

# TANGMERE PARISH COUNCIL



## MINUTES OF THE MEETING OF THE COUNCIL HELD ON 7 MARCH 2019

**Present:**

Councillors Andrew Irwin (Chairman), Kate Beach, Roger Birkett, David Blythe, Rebecca Hilton, Kirsten Lanchester, Simon Oakley,.

**In attendance:**

Louise Steele – Clerk to the Council  
Dawn White & Gareth Jones – Community Wardens  
PCSO Richard Moorey & PCSO Jason Lemm – Sussex Police  
Two members of the public

No.		ACTION
270	<p><b>AGENDA ITEM 1 – APOLOGIES FOR ABSENCE</b> Apologies were received from Councillors James Stanbridge and Trevor Ware.</p>	
271	<p><b>AGENDA ITEM 2 – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS</b> Councillor Irwin declared a non pecuniary interest in th 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.</p>	
272	<p><b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b> A member of the public asked a question about the delivery of the Strategic Development Location. Prompted by the recent ground surveys conducted on behalf of Countywide the resident asked whether delivery of the existing plan would be by Countrywide or subcontracted by them. Further whether the boundary of the SDL agreed in 2016 would be extended by a revised Local Plan looking forward to 2035. Parish Councillors responded to the effect that they had indicated to Chichester District Council (CDC) during consultation that the parish Council was prepared to see an increase of density on the existing site as long as there was no use of additional green fields – they believe CDC has accepted this position.</p> <p>It was confirmed that the draft masterplan will be consulted upon. Cllr Oakley said that the Neighbourhood Plan Policy 2 sets out the concept for the development and that the Neighbourhood Plan is part of the Development Plan but the weight that can be placed on it decreases as it ages (which is an argument in favour of reviewing the Neighbourhood Plan). Cllr Oakley further clarified the relationship between CDC and Countrywide (the latter being the appointed development partner of the former). In terms of public consultation going forward – the current ground surveys and a transport study are ongoing. The ground surveys will give some certainty as to ground conditions. There will then be discussion with councils and then the public – there will be a masterplan, then outline planning application then a detailed planning application.</p> <p>When it comes to building Countrywide will devolve – there may be more than one developer on the site. In terms of timescales – 1,300 homes are to be built</p>	

	<p>at a rate of approx. 125 units a year, so 10-11 years with the end of 2020 as the earliest possible start. In terms of build quality – the Government is setting up an ombudsman service so new residents would have a means of redress against poor build quality.</p> <p>Cllr Irwin pointed out that the Parish Council has approved the appointment of its consultants to support it in its involvement in the masterplanning process. Finally Cllr Irwin confirmed that the Parish Council will be unable to influence room size.</p>	
<b>273</b>	<p><b>AGENDA ITEM 4 – AGENCY REPORTS</b></p> <p>The following reports were received.</p> <ul style="list-style-type: none"> <li>i. Sussex Police Report PCSO Richard Moorey &amp; PCSO Jason Lemm gave an oral report about Sussex Police activity. There has been a significant increase in thefts from unmarked vehicles and the common denominator is valuables on display. Residents are reminded not to leave valuables visible in their vehicles and urged to report any such crime - using the online reporting tool. The evolution of Community Speedwatch was discussed and the fact that Tangmere has an active Speedwatch group. The group was reminded that cameras should not be used. Richard Moorey emphasised the problems of Scams and that he is offering a presentation about scams, of about 45-60 minutes, to any group (from 3 to 119 people)</li> <li>ii. 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 agreed that since the wardens were meeting regularly with the Clerk and Cllr Beach they need no longer attend meetings of the Council.</li> <li>iii. County and District Councillor's Report Councillor Oakley reported on a number of matters, these included the budget position at CDC and WSCC and some of the difficult decisions required. Operation Watershed – Cheshire Crescent is complete and at Garland Square Hyde have just about finished their pipes. Planning Enforcement are taking action in respect of 17 Nettleton Avenue. Work is ongoing in respect of the Meadow Way play area; Bader Heights is not yet handed over to an estate management entity. Churchwood Drive pumping station – Southern Water have been doing odour monitoring. Discussions between CDC and the Post Office and the Co-op are ongoing. 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.</li> </ul>	
<b>274</b>	<p><b>AGENDA ITEM 5 – MINUTES</b></p> <p>The minutes of the meeting held on 3 January 2019 were approved as an accurate record and signed as such by the Chairman.</p>	

275	<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 – 15 January 2019 &amp; 29 January 2019 Village Centre Committee – 29 January 2019 Finance Committee – 12 February 2019</p>	
276	<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>	
277	<p><b>AGENDA ITEM 8 – CORRESPONDENCE</b></p> <p>Members noted the following list of correspondence:</p> <ol style="list-style-type: none"> <li>1. Letter from WSCC – Annual Update on Public Rights of Way (PROW)</li> <li>2. Email from Westhampnett Clerk re Diversion of No 55 Bus for 3 weeks from Monday 11 March</li> <li>3. Letter from SSALC re “Respect and Remember” - 75<sup>th</sup> anniversary of D-Day and 80<sup>th</sup> anniversary of the outbreak of WWII</li> </ol> <p>Members also received correspondence and photographs from Cllr Blythe about the chain link fencing at the rear of Hangar Drive and the fact that CDC planning will accept the fencing as installed.</p>	
278	<p><b>AGENDA ITEM 9 – CREATION OF WORKING PARTIES AND ADVISORY COMMITTEES</b></p> <p>It was RESOLVED that, in accordance with Standing Order 4e) two working parties be created:</p> <ul style="list-style-type: none"> <li>• Strategic Development Master Plan Working Party</li> <li>• Tangmere Action Group Working Party</li> </ul>	
279	<p><b>AGENDA ITEM 10 – RISK ASSESSMENT OF CRICKET PITCH</b></p> <p>Members considered a report upon the recent risk assessment and implementation of proposed mitigation measures. The Clerk was asked to persist in trying to get a third party view on the mitigation measures.</p> <p><b>AP 78 Continue to seek third party view on the mitigation measures</b></p>	Clerk

280	<p><b>AGENDA ITEM 11 – MULTI MEDIA PROJECT</b></p> <p>Members considered final quotations (summarised below) for the multi media project for the Village Centre and noted that while the quotations exceeded the sum budgeted for the project, and application for additional S106 funding had been successful.</p> <table border="1" data-bbox="323 324 1217 824"> <thead> <tr> <th>Item</th> <th>Original Quotes</th> <th>New Quotes</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td><b>Sound/Lighting/ Projection</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LED Lighting System</td> <td>£8,495</td> <td>£12,480</td> <td>£3,985</td> </tr> <tr> <td>Visual Projector and sound system</td> <td>£9,159</td> <td>£7,386</td> <td>-£1,773</td> </tr> <tr> <td>Sound system mixing desk</td> <td>£3,514</td> <td>£5,531</td> <td>£2,017</td> </tr> <tr> <td>5% Fees</td> <td>£1,058</td> <td>£1,270</td> <td>£212</td> </tr> <tr> <td><b>Total Sound/ Lighting etc</b></td> <td><b>£22,226</b></td> <td><b>£26,667</b></td> <td><b>£4,441</b></td> </tr> </tbody> </table> <p>The Clerk was asked to place the order for the project.</p> <p><b>AP 79 Place orders for the Multi Media Project</b></p>	Item	Original Quotes	New Quotes	Difference	<b>Sound/Lighting/ Projection</b>				LED Lighting System	£8,495	£12,480	£3,985	Visual Projector and sound system	£9,159	£7,386	-£1,773	Sound system mixing desk	£3,514	£5,531	£2,017	5% Fees	£1,058	£1,270	£212	<b>Total Sound/ Lighting etc</b>	<b>£22,226</b>	<b>£26,667</b>	<b>£4,441</b>	Clerk
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281	<p><b>AGENDA ITEM 12 – CLERK’S EXERCISE OF DELEGATED AUTHORITY</b></p> <p>Members noted and endorsed the Clerk’s exercise of delegated authority, on grounds of urgency on two recent occasions:</p> <p>On 30 January 2019 the Clerk placed an order for a topographical survey of the Recreation Field at a cost of £625 (minute 230-18 refers). The urgency arose from the opportunity to instruct surveyors working in the locality on another matter and who offered a discounted price for carrying out the topographical survey while they were in the locality.</p> <p>On 6 February 2019, in consultation with the Chairman of the Council and other Councillors the Clerk returned a response to Chichester District Council as part of its consultation on Local Plan Review: Preferred Approach 2016-2035. The urgency arose from the need to meet the CDC deadline and the desirability of not calling an extraordinary meeting. The response made is included in the supporting papers for this agenda.</p>																													
282	<p><b>AGENDA ITEM 13 – ADOPTION AND IMPLEMENTATION OF 2019/20 NATIONAL PAY SCALES</b></p> <p>Member RESOLVED to adopt and implement, for both the Parish Council’s staff members, the 2019/20 pay scales agreed by the National Joint Council for Local Government Services</p> <p><b>AP 80 Implement the 2019/20 pay scales</b></p>	Clerk																												
283	<p><b>AGENDA ITEM 14 – TRANSFER OF PUBLIC OPEN SPACE AT WYVERN CLOSE AND LYSANDER WAY</b></p> <p>Members noted that the transfer of land at Wyvern Close and Lysander Way is progressing and that Bloor Homes have agreed to fund the Parish Council’s legal costs up to £850</p>																													

284	<p><b>AGENDA ITEM 15 – VILLAGE CENTRE - RESURFACING OF THE CAR PARK</b></p> <p>It was agreed that the Clerk should seek competitive quotes for professional support with undertaking the tendering process for this project – to draw up and issue the tender documents and assist selection of the successful contractor. The invited parties also to be asked to give their indicative costs for managing the project going forward.</p> <p><b>AP81 Seek competitive quotes for professional support with undertaking the tendering process for resurfacing the village centre car park.</b></p>	Clerk
285	<p><b>AGENDA ITEM 16 – PLANNING</b></p> <p>Members considered the Council's observations on the following planning applications and commented upon them as shown:</p> <p><b>19/00160/DOM</b></p> <p>Removal of two chimneys, relocation of main entrance, widen and resurface driveway, plant additional hedges and replace slate pitched roof for garage and storage outbuildings.</p> <p>2 Tangmere Road Tangmere PO20 2HW</p> <p><b>No objection – but note that the mature trees on the site are within the Conservation Area and should be protected</b></p>	

**Date of next meeting: 14 May 2019 (Annual Meeting)**

**Chairman:**

**Date:**

## **Tangmere Parish Council report March 2019**

Since the last PC meeting we have started our regular meets with Kate and Louise, this gave us the chance to tell them both a more in depth view of some of the incidents we deal with, to be honest it was refreshing to have a way to tell you all about aspects of this role that cannot be repeated in the public forum.

We have been working closely with the Tangmere Academy as some of their students have been creating and being victim to forms of bullying outside of School. Mt Turney asked to meet with us so that he could share his concerns and give us the up to date information that we need to take over with dealing with this issue when it is outside of School. By working closely together, this was stopped immediately and we have had no further reports.

There have been a few small instances of Fly Tipping in the village but these have been cleared quickly, by either us or the waste team from CDC.

As you are aware the Co-Op was targeted by an armed robber in January, we along with the Police viewed the CCTV in the hope that maybe we could identify the culprit, unfortunately he was very well disguised, so this was not possible. The robbery itself was terrifying to watch with a staff member actually being held at knife point and another repeatedly assaulted. To my knowledge he is still at large.

One stop is no more! Sometimes empty buildings become a magnet for ASB so we will keep a regular eye in the building to ward off any unwanted behaviour until new owners are found.

Community Speed watch seems to be doing well and we will continue to support this, in any way we can.

We are continuing to support a number of residents who are vulnerable or suffering mental health problems, this is an ever increasing part of our role, as more mainstream services dwindle it has become one of our jobs along with the great work carried out by the voluntary sector

We attended the aftermath of a car crash at the junction of Meadow way and City fields way, this gave us a chance to try out our new lights. The new vehicles, apart from being more reliable and kinder to the environment

**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 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	Site visit with Chris Dye of WSCC took place on 31 Jan 2019 – application for license to be made in accordance with the advice received at that meeting. Env Committee Agenda 12 March 2019.		
AP22	Fin/19 June/63-18	Explore a .gov.uk domain name and parish council email address for all Councillors	Clerk	Finance Committee 12 Feb 19 agreed that the Clerk should initiate this process	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	Finance Committee 12 Feb 19 noted that the Clerk would use the NALC GDPR Toolkit to ensure compliance	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

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		
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) Addition funding applied for 14 Feb 19		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 and Granted – work has commenced	ASAP	31 Oct 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		
AP63	VC/27 Nov/206	Instruct Axis re the replacement of the Village Centre entrance doors	Clerk	Door replaced 20 Feb 19		
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	Ongoing – Clerk to report orally	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	



## Tangmere Parish Council – Action Points 2018/19

AP69	FC/3 Jan/229	Obtain a revised quote for hedging of 194m of the Recreation Field Perimeter.	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	
AP72	Env/15 Jan/241	Clerk to write to allotment holders in respect of the three allotments inundated with weeds.	Clerk			
AP74	Env/15 Jan/244	Obtain quotes from Matt Lubbe for maintenance jobs	Cllr Birkett	Action complete		
AP75	Fin/12 Feb/264	Include line by line analysis of the 2019/20 Budget on the agenda of the next Finance Committee	Clerk		9 Apr 19	
AP76	Fin/12 Feb/265	Apply for additional S106 Funding to cover the additional costs of the Multi Medial project	Clerk	Action complete	ASAP	14 Feb 19
AP77	Fin/12 Feb/266	Initiate the process of applying for a .gov.uk domain name and investigate whether a new ISP will be required.	Clerk			
AP78	FC/7 Mar/279	Continue to seek third party view on the mitigation measures for cricket balls	Clerk			
AP79	FC/7 Mar/280	Place orders for the Multi Media Project	Clerk		ASAP	
AP80	FC/7 Mar/282	Implement the 2019/20 pay scales	Clerk			
AP81	FC/7 Mar/	Seek competitive quotes for professional support with undertaking the tendering process for resurfacing the village centre car park.	Clerk			