan.</p> <p>It was also suggested that the "Allotments Committee" be formally constituted as an ad hoc advisory committee with terms of reference and membership to be agreed. The status and relationship to the Council of the Community Garden was queried and whether that might be formalised in an ad hoc advisory committee – it was agreed to review this point at a later date.</p> <p><b>AP 68 - Creation of Working Parties and Ad hoc Advisory Committees to be on the agenda for the next meeting of Full Council</b></p>	Clerk
227	<p><b>AGENDA ITEM 10 – PRECEPT 2019/20</b> Council resolved to set a precept of £68,020 for the financial year 2019/20 noting that this represents an increase of £6.57 per year on a Band D Council Tax bill (from £54.44 to £61.01).</p>	
228	<p><b>AGENDA ITEM 11 – FEES &amp; CHARGES 2019/20</b> Members considered the level of fees &amp; charges for 2019/20 and, noting the advice of the Village Centre Committee that there should be no increase in charges for the use of the Village Centre, reviewed the level of allotment rents and the rent of the Horsefield.</p> <p>It was resolved that there should be no increase in fees &amp; charges for 2019/20</p>	
229	<p><b>AGENDA ITEM 12 – RECREATION FIELD PERIMETER</b> Members considered the outcome of public consultation on the treatment of the Recreation Field perimeter and agreed that there was so little public interest in the subject that Councillors were unconvinced of the need for significant expenditure. It was agreed that along the southern boundary posts would be replaced with hardwood ones as and when a softwood one failed. A hedge would be planted along the northern boundary at a rate of 12 plants per metre for 194m and the Clerk was asked to obtain a revised quote and the matter to be considered by the Environment Committee.</p> <p><b>AP 69 – Obtain a revised quote for hedging of 194m of the Recreation Field Perimeter.</b></p> <p>At this point in the meeting the Council resolved to suspend Standing Order 3 x) and continue the meeting beyond 9.30pm.</p>	Clerk

230	<p><b>AGENDA ITEM 13 – DRAINAGE - RECREATION FIELD</b> Members considered the project described as IBP 157 in the CDC Infrastructure Business Plane 2019/2024 and agreed to commission a topographic survey as a first step in establishing the parameters and costs of the project. The detailed terms and quotes for the survey to be considered by the Environment Committee.</p> <p><b>AP 70 – Clerk to obtain quotes for a topographic survey</b></p>	Clerk
231	<p><b>AGENDA ITEM 14 – RISK ASSESSMENT OF CRICKET PITCH</b> Members received a risk assessment of Labosport and considered a proposal to mitigate the risk identified by ensuring that henceforth the easternmost wickets on the cricket square be used only for junior cricket. The matter to be considered in more detail at the next meeting of Council and the Clerk to discuss the proposed mitigation with the ECB</p> <p><b>AP 71 Discuss the proposed mitigation of the risk of a cricket ball crossing the boundary of the recreation field with the ECB.</b></p>	Clerk
232	<p><b>AGENDA ITEM 15 - PURCHASE OF CRICKET PITCH COVER</b> The purchase of a 25m x 4m 250gm2 single cricket pitch cover sheet for at a cost of £250 plus £30 delivery (both prices net of VAT) was agreed. The £280 to be funded from the earmarked reserve for the maintenance of the pitch which currently stands at £730.</p>	
233	<p><b>AGENDA ITEM 16 – PLANNING</b> Members considered the Council’s observations on the following planning applications and commented upon them as shown:</p> <p><b>TG/18/03143/FUL</b> Erection of 39 dwellings and creation of open space, landscaping and access road. Land West Of Little Paddocks, City Fields Way, Tangmere, West Sussex</p> <p><b>No objection – the Parish Council supports the comment made by the CDC Housing Enabling Officer</b></p> <p><b>18/03248/NMA</b> Non material amendment to planning permission to amend surface material of children's play area. Land On The East Side Of Meadow Way Tangmere West Sussex</p> <p><b>No objection</b></p> <p><b>TG/18/01755/FUL</b> Proposed conversion of redundant barn (marked as Barn B on the submitted plans) to create a holiday let. (Amended Plans submitted – the parish council made no objection to the original application) Oldbury Barns Marsh Lane Easthampnett Tangmere Chichester West Sussex PO18 0JW.</p> <p><b>No objection</b></p>	

234	<b>AGENDA ITEM 17 – SCHEDULE OF MEETINGS FOR THE CIVIC YEAR 2019/20</b> Council adopted a schedule of meetings for the civic year starting May 2019. Schedule of meeting appended to these minutes.	
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**Date of next meeting:**            **7 March 2018**

**Chairman:**

**Date:**

DRAFT

## Tangmere PC Report January 2019

Christmas passed by so quickly this year and without incident. We hope you had a nice time however you spent it.

The fly tippers did not take time off over the Christmas period. There was a mattress and a coffee table dumped in Meadow Way and a number of different fly tips in Oving one of which was a large amount of furniture. This problem never seems to go away and is so frustrating as we are literally on the doorstep of the tip.

Update on the bus shelter on Meadow way that was damaged: A joint visit was made by us and the Police. As there was no proof words of advice were given.

Junior Wardens will not be going ahead which is a bit disappointing. We didn't get enough children who wanted to take part. The children who did want to take part were thanked for applying when given the sad news.

We had a number of complaints about domestic rubbish piling up around a house. We did a joint visit with the housing officer and to tackle the issue and see if support was needed. Thankfully the rubbish was cleared away.

A complaint was made to CDC about the fish and chip van that comes to Tangmere on a Wednesday evening. The complaint was around cars parking and causing a bottle neck in Jerrard Road. We have spoken to the owner who has informed us that the fish and chip van will no longer be coming to Tangmere.

We have recently discovered that there is a procedure for dealing with abandoned bicycles. The wardens have always collected them and taken them to the Police station, (they no longer deal with lost property), or even on a few occasions reunited them with their owners: It turns out this was all wrong. Now we have to report to CDC so they can come and put a sticker on said bike warning of intention to remove if it is still there in 28 days.

We look forward to the regular meetings, as requested by you with Kate and Louise when they let us know their availability. They have not happened as yet but we appreciate how difficult it can be to find the time.

Happy New Year.

## Tangmere Parish Council – Action Points 2018/19

No	Meeting/Date/Minute	What?	By whom?	Comments/Progress	Target Completion Date	Actual Completion Date
AP1	FC/10 May 18/13-18	Revise Equality Policy	Clerk	Deferred and to be prepared for Full Council on 3 January 2018	05 Jul 18	
AP2	FC/10 May 18/13-18	Update Publication Scheme	Clerk	Ditto	05 Jul 18	
AP3	FC/10 May 18/13-18	Draft Data Protection Policy	Clerk	Ditto	05 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
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. Clerk still to arrange site visit.		
AP22	Fin/19 June/63-18	Explore a .gov.uk domain name and parish council email address for all Councillors	Clerk	Still outstanding and raised again by the internal auditor – input from JS required.	14 Aug 18	
AP23	Fin/19 June/64-18	Include a report on progress to ensure compliance with GDPR on the agenda for Full Council on 6 September 2018	Clerk	Still outstanding – input from JS required.	6 Sep 18	
AP26	FC/5 July/73-18	Purchase and install eight new litter bins	Clerk	Request made to CDC – their response about low levels of litter needs to be considered.		
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		18 Sept 18	
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	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. Site visit still to be arranged	18 Sep 18	12 Nov 18
AP34	VC/31 July/93a-18	Locum Clerk to review Fire Service letter	Clerk	Action still outstanding	2 Oct 18	

## Tangmere Parish Council – Action Points 2018/19

No	Meeting/Date/Minute	What?	By whom?	Comments/Progress	Target Completion Date	Actual Completion Date
AP37	Fin/14 Aug/103	Locum Clerk to “tidy up” the Operation Watershed balance.	Clerk	Action still outstanding	16 Oct 18	
AP39	Fin/14 Aug/106	Locum Clerk to issue the license for the Horsefield.	Clerk	Action outstanding	ASAP	
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 progress		
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
AP50	Fin/16 Oct/159	Initiate the 2018 NHB Projects	Clerk	Trees ordered 1 Nov 2018 and planted Dec 2018 and some progress Multi Media Project; SIDs still outstanding	ASAP	
AP51	Fin/16 Oct/159	Apply for S106 (Community Facilities) for the balance of the multi-media project.	Clerk	Application completed and funding granted (jointly with the Village Centre entrance doors– AP54)		27 Nov 18
AP52	Fin/16 Oct/161	Apply to Operation Watershed for funding for installation of a soakaway at Cheshire Crescent/Mannock Road	Clerk	Application completed 31 Oct 18	ASAP	31 Oct 18
AP53	FC/1 Nov/172	Set up regular meetings with the Community Wardens	Clerk & Cllr Beach	Action outstanding		
AP54	FC/1 Nov/174	Apply for S106 to fund the new entrance door to the Village Centre	Clerk	Application completed and funding granted (jointly with the Village Centre multi-media project – AP51)		27 Nov 18
AP55	FC/1 Nov/177	Seek a professional assessment of the risk of cricket balls originating from the cricket square causing personal injury in areas outside the Recreation Field	Clerk	Risk assessment commissioned and received		13 Dec 18
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		

## Tangmere Parish Council – Action Points 2018/19

No	Meeting/Date/Minute	What?	By whom?	Comments/Progress	Target Completion Date	Actual Completion Date
AP63	VC/27 Nov/206	Instruct Axis re the replacement of the Village Centre entrance doors	Clerk	Ongoing - order placed and a site survey completed – detailed proposal expected		
AP64	VC/27 Nov/206	Supervise the replacement of the arm in the accessible toilet with a moveable arm	Cllr Birkett			
AP65	Fin/13 Dec/212	Seek legal advice from SALC about establishing ownership of unregistered land or making a claim to such land if unowned	Clerk		ASAP	
AP66	Fin/13 Dec/213	Prepare action plan to address internal audit report findings	Clerk		12 Feb 19	
AP67	Fin/13 Dec/215	Contact RSLs to explore whether they will provide revenue support towards youth work in the village.	Clerk		ASAP	
AP68	FC/3 Jan/226	Creation of Working Parties and Ad hoc Advisory Committees to be on the agenda for the next meeting of Full Council.	Clerk		7 Mar 19	
AP69	FC/3 Jan/229	Obtain a revised quote for hedging of 194m of the Recreation Field Perimeter.	Clerk			
AP70	FC/3 Jan/230	Obtain quotes for a topographic survey of the Recreation Field	Clerk			
AP71	FC/3Jan/231	Discuss the proposed mitigation of the risk of a cricket ball crossing the boundary of the recreation field with the ECB	Clerk		7 Mar 2019	

# TANGMERE PARISH COUNCIL



## MEETING SCHEDULE

### 2019/2020

Environment Committee	Village Centre Committee	Finance Committee	Parish Council
Tuesday 7.30pm	Tuesday 7.30pm	Tuesday 7.30pm	Thursday 7.30pm
Civic Year 2018/19			
15/01/19	29/01/19	12/02/19	07/03/19
12/03/19	26/03/19	09/04/19	09/05/19*
Civic Year 2019/20			
			14/05/19 (Tues)#
28/05/19	04/06/19	18/06/19	11/07/19
23/07/19	30/07/19	13/08/19	12/09/19
24/09/19	08/10/19	22/10/19	07/11/19
19/11/19	26/11/19	10/12/19	07/01/20
21/01/20	28/01/19	11/02/20	05/03/20
17/03/20	31/03/20	07/04/20	24/04/20*
Civic Year 2020/21			
			07/05/20#

**Date altered** from that previously agreed

\*Annual Meeting of Electors (Parish Meeting) will commence at 7pm. Please note that the Annual Meeting of Electors (Parish Meeting) is a meeting of the electorate and not a council meeting but will be chaired by the Parish Council Chairman.

# Annual Meeting of the Parish Council.

**Meetings will be held at Tangmere Village Centre, Malcolm Road, Tangmere, West Sussex, PO20 2HS. All members of the public are welcome and have a right to attend meetings.**