



	<p>Chichester District Council to undertake any necessary clean up of the field after the departure of the Travellers. Legal costs were estimated at £500 to £1,000 and clean up costs at £390.40.</p> <p>The Chairman suspended Standing Orders in order to hear representations from a member of the public. Upon the resumption of Standing Orders Members agreed that the Environment Committee should discuss the future protection of the Recreation Field. Cllr Birkett agreed to endeavour to reinstate the post that had been removed.</p> <p><b>AP 42</b> Reinstate wooden post removed by the Travellers</p>	<b>RB</b>
<b>116</b>	<p><b>AGENDA ITEM 7 – AGENCY REPORTS</b></p> <p>Upon the request of the Community Wardens the Chairman elected to take this item immediately after Agenda Item 4.</p> <p>i. Community Wardens’ Report The Community Wardens presented their report, attached as an Annexe to these minutes, and answered questions from Members.</p> <p>ii. County and District Councillor’s Report Cllr Oakley gave an update on a number of items. He spoke about the Velo South and informed the meeting that contingency parking for the event would be at Tangmere airfield and apron. Cllr Oakley will be a member of the Local Plan working group that will look at master planning for Tangmere and negotiating for land assemblage hopefully without recourse to CPO. On 4 Sept CDC’s Cabinet agreed to continue 50% funding the Community Warden Service for a further three years. Cllr Oakley also spoke about the flooding at the A27 Tangmere roundabout (any photographic or video evidence of the flooding should be forwarded to Highways England). Members were reminded that on Sunday 9 September at 10am they were invited to join a wildlife survey. On 11 September WSCC Planning Committee will be considering the Southern Water pipeline.</p>	
<b>117</b>	<p><b>AGENDA ITEM 8 – MINUTES</b></p> <p>The minutes of the meeting held on 5 July 2018 were approved as an accurate record and signed as such by the Chairman.</p>	
<b>118</b>	<p><b>AGENDA ITEM 9 – 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>Environment Committee – 24 July 2018 Village Centre Committee – 31 July 2018 Finance Committee – 14 August 2018</p> <p>Cllr Ware gave a brief update on the Village Fete (planned for Sunday 16 September) and gave a list of stall holders and their applications to the Locum Clerk. He also stated that the fee for the public address system would be £250.</p> <p>The substance of the Chairmen’s reports addressed the action points from each meeting and these are covered in minute 119-18 below.</p>	
<b>119</b>	<p><b>AGENDA ITEM 10 – 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>	



120	<p><b>AGENDA ITEM 11 – PARISH COUNCIL/VILLAGE HANDY PERSON</b>  Members considered the suggestion that the Parish Council might find a Village Handyman to undertake ad hoc repairs and tidy up tasks and concluded that such an appointment was unnecessary at the current time.</p>	
121	<p><b>AGENDA ITEM 12 – ESTABLISHING LAND OWNERSHIP</b>  This item was withdrawn.</p>	
122	<p><b>POLICIES AND PROCEDURES</b>  This item was deferred until the next meeting of Council.</p>	

**Date of next meeting:**            **1 November 2018**

**Chairman:**

**Date:**

## Community Wardens – Tangmere Parish Council Report September 2018

So, the summer holidays have passed, with the exception of the first few days, largely without incident. The fire in the youth shelter and the spreading of broken glass around the village, marred what was otherwise a good few weeks. E are fairly sure we know who the culprits are but we have no evidence to prove it, after looking at the CCTV in both the Co Op and the Village centre, I could see outlines of people but they were wearing dark clothes with hoods, thus making identification impossible.

There was an incident around 2 weeks ago that we have been trying desperately to solve, a lady from the village was initially followed and then chased by a group of youths who she had asked to stop breaking the bollard on Meadow Way. This has had a profound effect on the lady and she had been left scared to go out for a time. The main culprits have been identified and are being dealt with. It is also worth noting that she was on the phone to 999 telling them that she was in fear of her safety and no one came until the following day!

The Community Garden and Orchard has also suffered some theft and Vandalism over recent months. We are building this into our later patrols in the hope we can reduce the chances of it happening again.

As we all know the travellers arrived on the field at City Fields Way, they were quickly dealt with by a team of Public Order Enforcement officers, unfortunately this sent them directly to the recreation field. Apart from the mess left we had no reports of any Anti Social Behaviour from them. We did have a report that they were possibly about to steal the new bench, but this turned out to be someone actually securing it.

Over the holidays I have come across 2 homeless males residing in the village, the first was sleeping rough in the bushes on Hangar Drive and the second on the recreation field. They have since moved on.

We continue to support some of our more vulnerable adults in the village, we have successfully worked with other agencies to get a stair lift installed at one address to help a lovely lady navigate her stairs, she says she doesn't use it all the time as not using the stairs occasionally will "make her seize up". We are also working closely with Sage House to refer anyone in the area that we feel may benefit from their help.

The purple bus is coming! Extra youth provision in the village can only be a good thing, the bus will be parking in the Spitfire Court car park and arranging all kinds of activities for the children, This should be in place this month but we will keep you updated.

We keep getting reports of people smoking Cannabis, this is a really tough nut to crack. Yes, Cannabis is illegal, but it appears that no one will enforce the laws regarding it, we have when called to something along those lines asked the perpetrators to move on but that's about all we can do. This boils back down to the lack of a Police presence in the Village, everything must be reported if we are to stand a chance of getting some routine patrols in the area.

Dawn is now fully recovered and back in the Village, so with the exception of annual leave, we are back up to full strength.

And lastly, just a short note to say thank you to everyone that showed support to the family of Angus Jones. I personally know his family and have done for many years and I know they were moved by the support shown by so many in the village.

Gareth and Dawn

## 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 from 5 July date – to be circulated July 2018 & considered at FC on 6 September 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	
AP4	FC/10 May 18/17-18	Detailed proposal regarding funding of youth services	Cllr Ware	Appointment of youth worker(s) to be made by Youth Club, employed and paid via WSCC and grant funded by TPC. Detailed, costed proposal to be considered by Finance Committee on 14 August 2018.	14 Aug 18	
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. Report received 25 July 2018 and considered by Finance Committee 14 August 2018	ASAP	25 July 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.		Summer 2018
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.		

## Tangmere Parish Council – Action Points 2018/19

No	Meeting/Date/Minute	What?	By whom?	Comments/Progress	Target Completion Date	Actual Completion Date
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 submitted 30 July 2018		30 July 18
AP15	Env/22 May/35-18	Write letter about litter bins to be sent to Cllr Roger Barrow the CDC Cabinet Member for Residents' Services.	Clerk	No action to date (5 July 2018) –this is superseded by AP 26		
AP17	VC/5 June 18/44a-18	Supervise the changes to and checks upon the accessible toilet	Cllr Birkett	Action ongoing	Ongoing	
AP19	VC/5 June 18/47-18	Photograph the contents of the container and email the photo to the Locum Clerk who will ask CDC waste & recycling team for a quote to take the contents away.	Cllr Birkett & Clerk	Update on 5 July 2018 – change to use house clearers – agreed that this should be done as soon as possible. Cllrs to advise who might be used, Clerk to instruct and to ensure she sees the waste carriers license.	ASAP	
AP20	Fin/19 June/61-18	Review the rent payable for the "Horsefield" be reviewed if permitted by the terms of the lease; explore cancellation of the Google Ireland contract and direct debit. [note subsequent to meeting – this contract and payment is for the domain name "Tangmere-online.co.uk"]; purchase non-HP cartridges for the office printer. Verify that all NHB & S106 monies expected had been received.	Clerk	In hand for next meeting of Finance Committee. Horsefield lease to go on Finance Cttee agenda as a separate item. JS unable to attend 14 Aug – Clerk to talk to him about items before that date.  Also include CIL as an agenda item for Finance Cttee	14 Aug 18	
AP21	Fin/19 June/63-18	Include a report on progress against internal audit recommendations on the agenda for Full Council on 6 September 2018	Clerk	In hand for Full Council on 6 September 2018	6 Sep 18	
AP22	Fin/19 June/63-18	Explore a .gov.uk domain name and parish council email address for all Councillors	Clerk	In hand for next meeting of Finance Committee. Clerk to talk to JS before the meeting.	14 Aug 18	

## Tangmere Parish Council – Action Points 2018/19

No	Meeting/Date/Minute	What?	By whom?	Comments/Progress	Target Completion Date	Actual Completion Date
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	In hand for Full Council on 6 September 2018	6 Sep 18	
AP24	FC/5 July/71-18	Add the Community Wardens to the Full Council agenda for 6 September with a view to checking their remit and whether they could undertake the weekly inspection of the recreation field. The Chairman and Cllr Oakley to meet with Pam Bushby to discuss this point.	Clerk  Cllr Irwin & Cllr Oakley		6 Sep 18	
AP25	FC/5 July 72-18	Three quotes for the resurfacing work to be obtained.	Cllr Irwin			
AP26	FC/5 July/73-18	Purchase and install eight new litter bins	Clerk			
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	
AP34	VC/31 July/93a-18	Locum Clerk to review Fire Service letter	Clerk		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
AP35	VC/31 July/93a-18	The Locum Clerk to explore lottery funding for an upgrade to the front entrance and accessible toilet.	Clerk		2 Oct 18	
AP36	VC/31 July/93a-18	The Locum Clerk also to research the building control regulations for the provision on an accessible toilet in a new build property	Clerk		2 Oct 18	
AP37	Fin/14 Aug/103	Locum Clerk to “tidy up” the Operation Watershed balance.	Clerk		16 Oct 18	
AP38	Fin/14 Aug/105	Locum Clerk to seek quotes for any items identified as being high risk	Clerk		2 Oct 18	
AP39	Fin/14 Aug/106	Locum Clerk to issue the license for the Horsefield.	Clerk		ASAP	
AP40	FC/6 Sept/114	Write and congratulate the Medical Centre	Clerk		ASAP	
AP41	FC/6 Sept/114	Write to Post Office Counters Ltd	Clerk		ASAP	
AP42	FC/6 Sept/115	Reinstate wooden post removed by the Travellers.	Cllr Birkett		ASAP	