TANGMERE PARISH COUNCIL



Tangmere Village Centre

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Minutes of the meeting of the Full Council Meeting

held on 7 September 2023 at Tangmere Village Centre

**Present:**

Councillors Andrew Irwin (Chairman), Roger Birkett (Vice-Chairman), Simon Oakley, George Bailey, Regan Du Closel, James Stanbridge and Kate Beach

**In attendance:**

Caroline Davison – Parish Clerk and RFO

Councillor David Betts – District Councillor

**Apologies for Absence**

324. Apologies had been received from Councillors Donald Wright and Trevor Ware.

325. Councillor Nathan Parkinson was absent from the meeting

**Declarations of Interest**

326. Councillor Simon Oakley declared non-pecuniary interests, in general terms, as a member of West Sussex County Council (WSCC).

**Minutes**

327. **RESOLVED** that the Minutes of the Full Council Meeting held on 6 July 2023 be approved as an accurate record and signed as such by the Chairman. The Clerk was requested to ask members of Saxon Meadow Tangmere Ltd for their promised drainage report

328. **RESOLVED** that the Minutes of the Extraordinary Parish Council Meeting held on 25 July 2023 be approved as an accurate record and signed as such by the Chairman.

**Chichester District Councillor Report**

329. A verbal report was received from District Councillor David Betts. A written copy of the report was requested.

**West Sussex County Councillor Report**

330. A verbal report was presented by County Councillor Simon Oakley. A written copy of the report was requested.

**Public Participation**

331. No members of the public were present.

**Tangmere Strategic Development Location (TSDL) Working Group**

332. It was noted that:

1. Tangmere Parish Council had been unsuccessful in its objection to the western side of Saxon Meadow being excluded from the TSDL, a change which was outlined under recent amendments to the original planning application for the new developments and approved by CDC at its Planning Committee Meeting held on 16 August 2023.
2. At the Environment Committee Meeting held on 1 August 2023 it was resolved to re-establish the TSDL Working Group to represent the Parish Council in future discussions with CDC and the Developer and to keep apace of future strategic issues affecting the new development.
3. Membership of the working group:

Councillors Andrew Irwin, Simon Oakley, Kate Beach, Donald Wright. The Clerk to also attend all meetings.

1. An initial meeting has been scheduled for 2October 2023 between members of the new TSDL working group, CDC and the developer.

**Planning Applications**

333. The following decisions were made in respect of CDC planning applications:

TG/23/01563/TPA - Case Officer: Henry Whitby

5 Canberra Place Tangmere Chichester West Sussex

Removal of epicormic growth by up to 1m (above ground level) on 1 no. London Plane tree - Subject to 90/01020/TPO.

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RXBTO5ERLFC00>

The Parish Council raised **NO OBJECTION** to these tree works.

TG/23/01414/PLD - Case Officer: Eleanor Midlane-Ward

2 Tangmere Road Tangmere Chichester West Sussex

Single storey rear extension to rear elevation, not exceeding 4m in length and height.

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RWHNQVERL4400>

The Parish Council raise **NO OBJECTION** to this planning application.

TG/23/01901/TCA - Case Officer: Henry Whitby

Amberley Tangmere Road Tangmere Chichester

Notification of intention to fell 1 no. Ash tree (1). Reduce south and east sectors by up to 2m on 1 no. Catalapa tree (2). Crown reduce by up to 2m on 2 no. Bay trees (3 and 4). Crown reduce by up to 2m on 1 no. Magnolia tree (5). Reduce south sector by 2m (overhanging neighbouring property) on 1 no. Plum tree (6).

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RZDWE6ERM2700>

The Parish Council agreed to **DEFER** this application to tree officer**.**

**Planning Decisions**

334. The following Planning Decisions were noted:

TG/23/01203/TPA

Mrs Josephine Zanutto

Beech Cottage, Meadow Way, Tangmere, Chichester, West Sussex PO20 2AX

Crown reduce by 2m (all round) and crown thin by 10% on 1 no Oak Tree (T6) subject to TG/95/01027/TPO

**PERMIT**

TG/23/01509/TCA

June Bignell

Tanglewood Tangmere Road Tangmere Chichester West Sussex PO20 2HW

Notification of intention to fell 1 no. Sycamore tree (T1).

**NOT TO PREPARE A TREE PRESERVATION ORDER**

TG/23/01563/TPA

Rhys Pask

5 Canberra Place Tangmere Chichester West Sussex PO20 2WB

Removal of epicormic growth by up to 1m (above ground level) on 1 no. London Plane tree - Subject to 90/01020/TPO.

**WITHDRAWN**

TG/23/01567/TPA

Amenity Area Churchwood Drive Tangmere West Sussex

Re-pollard (back to old wound points) on 1 no. Lime (T1, TPO'd nos. T6) subject to TG/90/01020/TPO.

**PERMIT**

335. Members agreed the importance of closely monitoring significant planning applications being submitted in neighbouring parishes. It was noted that a robust objection to the proposed Highways Salt Depot at Boxgrove had been submitted by Tangmere Parish Council. It had also given its written support for the proposed traffic calming measures at Oving.

**Finance and Governance**

336. it was noted that the External Audit Report and Certificate had been received. The Clerk was thanked for her work in ensuring a satisfactory audit.

337. It was noted that the insurance was due for renewal and the Clerk had approached an insurance broker for competitive quotations. It was noted that insurance premiums have significantly increased and consequently the amount set aside in the budget might be insufficient to cover the increase and will need to be supplemented by general reserves.

**Resolved** that the Clerk in conjunction with the Chairman be delegated to progress with securing the insurance premium for the following year.

**Resolved** that if necessary general reserves would need to be used to supplement the budget.

338. It was noted that an additional Finance Committee meeting had been scheduled for 5 October 2023 to consider income and expenditure for the first six months of financial year, any significant virements and to start to look at the budget for the financial year 2024/25.

At this meeting Members will also undertake an initial review of the IBP and to make recommendations for consideration by Full Parish Council at its meeting on 9 November 2023. The Clerk has obtained an extension to the deadline for submission of any amendments from 25October to 10 November 2023.

**Grounds Maintenance Schedule – Hedge Reduction**

339. A report had been circulated by the Clerk stating the requirement to undertake a programme of works to reduce the height of the hedges surrounding the allotments, community orchard, community gardens and memorial gardens. This report contained a quotation for the works from the ground maintenance contractor together with pictures of the hedges and a budgeting proposal for the works. It was noted that these works needed to be undertaken over the winter months before the foliage started to return to the hedging and nesting season commences.

**Resolved that**:

1. Three competitive quotations be obtained by the Clerk for these works.
2. The Finance Committee be delegated to appoint a contractor to undertake the works once the quotations have been received.
3. The Finance Committee in conjunction with the Clerk to determine the budgeting schedule for these works.

**Parish Council Stand at Summer Fair on 16 September 2023**

340. It was agreed that this would be organised, if possible, by the Chairman in his capacity as a member of the event committee.

**S106 Projects**

341. Village Centre Car Park

It was noted that amendments had been made by the consultants to the car park layout following recommendations made at the Extraordinary Parish Council meeting at which members agreed that the trees to the eastern flank of the carpark should not be felled. Members agreed that whilst there was an overall loss in the number of carparking spaces, this was preferable to loss of the trees.

**Resolved** that the amended layout plans submitted by the consultants be approved and submitted with the planning application to CDC.

342. Kitchenette

It was noted that the Clerk is currently obtaining quotations for the supply and installation of a kitchenette in the south-western corner of the Youth Hall. Outline plans for the proposed kitchenette in the Youth Hall were available to view. A discussion was held as to whether the kitchenette should include a cooker and hob.

**Resolved** that the kitchenette should be installed without a cooker and hob although space should be allowed for future installation. A combination microwave and toaster to provide food heating facilities.

It was noted that ideally the kitchenette needs to be installed before the end of the year as the Scouts would be using the hall from January onwards.

343. It was agreedthat a meeting of the Full Parish Council would be scheduled for Thursday 26 October 2023 to determine which of the Sports & Leisure and Community Facilities projects to progress using S106 funding.

**Youth Hall/Hub**

344. It was noted that the excess furniture and equipment had now been removed from the hall.

345. A proposal was received to rename the Youth Hall/Hub the Community Hall.

**Resolved** that the Youth Hall be renamed the Community Hall.

346. The Clerk in conjunction with the Village Centre Management was delegated evaluation of proposals for future use of the Community Hall.

347. It was noted that the Community Hall was unavailable for hire until 8 September 2023.

**Operation Watershed**

348. It was noted that an Operation Watershed Application had been submitted to West Sussex County Council for drainage works along the western side of Tangmere Road. The Parish Council agreed at its last Full Council Meeting held on 6 July to the principle of this application. At the Environment Committee Meeting held on 1 August the preferred contractor was determined and final content of the application agreed.

An application had been made to WSCC for a virement of the reserves of Operation Watershed monies currently held by TPC to be used towards the costs of the new drainage works.

**Minutes & Reports from Committees**

349. There was nothing further to report for this Meeting which hadn’t already been covered in items on the Agenda.

**Tangmere Allotments Advisory Group**

350. It was noted that the first TAAG Meeting took place on Tuesday 15 August 2023.

**Correspondence**

351. It was noted that concerns had been raised about traffic in Tangmere Road and School Parking. It was advised that the Clerk would be in contact with Tangmere Academy in the next couple of weeks as previously communicated.

A question was asked as whether Tangmere Village Centre was affected by RAAC. Members were advised that this was not the case.

**Agenda Items for Future Meetings**

352. Governance Documents and Policies

Works to Community Hall.

**Dates of Forthcoming Meetings**

353. The following dates of forthcoming meetings were noted:

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| Date of Meeting | Committee |
| 3 October 2023 | Environment Committee |
| 5 October 2023 | Finance Committee |
| 17 October 2023 | Village Centre Committee |
| 24 October 2023 | TAAG |
| 26 October 2023 | Full Council – S106 Project Determination Meeting |

Meeting ended at 8.57pm.

Signed : ………………………………………………….. Chairman

Date: ……………………………….