

TANGMERE PARISH COUNCIL



**MINUTES OF THE MEETING OF THE COUNCIL
HELD AT 7.30PM ON 9 SEPTEMBER 2021
AT THE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE PO20 2HS**

Present:

Councillors Andrew Irwin (Chairman), Roger Birkett (Vice-Chairman), Kate Beach, David Blythe, Regan du Closel, Kirsten Lanchester, Simon Oakley, and James Stanbridge

In attendance:

Louise Steele - Clerk
Two members of the public

No.		ACTION
99	AGENDA ITEM 1 – APOLOGIES FOR ABSENCE There were no apologies for absence.	
100	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 (WSSC). Cllr Oakley withdrew from the meeting to the public gallery for the duration of the Committee’s deliberations on the planning applications at Agenda Item 12 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.	
101	AGENDA ITEM 3 – PUBLIC PARTICIPATION There was no public participation but the two members of the public present indicated their interest in Agenda Item 11 Steps to Complete Allotment Move and the Chairman indicated that he would move that agenda item forward to this point.	
102	AGENDA ITEM 4 – MINUTES The minutes of the Annual Meeting of Council held on 8 July 2021 were approved as an accurate record and the meeting agreed that they should be signed as such by the Chairman.	
103	AGENDA ITEM 5 – AGENCY REPORTS The substance of this item was deferred until the next ordinary meeting of Council. Councillor Oakley asked that Members note that a decision on the 2021 New Home Bonus applications was expected on 15 September 2021.	

104	<p>AGENDA ITEM 6 – MINUTES & REPORTS FROM COMMITTEES This item was deferred to the next ordinary meeting of the Council.</p>					
105	<p>AGENDA ITEM 7 – CORRESPONDENCE There was no correspondence to be considered.</p>					
106	<p>AGENDA ITEM 8 – MEMBERSHIP OF COMMITTEES Members reviewed membership of Committees and considered Cllr Du Closel’s preferences regarding Committee membership. Cllr Du Closel indicated that she would like to be a member of the Environment Committee and the membership of Committees for the remainder of the civic year was agreed as set out below.</p> <table border="0" data-bbox="312 568 1187 1104"> <tr> <td data-bbox="312 568 762 768"> <p>FINANCE COMMITTEE Cllr Beach Cllr Birkett Cllr Irwin Cllr Oakley Cllr Stanbridge</p> </td> <td data-bbox="770 568 1187 869"> <p>ENVIRONMENT COMMITTEE Cllr Beach Cllr Birkett Cllr Blythe Cllr Du Closel Cllr Irwin Cllr Lanchester Cllr Oakley Cllr Ware</p> </td> </tr> <tr> <td data-bbox="312 904 762 1104"> <p>VILLAGE CENTRE Cllr Birkett Cllr Irwin Cllr Lanchester Cllr Oakley Cllr Ware</p> </td> <td data-bbox="770 904 1187 969"> <p>APPEALS PANEL Cllr Birkett</p> </td> </tr> </table>	<p>FINANCE COMMITTEE Cllr Beach Cllr Birkett Cllr Irwin Cllr Oakley Cllr Stanbridge</p>	<p>ENVIRONMENT COMMITTEE Cllr Beach Cllr Birkett Cllr Blythe Cllr Du Closel Cllr Irwin Cllr Lanchester Cllr Oakley Cllr Ware</p>	<p>VILLAGE CENTRE Cllr Birkett Cllr Irwin Cllr Lanchester Cllr Oakley Cllr Ware</p>	<p>APPEALS PANEL Cllr Birkett</p>	
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<p>VILLAGE CENTRE Cllr Birkett Cllr Irwin Cllr Lanchester Cllr Oakley Cllr Ware</p>	<p>APPEALS PANEL Cllr Birkett</p>					
107	<p>AGENDA ITEM 9 – NEW ADVERTISING CHARGES FOR THE TANGMERE NEWS Members considered and agreed new advertising charges for the Tangmere News to be effective immediately. The agreed rate card is annexed to these minutes.</p>					
108	<p>AGENDA ITEM 10 – TANGMERE STRATEGIC DEVELOPMENT LOCATION – COMMUNITY FACILITY This item was deferred to an extraordinary meeting of Council to be held on 7 October 2021.</p>					
109	<p>AGENDA ITEM 11 – STEPS TO COMPLETE ALLOTMENT MOVE The Chairman suspended Standing Orders in order to allow two representatives of the allotment holders to participate fully in the discussion of this agenda item.</p> <p>There was a lengthy and detailed discussion of the statutory process required to move allotments and re provide them elsewhere. The discussion included issues about progress towards delivering the SDL, timescales, whether the north and south allotments would be treated in the same way (the meeting indicated that Members’ preference was to treat all allotments the same) and what sort of facilities might be provided at new allotments.</p> <p>At the conclusion of the discussion the Chairman brought the meeting back under Standing Orders and Council resolved to progress delivery of the Neighbourhood Plan Policy 6 as it relates to the provision of allotments.</p>					

110	<p>AGENDA ITEM 12 – PLANNING</p> <p>Members considered the Council’s observations on the following planning applications and commented on them as indicated:</p> <p>21/01806/DOM Proposed single storey rear extension. 2 Copse Farm Cottages Tangmere Road Tangmere PO20 2EU</p> <p>Tangmere Parish Council has no objection to this application.</p> <p>21/02382/DOM Amend ridge height from 3191mm to 3900mm and to add 3 no. velux windows (1500mm x 900mm) Variation of Condition 2 of Planning Permission TG/20/00554/DOM single storey extension to rear and new porch to front elevation. 3 Copse Farm Cottages Tangmere Road Tangmere Chichester West Sussex PO20 2EU</p> <p>Tangmere Parish Council has no objection to this application.</p> <p>21/02540/DOM To erect a sectional concrete garage on land adjacent to and associated with 56 Churchwood Drive. Planning Application 56 Churchwood Drive Tangmere PO20 2GS</p> <p>Tangmere Parish Council objects to this application on the grounds that the proposal is of poor design, out of keeping with existing buildings in that the materials proposed are different and hence detrimental to the character and appearance of the area.</p>	
111	<p>AGENDA ITEM 13 – ACTION POINTS AND THE CLERK’S REPORT</p> <p>Members considered an oral report and update on action points not otherwise covered on the agenda.</p>	
112	<p>AGENDA ITEM 14 – ANY OTHER MATTERS FOR INFORMATION</p> <p>There were none.</p>	

Date of next meeting: 11 November 2021 (with an extraordinary meeting to be held on 7 October 2021).

Chairman:

Date:



Advertising Rates

Single Edition

Rate

Quarter

£12.50

Half Page

£25

Full Page

£50

Yearly subscription

6 issues

Renewal October/November issue

Quarter

£75

Half Page

£150

Other Charges

If artwork is supplied and of an acceptable standard then there are no extra charges incurred.

New advert artwork

£20

Update artwork of an existing advert

£10

Tangmere Parish Council Report November 2021

Hangar Drive is still taking up a lot of our time. It seems that we deal with a lot of issues and it goes quiet for a time and then starts up again. We have recent reports of a house being egged again and some items have been taken from a doorstep. We will continue to work with the residents to find solutions. One person was identified and spoken to for the theft of a pumpkin. Hangar Drive suffered on Halloween evening, again houses were egged but with the help of RING doorbell footage we hope to identify those involved and work with the Police to deal with them. It is a shame that we were not called at the time as we were on duty and in Tangmere. Halloween in Tangmere is always fun and the vast majority of people had a great time.

We still have several ongoing welfare cases within the village, we visit regularly and offer support to those involved.

There has been a small amount of vandalism in the park off of Osbourne Road, we have increased our presence in the area and this seems to have done the trick.

Dog fouling is on the up, with the withdrawal of the dog wardens we were expecting that, again RING doorbells are helping us to combat this with some good footage which gives us a fighting chance of catching the culprits. We will be carrying out another spray painting of Poo campaign to highlight the problem.

Now Covid is loosening its grip on us, we are back in close contact with Tangmere Primary Academy, we will be meeting regularly with the Head, Paul Turney so that we can liaise about any of his students that we or the school have concerns about.

We have been dealing with a particularly long case in Hangar Drive, one household has been carrying out a long running campaign against several neighbours, we have been in constant contact with the victims, giving advice and firing CCTV to aid in making them feel safer. Joint visits to the alleged protagonists have also been carried out. Hangar Drive remains our most high profile area in Tangmere.

The rec field is still coming up to often, we are visiting regularly especially on late shifts, the darker evenings and colder weather usually helps, so as the winter continues these reports should fall.

We still seem to be up against some partners "expectations" we can confirm a great deal of our time is spent in Tangmere, far more than any other area we cover and although having a local PCSO is helping there are times that Police intervention is the only way. Evidence is key, although in many instances we can say that we absolutely know who is causing the problems or committing the crimes we have to be able to prove it. I think it is fair to say that if other agencies we worked with would take responsibility faster for the issues they are supposed to be dealing with we would have more time to be out and about. We are currently looking into mobile IT solutions that would also aid in the amount of time that we have to give to reporting and paperwork.

Gareth and Dawn

TANGMERE PARISH COUNCIL



Minutes of the Environment Committee Meeting held at 7.30pm on 20 July 2021 in the Village Centre, Malcolm Road PO20 2HS

Present:

Councillors- Kate Beach, Roger Birkett, David Blythe, Andrew Irwin, Kirsten Lanchester, Simon Oakley and Trevor Ware

In attendance:

Councillor Regan du Closel
Louise Steele – Clerk to the Council
One member of the public

070	AGENDA ITEM 1 - APOLOGIES FOR ABSENCE Apologies for absence were received Jane Taylor the new Chairman of the Allotment Committee had also apologised.	
071	AGENDA ITEM 2- DECLARATIONS OF INTEREST Cllr Oakley declared a non-pecuniary interest as a Member of Chichester District Council (CDC) and as a Member of West Sussex County Council (WSCC) in matters on the agenda in general.	
072	AGENDA ITEM 3 – PUBLIC PARTICIPATION There was no public participation.	
073	AGENDA ITEM 4 – MINUTES The minutes of the meeting held on 25 May 2021 were approved as an accurate record and it was agreed that they should be signed as such by the Chairman.	
074	AGENDA ITEM 5 – CORRESPONDENCE There was no correspondence to be considered.	
075	AGENDA ITEM 6 – ALLOTMENTS Jane Taylor, the new Chairman of the Allotment Committee was welcomed in her absence and her written report was received and considered. It was agreed that the Clerk would find out how much Myplex and polythene (for the polytunnel) would be required and liaise with Cllr Birkett to procure it. The Clerk was asked to establish whether any remedy to the removal of water was required (e.g. push taps or secured taps). On the issue of the chain barrier across the path the Clerk was asked to give the museum a further week to respond to her initial email and then, if no reply was received, to respond with a stronger email as with any third party who had installed something on land in the Parish Council's ownership. Weed notices are yet to be actioned. The stewards be left to decide on siting of the noticeboard. Cllr Irwin gave an oral update on the first, informal meeting of the Allotment Move Working Group. The terms of reference of the working group were proposed and agreed as: To discuss and agree the way forward and order of priority of actions required, for the relocation of Tangmere's Southside and Northside Allotment Sites to a new site in the village with an initial target of completing the move in its entirety by the Autumn of 2023. It is intended to relocate both Allotment Sites together, in order to unite the Group onto one site, which will offer an extended footprint with ample space to accommodate the occupants of the two current allotment sites, space for additional plots together with	

	<p>parking facilities. Any unallocated plots will become available to new householders.</p> <p>Cllr Irwin's feedback focussed on the main discussion points set out for the 19 July meeting</p> <ul style="list-style-type: none"> • The difference in the status for relocation rights between the Southside and Northside Allotment Sites – in the Parish Council's view there is no difference in status between the two; • Update on the progress of application to the Secretary of State regarding the relocation of the Allotments; the Parish Council has not initiated this process and will not until agreement with the allotment holders is reached. An amicable route forward is the way to go. • Timescale for termination of tenancy agreements. Informal notice is effective now and the Parish Council intends to give 12 to 18 months • Any compensation rights regarding trees, buildings etc • Arrangements for a soil survey at the new proposed site • Update on progress from Countryside Alliance • Any other business • Agree date and venue for next meeting 	
076	<p>AGENDA ITEM 9 – PLANNING</p> <p>21/02056/TCA Notification of intention to remove 2 no. lower limbs (with 12cm diameters) on south sector at 4m (above ground level) and reduce upper limbs on west sector by 2m (to clear the roof of the building) on 1 no. Ash tree (T1). Planning Application 6 Dukes Cottages Tangmere Road Tangmere Chichester West Sussex PO20 2HB</p> <p>on.</p>	
077	<p>AGENDA ITEM 10 – OTHER MATTERS</p> <p>To note the action points from previous meetings and to hear updates on progress against those action points (summary of Action Points to be shared at the meeting). If not otherwise covered as an Action Point, to consider the latest position in relation to:</p> <p>a) <u>Recreation Field Bund</u> – the bund is looking better than expected at this point it will need some hand weeding and possibly some remedial seeding when appropriate. Cutting will need arranging when the grass is better established. The pedestrian access points need reinforcing and the new gate installed.</p> <p>b) <u>Post Office</u> (correspondence attached) – Members noted the response from the Post Office and asked the Clerk to respond reaffirming the village's need for an interim solution pending the installation of a counter in the Co-op.</p> <p>c) <u>New Homes Bonus</u> projects (accessible play equipment) – installation awaited and delayed until the vaccination centre has finished.</p> <p>d) <u>Bus shelters</u> – the bus shelter adjacent to Spitfire Court – the polycarbonate panels have arrived and will be installed ASAP.</p> <p>e) <u>Maintenance and landscaping at Lysander Way</u> – this is a difficult area to get anything established – the meeting agreed to the planting of bluebells in this area.</p> <p>f) <u>New bins</u> – as previously reported CDC will not install any more bins at this time.</p> <p>g) <u>Tangmere Tree Working Party</u> – c345 whips have arrived and are been cared for pending autumn planting.</p>	
078	<p>CONFIDENTIAL SESSION</p> <p>In accordance with the Public Bodies (Admission to Meetings) Act 1960 the Committee resolved to exclude the public and press from the meeting at this point prior to consideration of the following item by reason of the confidential nature of the business to be transacted.</p>	

079	AGENDA ITEM 12 - OWNERSHIP OF LAND AT BISHOPS ROAD Members considered legal advice received and agreed the next steps..	
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Date of next meeting: – 28 September 2021

Chairman:

Date:

TANGMERE PARISH COUNCIL



Minutes of the Village Centre Committee Meeting held at 7.30pm on 10 August 2021 at the Village Centre, Malcolm Road, Tangmere PO20 2HS

Present:

Councillors Roger Birkett (Chairman), Andrew Irwin, Kirsten Lanchester, Simon Oakley and Trevor Ware

In attendance:

Cllr Kate Beach

Judy Simnett – Users' Group

Louise Steele – Clerk to the Council

Four members of the public (two adults and two young people from the Tangmere Youth Club)

080	<p>AGENDA ITEM 1 - APOLOGIES The were no apologies for absence all members of the Committee being present.</p>	
081	<p>AGENDA ITEM 2 - DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA. 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> <p>Cllr Irwin declared an interest in Agenda Item 9 on the grounds his daughter works for the company that has quoted, Cllr Irwin left the room when that agenda item was discussed</p>	
082	<p>AGENDA ITEM 3 – PUBLIC PARTICIPATION The members of the public present spoke presenting the results of on-line consultation with members of the Youth Club. The young people present were encouraged to speak and explain the wish for a light switch for the Multi Use Games Area and for a foodbank/pantry. The committee undertook to keep the young people informed about progress on these items.</p> <p>Cllr Beach raised the question of the muddiness underfoot of some of the benches on the Recreation Field and the Chairman undertook to look at all benches on the Recreation Field and see what could be done to address the problem.</p>	
083	<p>AGENDA ITEM 4 - MINUTES The minutes of the meeting held on 8 June 2021 were approved as an accurate record and signed as such by the Chairman.</p> <p>A question was raised about the Village Centre charges (Minute 042 refers) and whether the Committee had agreed to the increase of the hourly rate for regular users of the main hall from £12.50 an hour to £14 an hour. A subsidiary question was raised about whether the users had been informed of the increase [<i>subsequent enquiry indicated that they had been</i>]. It was pointed out that, procedurally speaking, the Committee had agreed the increase, though doubt remained, since the increase had not been highlighted, whether Members understood that was what they had agreed to. It was agreed that this matter should be raised again when these minutes were received by Full Council.</p>	

084	<p>AGENDA ITEM 5 – ACTION POINTS The Chairman was asked when reinforcement of the pedestrian access points to the Recreation Field through the bund would be complete. The Chairman reassured the meeting that the matter was in hand.</p>	
085	<p>AGENDA ITEM 6 – TO RECEIVE REPORTS FROM</p> <p>MANAGEMENT TEAM Cllr Birkett gave a brief oral update.</p> <p>USER GROUP The minutes of the User Group meeting held on 14 July 2021 were received.</p>	
086	<p>AGENDA ITEM 7 - FINANCE Members received and approved the bank reconciliation to 31 July 2021 and considered a report of income and expenditure to the 31 July 2021. It was noted that the outstanding sum that had caused concern at the last meeting of the Committee had been paid in full.</p>	
087	<p>AGENDA ITEM 8 – REOPENING THE VILLAGE CENTRE Members considered the reopening of the centre and agreed that this Committee would not impose any restrictions (re Covid-19) on users additional to those required by law. All user groups to be advised to undertake their own risk assessments and run their activities accordingly. All advisory signage, and all hand sanitiser etc will remain in place, all mandatory signage will be removed.</p>	
088	<p>AGENDA ITEM 9 – RESURFACING THE VILLAGE CENTRE CAR PARK Members considered a proposal from a company to supervise a contract for resurfacing the Village Centre car park. Members agreed to take at least two other competitive quotes for contract supervision with a view to reaching a decision at Full Council in November.</p>	
089	<p>AGENDA ITEM 10 – OTHER MATTERS FOR INFORMATION ONLY Cllr Oakley raised the issue of the tipping of grass cuttings at the northwest corner of the Recreation Field – there was some discussion of ways of addressing this.</p>	

Date of next meeting: 12 October 2021

Chairman:

Date:

TANGMERE PARISH COUNCIL



Minutes of the Finance Committee Meeting held on 22 June 2021 at Tangmere Village Centre

Councillors James Stanbridge (Chairman), Kate Beach, Roger Birkett, Andrew Irwin and Simon Oakley

In attendance:

Louise Steele – Clerk to the Council

No.		ACTION								
045	AGENDA ITEM 1 – ELECTION OF CHAIRMAN Cllr Stanbridge was elected Chairman of the Committee.									
046	AGENDA ITEM 2 – ELECTION OF VICE-CHAIRMAN Cllr Irwin was elected Vice-Chairman of the Committee									
047	AGENDA ITEM 3 – APOLOGIES There were none, all members of the Committee being present.									
048	AGENDA ITEM 4 – DECLARATIONS OF INTEREST 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.									
049	AGENDA ITEM 5 – PUBLIC PARTICIPATION There was none.									
050	AGENDA ITEM 6 – MINUTES The minutes of the meeting held on 20 April 2021 were agreed as an accurate record of the meeting and the meeting indicated that the Chairman should sign them as such.									
051	AGENDA ITEM 7 – ACTION POINTS Progress against action points was considered.									
052	AGENDA ITEM 8 – FINANCE <ul style="list-style-type: none"> • Members authorised payments of £14,503.70 made between 1 April 2021 & 31 May 2021 from the Parish Council bank account and £2,115.76 for the same period from the Village Centre bank account. • Bank reconciliations as at 31 May 2021 for all accounts were received and noted • Bank balances as at the 31 May 2021 were noted as follows: <table style="margin-left: 20px; border: none;"> <tr> <td>Parish Council Current Account</td> <td style="text-align: right;">£3,900.13</td> </tr> <tr> <td>Parish Council Savings Account</td> <td style="text-align: right;">£80,042.90</td> </tr> <tr> <td>Village Centre Current Account</td> <td style="text-align: right;">£1,734.70</td> </tr> <tr> <td>Village Centre Savings Account</td> <td style="text-align: right;">£4,506.51</td> </tr> </table> • There was no Income & Expenditure report to be considered and the Clerk apologised for that fact. 	Parish Council Current Account	£3,900.13	Parish Council Savings Account	£80,042.90	Village Centre Current Account	£1,734.70	Village Centre Savings Account	£4,506.51	
Parish Council Current Account	£3,900.13									
Parish Council Savings Account	£80,042.90									
Village Centre Current Account	£1,734.70									
Village Centre Savings Account	£4,506.51									
053	AGENDA ITEM 9 – TREES Members considered a quote regarding works to Lime trees where neighbouring residents had complained of nuisance. Members agreed to accept the quote as it relates to trees at Wyvern Close and Lysander Way but to postpone works to a tree on the recreation field.									

054	AGENDA ITEM 10 – ANY OTHER MATTERS FOR INFORMATION ONLY There was discussion of the Village Centre Car Park paving project and New Homes Bonus projects for 2021/22.	
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Date of next meeting: Tuesday 31 August 2021

Chairman:

Date:

TANGMERE PARISH COUNCIL



Minutes of the Finance Committee Meeting held on 31 August 2021 at Tangmere Village Centre

Councillors James Stanbridge (Chairman), Roger Birkett, Andrew Irwin and Simon Oakley

In attendance:

Louise Steele – Clerk to the Council

No.		ACTION
090	<p>AGENDA ITEM 1 – APOLOGIES Apologies were received from Cllr Kate Beach.</p>	
091	<p>AGENDA ITEM 2 – DECLARATIONS OF INTEREST 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> <p>Cllr Irwin declared an interest in Agenda Item 5 – the action point about the Village Centre car park – on the grounds that his daughter works for a company that has quoted for contract supervision. Cllr Irwin left the meeting when that item was discussed.</p>	
092	<p>AGENDA ITEM 3 – PUBLIC PARTICIPATION There was none.</p>	
093	<p>AGENDA ITEM 4 – MINUTES The minutes of the meeting held on 22 June 2021 were agreed as an accurate record of the meeting and the meeting indicated that the Chairman should sign them as such.</p> <p>The Clerk gave an update on Minute 053 – the works to trees at Lysander Way and Wyvern Close and confirmed that the Council’s contractor had submitted the application for consent to works to trees subject to a TPO in mid July and that she anticipated the works would be completed in November.</p>	
094	<p>AGENDA ITEM 5 – ACTION POINTS Progress against action points was considered. Land at Bishops Road – the Committee advised the Clerk on how to pursue an answer to recent correspondence; The “Saints” Land – the District Valuer had responded saying they had no capacity to take on work for the Council. Councillors shared other advice as to valuers. Village Centre car park – additional quotes for contract support are to be taken.</p>	
095	<p>AGENDA ITEM 6 – FINANCE</p> <ul style="list-style-type: none"> • Members authorised payments of £ 16,597.42 made between 1 June 2021 & 31 July 2021 from the Parish Council bank account and £ 2,373.15 for the same period from the Village Centre bank account. • Bank reconciliations as at 31 July 2021 for all accounts were received and noted • Bank balances as at the 31 July 2021 were noted as follows: <ul style="list-style-type: none"> Parish Council Current Account £1,709.83 Parish Council Savings Account £66,042.90 Village Centre Current Account £ 963.00 Village Centre Savings Account £22,206.51 • Members considered an Income & Expenditure report for the period 1 April to 31 July 2021. The Clerk reported that the overall financial position was healthy. A number of questions of detail arose. The Clerk was asked to try 	

	<p>and transfer the street lighting electricity supply to the same contract as the county council. Cllr Birkett was asked to ensure that the costs of the Village Centre garden maintenance were managed within budget and that the costs of additional autumn hedge cutting were contained within the budget. It was noted that there might be an overspend on grass-cutting. Further it was agreed that henceforth claims for the reimbursement of VAT should be submitted to HMRC every six months rather than annually.</p>	
096	<p>AGENDA ITEM 7 – NEW HOMES BONUS Members received and noted the applications made for New Homes Bonus 2021 and thanked the Clerk for the work involved. It was noted that one project from 2019 needs to be commenced – one new quote has been received and a further two are required. The accessible play equipment project from 2020 had commenced recently and was due for completion within two to three weeks. The remaining projects from 2020 should commence as soon as possible..</p>	
097	<p>AGENDA ITEM 8 – INSURANCE RENEWAL Members considered the quotes for insurance renewal supplied by the Council’s current brokers and agreed that additional quotes should be taken from other providers and the current brokers be asked why no quote had been received from the Council’s current insurer.</p>	
098	<p>AGENDA ITEM 10 – ANY OTHER MATTERS FOR INFORMATION ONLY There was some discussion of next steps concerning the boundary of the Recreation Field at the north-west corner and it was agreed that the matter should be brought to the next meeting of the Committee.</p>	

Date of next meeting: Tuesday 26 October 2021

Chairman:

Date:

TANGMERE PARISH COUNCIL



Minutes of the Environment Committee Meeting held at 7.30pm on 28 September 2021 in the Village Centre, Malcolm Road PO20 2HS

Present:

Councillors- Kirsten Lanchester (Chairman), Kate Beach, Roger Birkett, David Blythe, Regan du Closel Andrew Irwin, Simon Oakley and Trevor Ware

In attendance:

Louise Steele – Clerk to the Council
Jane Taylor Chairman of the Allotment Committee

113	AGENDA ITEM 1 - APOLOGIES FOR ABSENCE There were no apologies for absence, all members of the Committee being present.	
114	AGENDA ITEM 2- DECLARATIONS OF INTEREST Cllr Oakley declared a non-pecuniary interest as a Member of Chichester District Council (CDC) and as a Member of West Sussex County Council (WSCC) 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 the planning applications at Agenda Item 12 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.	
115	AGENDA ITEM 3 – PUBLIC PARTICIPATION There was no public participation.	
116	AGENDA ITEM 4 – MINUTES The minutes of the meeting held on 20 July 2021 were approved as an accurate record and it was agreed that they should be signed as such by the Chairman.	
117	AGENDA ITEM 5 – ACTION POINTS (TO INCLUDE OTHER MATTERS) Members noted the latest position in relation to: a) <u>Recreation Field Bund</u> – it was agreed that the subject “management regime for the bund” be included as an agenda item for the next meeting of the Committee.. b) <u>New Homes Bonus</u> projects (accessible play equipment) – installation almost complete c) <u>Bus shelters</u> –. d) <u>Maintenance and landscaping at Lysander Way</u> – the area has been strimmed but the planting of bluebells is awaiting completion of the tree works. e) <u>New bins</u> – it was agreed that this be included as an agenda item for the next meeting of the Committee. f) <u>Trees</u> – g) <u>Dukes Meadow</u> h) <u>New Homes Bonus</u> – the Clerk reported that all the 2021 applications for NHB had been approved. However, the funding granted for the project to purchase land adjacent to the Recreation Field could not be used for purchase of the land but could be applied to any improvements required.	

118	<p>AGENDA ITEM 6 – CORRESPONDENCE</p> <p>Members considered an email from the new Development/Marketing Officer at Community Transport Sussex. It was agreed that more information be requested and that the officer concerned be invited to address a future meeting of the Committee.</p>	
119	<p>AGENDA ITEM 7 – ALLOTMENTS</p> <p>Members received the report of the Allotments Committee Chairman and the oral report of the Allotments’ Move Working Party. It was agreed that the Allotments Committee Chairman and the Clerk would meet to progress some of the detail of day to day management of the allotments. Discussion then focussed on the updating the discussion that took place at Full Council on 9 September 2021 about the allotment move. It was clarified that the new allotments are unlikely to be available for occupation before 2025/2026 being the estimated point at which the number of completed homes will trigger the S106 requirement.</p> <p>The Committee agreed to recommend to Full Council that application to the Secretary of State for consent to the allotment move be progressed.</p>	
120	<p>AGENDA ITEM 8 – OWNERSHIP/MANAGEMENT OF COMMUNITY ASSETS WITH THE TANGMERE STRATEGIC DEVELOPMENT</p> <p>This item was deferred for consideration by Full Council at its extraordinary meeting scheduled for 7 October 2021.</p>	
121	<p>AGENDA ITEM 9 – PLANNING</p> <p>Members considered the Council’s observations on the following planning applications and commented on them as indicated:</p> <p>21/02677/TCA</p> <p>Notification of intention to reduce heights by 2m (down to a height of approx. 12m) on a group of Elm and Cherry trees. Mooncoin Malcolm Road Tangmere PO20 2HS</p> <p>Tangmere Parish Council defers to the arboricultural officer in respect of this application.</p>	
122	<p>AGENDA ITEM 10 – RoSPA REPORT</p> <p>This item was deferred to the next meeting of the Committee.</p>	

Date of next meeting: – 23 November 2021

Chairman:

Date:

Louise Steele

From: Dawn Shrives [REDACTED]
Sent: 03 November 2021 15:57
To: 'Simon Oakley'
Cc: 'Parish Clerk (Tangmere)'; [REDACTED]
Subject: RE: Ideas for Village Funds.....

Thank you Simon,

Sadly none of the other parties have yet even acknowledged my email despite the fact that they were asking for these suggestions!!

Kind regards

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: Simon Oakley <simon.oakley@westsussex.gov.uk>
Sent: 03 November 2021 12:32
To: Dawn Shrives [REDACTED]
Cc: Parish Clerk (Tangmere) <clerk@tangmere-pc.gov.uk>; [REDACTED]
Subject: RE: Ideas for Village Funds.....

Good afternoon Mrs Shrives

I'll leave the Parish Council to respond on these issues, apart from noting the need for any landowner and estate management entity to be involved in any applications for the use of S106 funds.

Regards

Simon Oakley
Member for Chichester East Division, West Sussex County Council,
Member for North Mundham and Tangmere Ward, Chichester District Council.
WSSC No. 033022 24535.
e-mail: simon.oakley@westsussex.gov.uk ; soakley@chichester.gov.uk .

From: Dawn Shrives [REDACTED]
Sent: 27 October 2021 15:17
To: Parish Clerk (Tangmere) <clerk@tangmere-pc.gov.uk>; [REDACTED]
Simon Oakley <simon.oakley@westsussex.gov.uk>
Subject: FW: Ideas for Village Funds.....

Good afternoon,

I was wondering if there was any news on the allocation of village funds to either of the projects that I had proposed.

Unfortunately I have had absolutely no response whatsoever from my original email to the Parish Clerk back in the summer (as forwarded here).

I would be extremely grateful to know about the fencing issue as our residents on Dukes Meadow are constantly having to mend and pay for breakages to the fencing from children and in particular, teenagers using and abusing this facility. It is about time that this situation was addressed as it is starting to cause conflict amongst residents here on the Duke's Meadow Estate.

I look forward to hearing from you with regards to any updates that you are aware of.

Kind regards

Dawn Shrives

[Redacted]

From: Dawn Shrives [Redacted]
Sent: 04 August 2021 13:17
To: 'clerk@tangmere-pc.gov.uk' <clerk@tangmere-pc.gov.uk>
Cc: [Redacted]
Subject: Ideas for Village Funds.....

Good afternoon,

I am forwarding an email correspondence that I have had with Simon Oakley, who has in turn suggested that it is the Parish Council who would be responsible for looking at these two ideas.

Perhaps you could let me know what your thoughts are and anything else that I need to do with regards to either of these.

Kind regards

Dawn Shrives

[Redacted]

From: Simon Oakley <simon.oakley@westsussex.gov.uk>
Sent: 04 August 2021 12:59
To: Dawn Shrives [Redacted]
Subject: RE: Land at City Fields Way, Tangmere Enquiry ref 3167612

Good afternoon Mrs Shrives.

I think you are referring to the Parish Council Chairman's article in the latest Magazine with regards available funds. He was specifically referring to the S106 Public Art developer contributions (arising from developments in Tangmere) that CDC holds but which looks to spend them on projects that the local Parish Council puts forward. The painted stones project could be something considered for these funds.

With regards the wooden fence around the Dukes Meadow play area, CDC does also hold other S106 contributions whose criteria might cover upgrading of this fencing to metal (similar to that I got in on the Churchwood Drive frontage of Blenheim Park's open space.

Should you wish to pursue these projects, then I'd suggest you contact the Parish Clerk (clerk@tangmere-pc.gov.uk), noting the fencing project would need the support of the landowner and estate management company.

Regards

Simon Oakley

Member for Chichester East Division, West Sussex County Council,
Member for North Mundham and Tangmere Ward, Chichester District Council.

WSSC No. 033022 24535.

e-mail: simon.oakley@westsussex.gov.uk ; soakley@chichester.gov.uk .

From: Dawn Shrives [REDACTED]
Sent: 03 August 2021 18:45
To: Simon Oakley <simon.oakley@westsussex.gov.uk>
Subject: RE: Land at City Fields Way, Tangmere Enquiry ref 3167612

Hello Simon,

Thank you for your response in the above matter.

I did mean to email you too on another subject following receiving our Tangmere Parish Magazine. You said that you had 'funds' and wanted ideas of what to do with them. Can I suggest that we need to embed the painted stones that were placed in a 'snake' on City Fields Way into a proper memorial. They are now all bunched up into more of a heap as they are getting more and more kicked around – the gardeners have been really good in working around them. However, teenagers have started throwing them around and many are broken and missing now.

My suggestion is that it is set into a concrete slab – ideally near to the ambulance station as they are the ones who we were thanking and remembering. I think that perhaps a local company could be asked to sponsor/donate cement or plaque for it? And then the local community given the chance to redo, replace or add a stone in the timescale given ready for placing in the 'snake' memorial..... It would be lovely to have it somewhere between the ambulance station and the top of City Fields Way towards 'Sage House' so that more can see it, however I suspect this will cause problems with land owners!!

Another idea is that perhaps you could replace the wooden fence around our playpark that is completely being ruined by other Tangmere residents and we are having to pick up the tab for repairs monthly. We have discussed this issue before and I know you then mentioned that you were not happy with it but it somehow passed planning before anything could be done. I notice that Hanger Drive's playpark has metal fences.....

I would be interested to hear your thoughts.

Kind regards

[REDACTED]

LEGAL DISCLAIMER

This email and any attachments are confidential and intended solely for the persons addressed. If it has come to you in error please reply to advise us but you should not read it, copy it, show it to anyone else nor make any other use of its content. West Sussex County Council takes steps to ensure emails and attachments are virus-free but you should carry out your own checks before opening any attachment.

Louise Steele

From: Ros Thompson [REDACTED]
Sent: 07 November 2021 17:15
To: Louise Steele
Subject: Re: FW: Question for the committee

Thank you for your email.

Sorry life has been very hectic since our email exchange however you have prompted me to put the question to the committee - I am unable to attend due to work commitments but I would like to know the following:-

We often walk past Spitfire court and I was quite appalled to see that one of the residents was having to paint and decorate and endeavour to restore the front door on her own and at her own expense. I would like to know why it is not possible to restore the windows and doors on this building. It is a site of historic interest to the village and it would appear that we are allowing it to fall into complete ruin? I would also add that in the interest of the environment it does not make sense if we cannot provide suitable windows for the tenants to save them heating the birds on the window sills instead of the flats.

Who is responsible for the restoration and repair of this building please and why is this not being sorted?

Thank you and naturally I would look forward to a satisfactory reply.

Kindest regards

Ros

Tangmere Parish Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 Accounts and Audit Regulations 2015

- 1 The audit of accounts for Tangmere Parish Council for the year ended 31 March 2021 has been completed and the accounts have been published.**
- 2 The Annual Return is available for inspection by any local government elector in the area of Tangmere Parish Council on application to**

Louise Steele

**Tangmere Village Centre
Malcolm Road
Tangmere
West Sussex PO20 2HS**

**☎ 0203 904 0980
✉ clerk@tangmere-pc.gov.uk**

- 3 Copies will be provided to any person on payment of £1 for each copy of the Annual Return**

Announcement made by

Louise Steele, Clerk to Tangmere Parish Council

Date of Announcement

28 September 2021

Annual Internal Audit Report 2020/21

TANGMERE PARISH COUNCIL

www.tangmere-pc.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

28/01/2021

15/04/2021

DDMMYY

ENTER

ANDY BEAMS

OR

Signature of person who carried out the internal audit

Andy Beams

SIGNED

Date

15/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

TANGMERE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

13/05/2021

and recorded as minute reference:

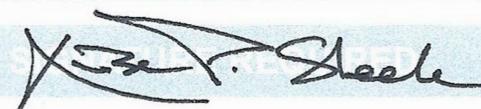
016/21

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



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PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

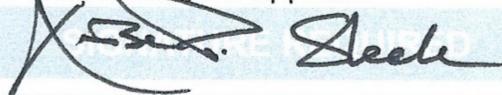
TANGMERE PARISH COUNCIL

RESTATED

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	138,554	113,379	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	68,020	79,293	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	95,572	40,572	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	35,017	38,491	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	14,514	9,676	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	139,236	115,816	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	113,379	69,261	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	98,921	48,278	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,294,390	1,323,660	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	63,654	56,954	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

14/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

13/05/2021

as recorded in minute reference:

017/21

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 - External Auditor Report and Certificate 2020/21

In respect of

Tangmere Parish Council

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

3 External auditor certificate 2020/21

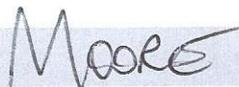
We ~~certify~~ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

 MOORE

External Auditor Signature



Date

15/09/2021

Mrs Louise Steel
Clerk of Tangmere Parish Council
Tangmere Village Centre
Malcolm Road
Tangmere
Chichester
West Sussex
PO20 2HS

If calling please ask for: Emma Bishop
ebishop@chichester.gov.uk
01243 534839

Our ref: NHB 35/21, 36/21, 37/21 &
38/21

Your ref:

23rd September 2021

Dear Louise,

New Homes Bonus (Parish Allocations) 2021/22 – Tangmere Parish Council

A special meeting of the Grants and Concessions Panel was held on Wednesday 15th September 2021 to consider a number of applications made to the New Homes Bonus (Parish Allocations), including the four applications from Tangmere Parish Council in respect of new picnic tables, land purchase, tree planting, and a tree and bench for the Queen's Jubilee.

I am pleased to confirm that the Panel were broadly supportive of your bids and up to £17,431 will be available to Tangmere Parish Council for the following purposes:

Our reference	Project description	Awarded
NHB 35/21	Recreation Field Picnic Tables	£4,360
NHB 36/21	Recreation Field extension*	£6,980
NHB 37/21	Tree planting	£1,926
NHB 28/20	Platinum Jubilee	£4,165

*Please note that the request to provide funds to purchase the identified land adjacent to the Recreation Ground was refused by the Grants and Concessions Panel. The Panel has no objection to the Parish Council's aspirations to formalise the prevailing local view that this land forms part of the wider Recreation Ground. However, the use of discretionary funds to support land purchase can both raise the value of that land (and thereby directly benefit the land owner), and be inconsistent with the Council's role as Planning Authority when land purchase is proposed to prevent development or change of use. Accordingly, and in line with previous decisions before them, the Grants and Concessions Panel refused the use of these monies for the purchase of land. As to not disadvantage Tangmere Parish Council, the Panel have resolved to offer the equivalent amount of funding for the subsequent improvement of the site if purchase has been successfully negotiated by Tangmere Parish Council. These funds will be retained by Chichester District Council until Tangmere Parish Council confirm that the land is now in their ownership and outline proposals for any improvement to the land, or the Agreement expires. This can be dealt with as a variation request rather than full application.

The awards are made subject to a number of standard and bespoke conditions. Please find enclosed two copies of a proposed Agreement which have been signed on behalf of Chichester

...continued

District Council. I would be grateful if you would sign both copies on behalf of Tangmere Parish Council, accepting the terms of the Agreement, and return one signed copy. It is important that the whole Parish Council is aware of the terms of the Agreement, particularly the restricted use of the monies and the requirement to seek the Grants and Concessions Panel's authorisation for changes to the project. Accordingly I would also be grateful if you can provide the relevant extract from the Parish Council minutes where the conditions are accepted and understood by the Council.

We wish you success in the delivery of your project and look forward to hearing from you in due course. If you have any questions, please contact myself or Emma Bishop (details above).

Yours sincerely

David Hyland
Community Engagement Manager
Enclosed: Agreement (2 copies)

AGREEMENT relating to New Homes Bonus (Parish Allocations) 2021/22

Tangmere Parish Council

THIS AGREEMENT is made on the twenty third day of September 2021

BETWEEN:

- (1) **THE DISTRICT COUNCIL OF CHICHESTER** of East Pallant House, 1 East Pallant Chichester West Sussex (“the Council”) and
- (2) **THE PARISH COUNCIL of TANGMERE** Acting by Mrs Louise Steel, Clerk to Tangmere Parish Council, Malcolm Road, Tangmere, West Sussex (“the Parish”)

1. At a special meeting of the Grants and Concessions Panel held on 15th September 2021, the Council considered a number of applications made for New Homes Bonus (Parish Allocations), including three projects (NHB 35/21, 37/21 & 38/21) submitted by the Parish, copies of which is annexed hereto.
2. The Council approved the applications and has agreed to make available to the Parish the sum of £10,451 specifically for the above projects. The Council have further agreed to make available the sum of £6,980 for the improvement of land at Malcolm Road subject to further conditions. The Parish must comply with the following conditions:
 - 2.1.1 to act as responsible banker for the project and payments by the Council will only be made to the Parish and no other organisation.
 - 2.1.2 to obtain all necessary authorities for the expenditure of the New Homes Bonus (Parish Allocation)
 - 2.1.3 exercise proper due diligence in order to achieve best value for money, probity and a duty of care before releasing any monies to a third party or the direct payment of any invoices.
 - 2.1.4 to use the New Homes Bonus (Parish Allocation) only for the purpose given unless a variation is agreed by the Council. Any proposed change of purpose from that which was set out in the project originally submitted to the Council must be immediately reported to the Council. Unless and until any variations to the project are approved in writing by the Council, which may require further consideration by the Grants and Concessions Panel, no monies shall be expended on the project by the Parish (unless otherwise agreed in writing). If approval is not given to the variation the Council reserves the right to request the return of monies already forwarded to the Parish.
 - 2.1.5 monies shall be expended within three years from the date of this agreement. Any monies which have not been spent by the end of that period shall immediately be returned to the Council upon expiry of the third year including any VAT recovered where applicable.
 - 2.1.6 to monitor the project and any on-going release of monies in order to ensure the anticipated outcomes are achieved.

2.1.7 to provide a report to the Council when requested to do so, which shall provide information regarding the expenditure of the New Homes Bonus (Parish Allocation) and the progress of the project and an explanation of how the anticipated outcomes of the project have been achieved. Receipts and invoices should be retained for inspection by the Council.

2.1.8 With respect to the monies available for the improvement of land at Malcolm Road, to confirm to the Council that the purchase of the land is complete, and detail the proposed use of the funds to the satisfaction of the Grants and Concessions Panel. The sum of £6,980 will be retained by the Council until that time.

3 The Parish hereby covenants with the Council that it will comply with the terms of the grant of the New Homes Bonus (Parish Allocation) set out in paragraph 2 above

IN WITNESS whereof the parties have hereunto set their hands the day and year first before written.

.....
Signed on behalf of Chichester District Council
David Hyland, Community Engagement Manager

.....
Signed on behalf of Tangmere Parish Council
Louise Steel, Parish Clerk

TANGMERE PARISH COUNCIL



MEETING SCHEDULE

2022/2023

Environment Committee	Village Centre Committee	Finance Committee	Parish Council
Tuesday 7.30pm	Tuesday 7.30pm	Tuesday 7.30pm	Thursday 7.30pm
Civic Year 2021/22			
23/11/21	7/12/21	11/01/22	20/01/22
1/02/22	15/02/22	8/03/22	17/03/22
5/04/22	12/04/22	26/04/22	28/04/22*
Civic Year 2022/23			
			12/05/22#
7/06/22	14/06/22	28/06/22	14/07/22
2/08/22	9/08/22	6/09/22	15/09/22
4/10/22	18/10/22	1/11/22	10/11/22
6/12/22	13/12/23	10/01/23	19/01/23
7/02/23	21/02/23	7/03/23	16/03/23
			23/03/23*
28/03/23	4/04/23	18/04/23	
Civic Year 2023/24			
			18/05/23#

*Annual Meeting of Electors (Parish Meeting)

#Annual Meeting of Council

All members of the public are welcome and have a right to attend meetings.

Louise Steele

From: Mike Bleakley <mbleakley@chichester.gov.uk>
Sent: 15 October 2021 09:40
To: 'cllrairwin@tangmere-pc.gov.uk'
Cc: Tangmere Parish Council
Subject: RE: Tangmere SDL

Good Morning Andrew,

Many thanks for your email and I am sorry about the short delay in replying to you.

Thank you also for the update and for highlighting the two areas that require further consideration.

I plan to share this with appropriate colleagues and will then respond to you further once I have their thoughts.

A couple of general thoughts in the meantime - in relation to the management of the open spaces, I would envisage that the Parish Council will have the initial opportunity to take these on as they come through (on terms to be considered and agreed) and only if the PC did not wish to do so would alternative arrangements then be considered.

In relation to the community facilities, I do not think you need to make a decision at this time. However, I do think that it would helpful for proposals to start to be developed which help the options to be evaluated and also help to evaluate what facilities should be provided within them, based on community needs.

I will be in touch again in due course but, in the meantime, I hope that you have a good weekend.

Best wishes.

Mike

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-----Original Message-----

From: cllrairwin@tangmere-pc.gov.uk <cllrairwin@tangmere-pc.gov.uk>

Sent: 10 October 2021 17:04

To: Mike Bleakley <mbleakley@chichester.gov.uk>; Tangmere Parish Council <clerk@tangmere-pc.gov.uk>

Subject: Tangmere SDL

Mike,

Last week the parish council held a special meeting to discuss 2

subjects: the future management of open space in the SDL, and the location for the community building. The basis for the discussion was the various heads of terms outlined on pages 70 to 73 of the Turley planning statement

(November 2020). We considered the specific questions and answers between CDC and CP regarding the community facilities, also in the planning statement.

In relation to the management and ownership of the various open spaces, the meeting agreed to bring to the full parish meeting on 11th November the aspirations of the council in relation to their involvement in the future ownership and management of the various open spaces, and to subsequently hold discussions with CDC regarding the parish involvement in the strategy to secure in perpetuity maintenance of the open space areas.

In relation to the location of the community building, and the various options outlined in the planning statement, the parish council felt that it did not have sufficient information to inform a decision at this time. There were questions regarding the financial implications linked to the timing of various trigger points and the cash-flow of CIL receipts being made available to the parish. Understanding the timing and funding arising from the S106 agreement with the developer would inform such a decision, and help to focus the parish decision making.

CDC has offered to assist in these discussions in the past, and the council would welcome a meeting to specifically consider this issue. Perhaps we could discuss this so you can have a clear indication of the concerns held by members of the council?

Once you have considered these issues, perhaps you could give me a call and we could work towards a resolution of this significant outstanding item?

Best regards

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