TANGMERE PARISH COUNCIL



Tangmere Village Centre

Malcolm Road

Tangmere

PO20 2HH

0203 904 0980

[clerk@tangmere-pc.gov.uk](mailto:clerk@tangmere-pc.gov.uk)

**TANGMERE PARISH COUNCIL**

**FULL COUNCIL MEETING**

**Thursday 16 March 2023**

Councillors are hereby summoned to attend a meeting of Tangmere Parish Council to be held in the Village Centre, Malcolm Road, Tangmere PO20 2HS

on **Thursday 16 March 2023** at **7.00pm**

9 March 2023 Caroline Davison

Parish Clerk

**AGENDA**

1. **Apologies for Absence**

To receive apologies for absence and approve reasons for absence.

1. **Declarations of Interest**

To receive from Members any declarations of disclosable pecuniary and non-pecuniary interests in relation to items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Tangmere Parish Council Members’ Code of Conduct. Any written dispensation requests received by the Clerk will also be considered.

1. **Public Participation**

Members of the public present may make representations or raise questions on issues included on the Agenda. This session to be conducted in accordance with Standing Order 3e to 3k.

1. **Minutes**

To approve the minutes of the Parish Council Meeting held on Thursday 19 January 2023 as an accurate record.

1. **Reports from Other Authorities**

To receive reports from the County and District Councillor in respect of the work of West Sussex County Council and Chichester District Council, for information only.

1. **Finance**

To receive an oral report from the Finance Committee Meeting held on 7 March 2023 to include the following items:

1. Front Door to Village Centre

To receive a verbal update following recent difficulties with the functioning of the front door.

1. End of Year Closedown

To note that Rialtas has been appointed to carry out the end of year closedown on behalf of Tangmere Parish Council in conjunction with the RFO. The closedown will take place on 5 May 2023.

1. Date of Audit

To note that the Annual Audit is scheduled to take place on 9 May 2023.

1. **Annual Review of Village Centre and Recreation Field Hiring Fees**

To note that at the Finance Committee Meeting held on 7 March 2023 it was resolved that the following Village Centre and Recreation Field hiring fee increases be applied with effect from 1st April 2023:

1. The fees for hire of Tangmere Village Centre for Voluntary/Not for Profit and

Private Resident users be increased by the rate of 10% (excluding the Playgroup which has a separate contract review date).

1. The fees for hire of Tangmere Village Centre by commercial users be increased by 5%.
2. The fees for hire of the Recreation Field facilities including football and cricket pitch be increased by the rate of 10%.
3. The fees for users with concessionary rate for hire of the Main Hall including Tangmere Players (Rehearsals) and Pram Club be increased to £9.50/hour.
4. A new fee of £55.00/hour be charged for hire of the Adult Football Pitch.
5. To note that a deposit of £30.00 be charged for all new key fobs and a fee of £30.00 is applicable on all key fobs.
6. **Annual Review of Allotment Fees**

To note that at the Finance Committee Meeting held on 7 March 2023 it was resolved that allotment fees be increased by 20% with effect from 1st April 2024. Allotment holders to be notified of increase of fees on or before 31st March 2023.

1. **Annual Review of Field Rental**

To note that at the Finance Committee Meeting held on 7 March 2023 it was resolved that the field rental be increased by 10% with effect from 1st April 2023.

1. **Grants**

To receive an application from Homestart for grant funding.

**Recommended that** a grant of £500 be awarded to Homestart.

1. **S106**

To receive an update report containing recommendations from Finance Committee in respect of projects which have been identified by Tangmere Parish Council as possible projects to be funded fully or partially using Community Facilities and Sports/Leisure Facilities S106 funds. These recommendations support the next steps in obtaining quotations for projects under consideration.

**S106 Sports/Leisure Facilities**

1. Drainage System for Recreation Field
2. **Recommended that** from the three consultants who have provided fee proposals, Consultant A be appointed to undertake Feasibility Study and Soakaway Assessment for the total sum of £3726.
3. **Recommended that** an application be submitted to Chichester District Council for release of S106 Sports/Leisure funds to finance the consultancy works.
4. To note that following the consultancy works competitive quotations for the project will be available to carry forward to future discussions by the Parish Council regarding prioritisation of identified projects.

**S106 Community Facilities**

1. Village Centre Sustainability Project – Grant Funding

At the Finance Committee Meeting held on 7 March 2023 Members considered the importance of exploring any grant funding available to support the replacement of the existing gas boilers which are now obsolete with a sustainable alternative. A possible grant has been identified and Members are asked to consider a report and recommendations regarding this grant funding.

**Recommended that:**

1. The Clerk discuss the installation of a sustainable replacement for the existing gas boilers with the CDC Funding Advisor and if supported by them submit the grant application by 6 April 2023
2. Match funding requirement be met through the S106 Community Facilities money.
3. Village Centre Car Park

It has only been possible to obtain a quotation from a single Consultant for consultancy services to support the planning and tendering for the Village Centre Car Park as shown in the attached report.

**Recommended that** Consultant A be appointed to consultancy services to support the planning and tendering for the Village Centre Car Park.

1. Youth Hall Kitchenette  
   To note the Finance Committee has instructed the Clerk to obtain three quotes for the drainage works and three quotes for the kitchenette.
2. **Coronation Grants 2023**

Chichester District Council has advised that small discretionary grants of up to a maximum of £500 are available for initiatives that bring communities together and celebrate the Coronation of King Charles III over the Bank Holiday weekend of 6-8 May 2023. Only parish/town/city councils are eligible to apply and applications will be considered on a first come, first served basis. Applications can be made for:

* Communities are encouraged to come together for street parties and similar and the grant can be used for the hire of bands or venue hire but not consumables. Proposals for equipment purchases should show they could be used for subsequent community events.
* Supporting the aims of the “Big Help Out” initiative towards equipment that builds capacity for voluntary groups e.g that enable more people to volunteer or access to training courses.
* Lasting acts of celebration such as trees, benches or street furniture. Other proposals for a lasting tribute are welcome.

**Recommended** **that** the Council consider whether to apply for a grant and if so, to determine what to apply for.

1. **Planning**

i) There are no new planning applications for consideration since the previous meeting.

ii) To note Chichester District Council’s decisions on the following applications:

TG/23/00153/TCA

Mrs Rosamund Priestley

10 Nettleton Avenue Tangmere Chichester West Sussex PO20 2HZ

Notification of intention to crown reduce by 2m (all round) (back to previous reduction/wound points) on 1 no. Whitebeam tree (quoted as T1).

NOT TO PREPARE A TREE PRESERVATION ORDER

TG/22/02991/FUL

Mr Jamie Searle

JCC Lighting Products Limited Unit 8 Chichester Business Park City Fields Way Tangmere Chichester West Sussex

PO20 2FT

Install palisade fence.

PERMIT

TG/23/00042/LBC

Mr. Derek Priddy

Harvey Court Neville Duke Way Tangmere West Sussex PO20 2AS

Replacement of existing 86 no. windows at ground and first floor levels.

WITHDRAWN

TG/23/00059/TPA

Mr Raymond Green

12 Oakwood Close Tangmere West Sussex PO20 2WD

Reduce height by approx. 4m (back to old wound points) and reduce widths by 2m on 1 no. Lime tree (quoted as T1, TPO nos. T6) subject to TG/91/01023/TPO.

PERMIT

TG/23/00096/TPA

Mr Hasan Iqbal

2 Meadowside Walk Tangmere West Sussex PO20 2WR

Crown reduce by 2.5m (back to previous pruning points) and crown thin (internally) by 15% on 2 no. Oak trees (quoted as T1 and T2, within Group,G1) and 1 no. Oak tree (quoted as T3, TPO'd as T4). All 3 no. trees subject to TG/95/01027/TPO

PERMIT

iii) To consider the name for 14 new units adjacent Chichester Business Park, City Fields Way, Tangmere. (Planning Reference: 19/01675/FUL). The developer has requested one new street name for the access road onto this site.

14. **Civility and Respect Pledge**

To note that the National Association of Local Clerks (NALC) and the Society of Local Council Clerks (SLCC) is promoting the Civility and Respect Pledge to support the Code of Conduct. To date a thousand local town and parish councils have adopted the Pledge. Further information is given in a report attached to this Agenda

**Recommended that:**

1. the Civility and Respect Pledge be adopted by Tangmere Parish Council.
2. the Clerk complete the online form confirming that the Council has taken the Pledge.

15. **Minutes & Report from Environment Committee**

To receive the draft minutes from the Environment Committee Meeting held on 7 February 2023 and to receive an oral report from the Committee Chairman.

16. **Minutes & Report from Village Centre Committee**

To receive the draft minutes from the Village Centre Committee Meeting held on 21 February 2023 and to receive an oral report from Committee Chairman.

17. **Correspondence**

To note correspondence received and consider whether any of the correspondence should form an agenda item at a subsequent meeting. Any correspondence to be tabled at the Meeting.

18. **Items for Information and/or Inclusion on Future Agendas**

To receive any urgent information items and agree any items for inclusion on future Council and/or Committee Agendas.

19. **Dates of Forthcoming Meetings**

i) The Annual Meeting of Electors (Parish Meeting) is scheduled to be held on Tuesday 21March 2023.

ii) To note the Annual Council Meeting is scheduled to be held on Thursday 18 May 2023.

20. **Exclusion of the Press and Public**

**Recommended that** under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

21. **Staffing Matters**

22. **Changing Room Facilities in Village Centre**

To consider design and layout proposals obtained to date and to receive members views and comments as to their preferred options.

**Public Attendance**

Members of the public are very welcome to attend this meeting. If you would like to make comments or have a view on any item on this Agenda you wish to have taken into consideration, you are invited to write to the Clerk or contact a Parish Councillor prior to the meeting.

**Filming and Use of Social Media**

During this meeting the public are permitted to film the Council in the public session of a meeting or use social media, providing it does not disrupt the meeting. The audience should not be filmed. You are encouraged to let the Clerk know in advance if you wish to film. All members of the public are requested to switch their mobile devices to silent for the duration of the meeting. (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012).