

TANGMERE PARISH COUNCIL



MINUTES OF THE MEETING OF THE COUNCIL HELD (USING ZOOM SOFTWARE) ON 11 MARCH 2021

Present:

Councillors Andrew Irwin (Chairman), Roger Birkett (Vice-Chairman), Kate Beach, David Blythe (until agenda item 14), Simon Oakley, Paul Spencer-Ellis, James Stanbridge and Trevor Ware

In attendance:

Louise Steele - Clerk

No.		ACTION
515	AGENDA ITEM 1 – APOLOGIES FOR ABSENCE Apologies were received from Councillor Kirsten Lanchester.	
516	AGENDA ITEM 2 – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council (CDC) and as a member of West Sussex County Council (WSSCC). Cllr Oakley withdrew from the meeting to the public gallery for the duration of the Committee’s deliberations on the planning application at Agenda Item 17 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.	
517	AGENDA ITEM 3 – PUBLIC PARTICIPATION There were no members of the public present.	
518	AGENDA ITEM 4 – MINUTES The minutes of the meeting held on 21 January 2021 and those of the extraordinary meeting held on 15 December 2020 were approved as an accurate record and the meeting agreed that the Chairman should sign the minutes as such.	
519	AGENDA ITEM 5 – AGENCY REPORTS Councillor Oakley gave a brief update. Observing that the Census was upcoming and that all should encourage residents to complete their census return promptly. All public authorities benefit from accurate census data. The precept rises flagged in the minutes of last meeting have been set and principal authorities remain under financial pressure. <u>Oving Lights</u> – latest best estimate is that work will start in June 2021 but the main parties are Highways England and Cala Homes. <u>Quad Bikes</u> (see also the Community Wardens’ report) – Cllr Oakley emphasised that residents and others should persist in reporting.	

	<p><u>Litter</u> - CDC recently completed its annual litter pick of the A27 – but it's a real problem that littering continues.</p> <p><u>Tangmere Strategic Development</u> – work continues in the lead up to the planning meeting on 31 March.</p> <p><u>CDC Local Plan</u> - this is ongoing and complex process.</p> <p>Cllr Beach commented on the lack of publicity on the census</p> <p>Cllr Irwin asked for clarification on the upcoming planning meeting reference the Tangmere Strategic Development – is the Parish Council required to attend? Cllr Oakley responded that Parish Councils often attend as objectors to major applications – in this case, almost uniquely, there are no great objections. However, the Parish Council should attend, look at the Committee report and comment on some of the points of detail – Cllr Irwin indicated two highways issues that will cause concern – the speed limit on the Tangmere Road approaching the Aviation Museum and the location of the cycle route.</p> <p>The Clerk was asked to inform CDC of the Parish Council's intention to attend and make representations.</p> <p>Community Wardens – a report from the Community Wardens was received and is attached to these minutes.</p>	
520	<p>AGENDA ITEM 6 – MINUTES & REPORTS FROM COMMITTEES</p> <p>Members received the draft minutes and oral reports from Committee Chairman for the meetings indicated:</p> <p style="padding-left: 40px;">Environment Committee 9 February 2021</p> <p>Members received oral reports from Committee Chairman for the meetings indicated but receipt of the minutes was deferred to the next meeting of Council</p> <p style="padding-left: 40px;">Village Centre Committee 9 February 2021</p> <p style="padding-left: 40px;">Finance Committee 23 February 2021</p> <p>It was noted that Finance Committee had granted £500 to St Andrews PCC for fencing and £4,000 to the Youth Club (as year two of a five year commitment).</p>	
521	<p>AGENDA ITEM 7 - REPORT OF THE COVID-19 WORKING PARTY</p> <p>Members received the oral report of Cllr Stanbridge as Chairman of the Covid-19 Working Party. The weekly meeting of the working group continue for 30 minutes each time. Systems for distribution of donated food continue. A number of actions (Village Pantry/Community Store) are on hold pending the return of the Village Centre.</p> <p>.</p>	
522	<p>AGENDA ITEM 8 – CORRESPONDENCE</p> <p>Correspondence was received from a resident of Dukes Meadow who said:</p> <p style="padding-left: 40px;"><i>"I understand that the idea of the parish council ('PC') taking ownership of the play area located at the Dukes Meadow development has been muted by both a parish councillor and certain residents of Dukes Meadow.</i></p> <p style="padding-left: 40px;"><i>Could I place on record my strong objection to this as both a parishioner of Tangmere and as a home owner at Dukes Meadow.</i></p> <p style="padding-left: 40px;"><i>The reason for my objection is that I do not believe that in these times of budgetary pressure and precept increases that the parish council should seek to expand the areas they are liable for maintaining and by default, parishioners are charged for.</i></p> <p style="padding-left: 40px;"><i>It was made clear by the developer to buyers at Dukes Meadow that the open space and play area would be accessible to the public and the cost of maintenance (together with the estate roads and services infrastructure) would</i></p>	

	<p><i>be meet through a rent charge mechanism for which the residents of the development would be liable. In completing the purchase of a property on the development buyers have clearly accepted this.</i></p> <p><i>Any process by the PC to obtain ownership and control would undoubtedly incur legal costs due to the creation of any required agreements etc which again would demonstrate a poor use of parish funds.</i></p> <p><i>In addition whilst the public have a right to use the open space and play area this does not extend to the estate roads, already we see members of public who visit the play area using the estate roads to park their cars. If the PC were to proceed with taking an increased interest then the picture would become increasingly blurred between what area are in public/private contr which could compound the parking issue on roads that were not designed to accommodate parking for visitors to the play area.</i></p> <p><i>Could I also add that whilst there are a group of residents who have created a 'Dukes Meadow Residents Association' this a informal group which held no formal election process, has no legal standing and (as this email demonstrates) does not speak for all residents. Actual ownership of the estate roads and open spaces resides with Dukes Meadow (Tangmere) Management Company Ltd.</i></p> <p><i>By way of copy I have included representatives from Remus who are currently the managing agent for Dukes Meadow so they are aware of my concerns.</i></p> <p>The Clerk reported that the correspondent has expressed his unhappiness with her initial holding reply and she had suggested that he attend the meeting to express his views in person.</p> <p>The Parish Council's position was summarised as awaiting an approach from the Dukes Meadow Management Company and that the Council was keeping an open mind about the way forward.</p> <p>It was agreed that the Clerk should respond as appropriate and share the correspondence (with details of the correspondent redacted) with the residents' association contact. The Chairman to forward the contact details.</p>	
523	<p>AGENDA ITEM 9 – ACTIONS CARRIED OUT BY THE CLERK UNDER DELEGATED AUTHORITY</p> <p>Members noted the following action carried out by the Clerk on grounds of urgency, using her delegated authority and, following consultation with the Chairman of the Environment and other Councillors as appropriate:</p> <p>The Clerk made the following comment to Chichester District Council in respect of Planning Application 20/03130/FUL 17 Nettleton Avenue Tangmere PO20 2HZ - Change use of private land from public amenity space to private garden and associated boundary treatment to side of private detached dwelling house.</p> <p><i>“Tangmere Parish Council objects to this application in the strongest possible terms, on the grounds that it represents enclosure of a public open space and results in inappropriate development in a Conservation Area. The Parish Council would wish to see the area restored as public open space with all trees replanted and an appropriate fence erected around the original boundary of the garden of 17 Nettleton Avenue.”</i></p> <p>Members further noted that there had been an extension of time on this particular application and consultation would now end on 18 March 2021.</p>	
524	<p>AGENDA ITEM 10 - REVIEW OF FINANCIAL REGULATIONS</p> <p>Upon the recommendation of the Finance Committee Council agreed that the Financial Regulations be readopted with no amendments.</p>	
525	<p>AGENDA ITEM 11 - INTERIM INTERNAL AUDIT REPORT</p> <p>Council received the report of an interim internal audit carried out on 28</p>	

	January 2021 and noted that the end of year internal audit will take place on 16 April 2021	
526	<p>AGENDA ITEM 12 - RISK MANAGEMENT</p> <p>Council received and adopted the Council's Risk Management Policy.</p>	
527	<p>AGENDA ITEM 13 - ANNUAL REVIEW OF RISKS FACED BY THE COUNCIL</p> <p>Members considered a review of the risks faced by the Council which was tabled at the meeting. The document was received. It was agreed that Members would each review the new format document and send their comments to the Clerk who would bring the comments together and bring the document back to a subsequent meeting of Full Council for further discussion.</p>	
528	<p>AGENDA ITEM 14 - SCHEME OF DELEGATION</p> <p>Members considered a new scheme of delegation – and the Clerk explained that it was a fuller record of the delegation that already exists. The Scheme of Delegation was adopted.</p>	
529	<p>AGENDA ITEM 15 – ANNUAL MEETING OF ELECTORS</p> <p>The format and content of the annual meeting of electors was considered and it was agreed that in the hope of being able to hold the meeting face to face the scheduled date should be changed from 29 April 2021 to 27 May 2021 (by law the meeting should be held between 1 March and 1 June each year).</p> <p>There was discussion on how to make the meeting more attractive to electors. It was agreed that the Chair of the Youth Club should be invited to make a report.</p>	
530	<p>AGENDA ITEM 16 – SCHEDULE OF MEETINGS FOR 2021/22</p> <p>Members consider two alternative schedule of meetings for the civic year starting 13 May 2021. The first was a full schedule of meetings that assumes either the Council will continue with Zoom meetings or that face-to-face meetings can take place in the Village Centre. The second was a reduced schedule of meetings which acknowledged that the emergency regulations will cease on 7 May 2021 and that from that date the Council must resume face-to-face meetings (unless emergency regulations are extended or some other device found that would permit remote meetings); this schedule also plans for the scenario that the Village Centre is not available for some months.</p> <p>Council adopted Version 1 and that schedule of meetings is attached to these minutes. Though it was acknowledged that uncertainty still surrounds meetings going forward and that there will have to be some flexibility</p>	
531	<p>AGENDA ITEM 17 – PLANNING</p> <p>Members considered the Council's observations on the following planning applications and commented on them as indicated:</p> <p>21/00252/DOM Erection of single storey rear extension and enlargement of existing driveway. 22 Halebridge Walk Tangmere PO20 2HG</p> <p>Tangmere Parish Council has no objection to this application.</p>	
532	<p>AGENDA ITEM 18 – ACTION POINTS AND THE CLERK'S REPORT</p> <p>Members considered an oral update (supported by the display of a Trello</p>	

	<p>board) from the Clerk on action points across the Council and its Committees. Key points to record here is that with reference to Bishops Road – the Council to take quotes from solicitors for progressing this matter.</p> <p>The Clerk reported that a tree (a Swedish Whitebeam T35) on the recreation field had been felled that day as an urgent delegated action. A resident walking past had reported that the movement of the tree in the wind was so significant that the ground was being disturbed.</p>	
533	<p>AGENDA ITEM 19 – ANY OTHER MATTERS FOR INFORMATION</p> <p>Cllr Stanbridge reported that a grant of trees is coming to the Village (after 19 April) from the Woodland Trust. There was some discussion as how best to take this forward and it was agreed that creation of a working party be placed on the agenda for Environment Committee.</p>	

Date of next meeting: 13 May 2021 (Annual Meeting of Council)

Chairman:

Date:

DRAFT