TANGMERE PARISH COUNCIL



Tangmere Village Centre

Malcolm Road

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Minutes of the meeting of the Full Council Meeting

held on 23 November 2023 at Tangmere Village Centre

**Present:**

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

**In attendance:**

Caroline Davison – Parish Clerk and RFO

Councillor David Betts – District Councillor

A member of the public – Sandra Cropper.

**Apologies for Absence**

354. Apologies had been received from Councillors James Stanbridge and Trevor Ware.

355. Councillors Nathan Parkinson and Donald Wright were absent from the meeting

**Declarations of Interest**

356. Councillor Simon Oakley declared non-pecuniary interests, in general terms, as a member of West Sussex County Council (WSCC). He also declared an interest in planning application TG/23/02437/TCA under Agenda Item 9i).

**Minutes**

357 **RESOLVED** that the Minutes of the Full Council Meeting held on 7 September 2023 be approved as an accurate record and signed as such by the Chairman.

**Chichester District Councillor Report**

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

**West Sussex County Councillor Report**

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

**Public Participation**

360. Sandra Cropper gave an outline of her concerns relating to the speed of traffic in the village and parking issues at school pick up and drop off times together with proposals in relation to Safer Travel to School.

**Traffic Issues in Tangmere**

361. A ‘Safer Travel to School’ Meeting had been held on 21 November 2023 with the Head teacher of Tangmere Primary Academy, Sandra Cropper, and representatives from WSCC and the Parish Council in attendance. The Parish Council expressed thanks to Sandra Cropper for being instrumental in organising this Meeting.

From this Meeting and general concerns raised by Councillors and residents from the Parish a number of possible actions for consideration were identified:

1. Community Traffic Regulation Order (CTRO):

* Demonstrate Community and Parish Council support for the same
* Establish either PC or Community led Group
* To consider the extent of the CTRO.
* Determine whether possible to have threshold points and everything within 20mph.

1. Move the school warning signs to more appropriate locations

* Link with 20mph thresholds

1. Community Highways Scheme for Flashing Light Scheme
2. Long term improvements as part of the strategic development
3. WSCC School Safer Streets Scheme pilot study is due to report back in March. It is hoped that the Tangmere Headteacher would express an interest in a future expansion of the Scheme.
4. Reactivate the Community Speed Watch Support Group to accumulate data to provide evidence of the traffic issues. It was agreed that the Chairman would communicate with Sandra Cropper.
5. Find the local contact for WSCC 20s Plenty
6. Communicate with the School Governors

**Resolved** that Tangmere Parish Council:

1. Support a CTRO application for a 20mph limit in Tangmere.
2. Communicate with the Area Highways Manager and to find out whether it is feasible to establish a CTRO 20mph on not only C Class but D Class roads.
3. Support the reactivation of Tangmere Speed Watch Group

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

362. It was noted that an initial meeting between the new TSDL working group, Chichester District Council and the developer was held on 2 October 2023. At this Meeting the Parish Council representatives were made aware that the developers intended to transfer ownership of the area of land across which the access road to Saxon Meadow and the planned cycle and pedestrian path forming a strategic and vital part of the Tangmere Strategic Transport link creating connectivity between the new development and the existing village. The main concern of the Parish Council is that if the land is transferred into private ownership the obligation must remain to allow access across that land. The Parish Council are looking to schedule another meeting with CDC and Developers in early December 2023.

**Resolved** that the Parish Council makes a formal application to Chichester District Council and to the Developers for ownership of this area of land to be transferred to the Parish Council.

(Following this Meeting representatives of the Parish Council attended a meeting with Andrew Frost at Chichester District Council at the beginning of December. The Parish Council were made aware at this meeting that the contract had been already agreed to transfer ownership of the area of land in discussion to Saxon Meadow Tangmere Ltd. Acting on behalf of the interests of all residents of Tangmere, the Parish Council will continue to progress all legal means of ensuring that the planned cycle and pedestrian link are installed as intended).

**Planning Applications**

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

TG/23/02437/TCA - Case Officer: Henry Whitby

Mr Simon Oakley

12 Nettleton Avenue Tangmere Chichester West Sussex

Notification of intention to crown reduce by up to 3m (to previous pruning points) on 3 no. Apple trees (T4, T5 & T6), remove 1 no. (5m long) stem from south sector on 1 no. Plum tree (T3) and reduce east and north sectors by up to 2m on 1 no. Plum tree (T8).

The Parish Council agreed to **REFER DECISION** on this application to tree officer.

TG/23/02355/DOM - Case Officer: Eleanor Midlane-Ward

Mr Daniel Woodcock

2 Tangmere Road Tangmere Chichester West Sussex

Single Storey Rear Extension.

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

TG/23/02261/FUL - Case Officer: Alicia Snook

City Of Edinburgh Council

Land to the Rear Of Unit 3 Chichester Business Park City Fields Way Tangmere

Construction of a connecting road.

The Parish Council raised concern as to the purpose of installing the new access road and what the implications were for the potential use of the land south to the proposed access road given the proximity to residential properties in Easthampnett Lane. It was aware that these concerns were not material planning considerations for this application.

(Following the submission of its response to this Planning Application the Parish Council received the following communication from CDC Planning Officer “ *The Parish Council should be aware that comments relating to potential future development are not material planning considerations in the determination of applications. Consequently, comments should be made only in relation to the new access road, which will have no impact on the residents of Easthampnett Lane. However, in the interests of transparency, it is the applicant’s intention to submit a further application in 2024 for a commercial development. As part of that future application, the applicant would be required to ensure that there are no impacts on the amenity of nearby residential properties. This could be achieved via a sensitive lighting scheme which keeps light spill to a minimum, and ensuring that the proposed hours of operation are in keeping with the adjacent commercial uses at the business park. The exact measures, however, will be confirmed in the submission. Please note that the reasoning as to why this application for the access road and the future application for commercial development have been separated is due to contractual obligations. If the Parish Council have any further queries in light of this email, I would be more than happy to discuss it with them directly.*)

TG/23/02125/FUL - Case Officer: Vicki Baker

Ms Caroline Davison

Tangmere Village Centre Malcolm Road Tangmere Chichester

Alterations and resurfacing of the Village Centre car park with a permeable (full infiltration) flexible surface.

This application had been submitted by the Parish Council.

TG/23/02138/DOM - Case Officer: Eleanor Midlane-Ward

Mr Ryan Harvey

129 Mannock Road Tangmere Chichester West Sussex

Single-storey rear extension.

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

TG/23/02186/DOM - Case Officer: Miruna Turland

Mr and Mrs W and D Underwood

New Bury Farm Marsh Lane Easthampnett Tangmere

Single storey side extension

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

**Planning Decisions**

364. The following Planning Decisions were noted:

TG/23/01748/DOM

Mrs J Spencer-Ellis

1 Barncroft Close Tangmere Chichester West Sussex PO20 2FE

First floor west side extension, change garage use to create habitable accommodation with various alterations including changes to fenestration and replacement of cladding for render.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RYGHM3ERLST00>

TG/23/01947/DOM

Mr David Loy

83 Easthampnett Lane East Hampnett Tangmere Chichester West Sussex PO18 0JY

Single storey rear extension.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RZQBOVERM5S00>

TG/23/02158/TCA

Dr Penelope Cave

1 Church Farm House Church Lane Tangmere Chichester West Sussex PO20 2HA

Notification of intention to reduce height by 5m, reduce north sector by 3m and south sector by 2m on 1 no. Tulip tree (T1). Reduce height down to 2.5m (above ground level) on 1 no. Yew tree (T2).

NOT TO PREPARE A TREE PRESERVATION ORDER

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S166R7ERMNC00>

TG/23/02157/TPA

Joanna Stacy

4 Merlin Close Tangmere Chichester West Sussex PO20 2WA

Reduce height by 4m, reduce widths by up to 2m and crown thin by 20% on 1 no. Lime tree (T1) subject to TG/91/01022/TPO.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S166OSERMNA00>

TG/23/02223/TCA

Sue Mcgowan

2 Bayleys Cottages Tangmere Road Tangmere Chichester West Sussex PO20 2HE

Notification of intention to crown reduce by 2m (back to previous pruning points) on 1 no. Italian Alder tree (T1).

NOT TO PREPARE A TREE PRESERVATION ORDER

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S1KZONERMRY00>

TG/23/02017/PA1A

Mr Nabil Ouertani

9 Church Lane Tangmere Chichester West Sussex PO20 2EZ

Single storey extension to the rear (a) rear extension - 6m (b) maximum height - 2.70m (c) height of eaves - 2.70m.

PLANNING PERMISSION NOT REQUIRED

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S05WOTERMBO00>

TG/23/01414/PLD

D Woodcock

2 Tangmere Road Tangmere Chichester West Sussex PO20 2HW

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

REFUSE

<https://publicaccess.chichester.gov.uk/online-applications>

**Finance and Governance**

365. The payments and receipts to the end October 2023 for the Parish Council and Village Centre were noted.

366. It was noted that the next Finance Committee Meeting has been scheduled for 28 November 2023 primarily to determine the budget for the Financial Year 2024/25 and budgetary constraints.

**Operation Watershed**

367. The WSCC’s Decision relating to Tangmere Parish Council’s application for funding to works on Tangmere Road was noted. The Decision can be found at: [Decision - Operation Watershed Active Communities Fund ECC04 (23/24) (moderngov.co.uk)](https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?id=1863&LLL=0) . It is advised that this Decision does not come into effect until after the call-in period ends.

**S106/CIL Funded Projects**

An update report from the Clerk was received in respect of identified S106/CIL funded

projects and to determine recommendations therein. (Report is attached to these minutes).

368. S106 Sports & Leisure – Changing Rooms – Agreement on layout

**Resolved** that a layout for the changing rooms is agreed which allows for:

1. the addition of a north south dividing wall
2. replacement of the urinals on the western wall by the toilet cubicles
3. repositioning of wash hand basins as necessary
4. replacement of communal shower rooms by individual shower cubicles, three in each of home and away team sides and two in area accessed from Village Centre corridor.
5. new seating and coat hooks to be positioned as required.
6. New flooring to be laid throughout and the ceiling may need to be replaced.
7. Officials Area

369. S106 Sports & Leisure – Changing Rooms – Appointment of Architect

**Resolved** that:

1. The Parish Council apply for S106 Sports & Leisure funding for the delivery of Stages 1 – 4 inclusive as detailed above plus an initial contingency of no less than £1,500.
2. Contractor A be appointed to carry out the work.

370. S106 Community Facilities – Car Park Resurfacing

**Resolved** that:

1. The Parish Council apply for S106 Community Facilities funding for the sum of £465.00 to reflect the increase in planning and tendering services being provided by Stripe.
2. The Clerk in consultation with the Chairman to undertake this application on behalf of the Council.

371. S106 Community Facilities – Kitchenette and Storage Cupboards

**Resolved** that:

1. The Parish Council agree the use of the S106 Community Facilities Funding to deliver the installation of the kitchenette. To be supported by the NHB funding for the installation of the drainage.
2. An application be made by the Clerk for S106 Community Facilities Funding for the works.
3. The Parish Council to agree a maximum budget for the works of £15,000 including the drainage works, electrics, contingency and sundries.
4. Acceptance of the most suitable quotations and delivery of these works be delegated to the Clerk in consultation with the Chairman of the Village Centre Chairman.

372. Community Infrastructure Levy (CIL) – Community Hall Storage Cupboard

**Resolved** that:

1. The Parish Council approve the use of CIL funds to install the storage cupboard in the Community Hall.
2. Acceptance of the most suitable quotation and delivery of project be delegated to the Clerk in conjunction with the Chairman of the Village Centre Committee.

373. It was noted that a S106 Public Art Presentation and Meeting to be held at 6.00pm on 5 December 2023 preceding the December Environment Committee Meeting.

374. S106 Determination Meeting for major S106 Community Facilities and S106 Sports & Leisure Projects to be held in January/February 2023 once quotations for all potential projects have been received.

**UK Shared Prosperity Fund (UKPF) and Rural England Prosperity Fund (REPF)**

375. **Resolved** that:

1. opportunities to seek grants from UKPF and REPF to support identified projects be explored with CDC.
2. the Council delegates to the Clerk in consultation with the Chairman applications being submitted by deadline of 3 January 2023 for those projects where Council can meet the match funding requirements.

**Minutes & Reports from Committees**

376.

i) The draft minutes for the Environment Committee Meeting were received and noted.

ii) The draft minutes of the Finance Committee Meeting held on 5 October 2023 were received and noted.

ii) It was noted that the next Village Centre Meeting will be held on 12 December 2023.

**Correspondence**

377. Members discussed WSCC proposals for the Perimeter Track at Tangmere Airfield.

**Agenda Items for Future Meetings**

378. Governance Documents and Policies

**Dates of Forthcoming Meetings**

379. The following dates of forthcoming meetings were noted:

|  |  |
| --- | --- |
| Date of Meeting | Committee |
| 28 November 2023 | Finance Committee |
| 5 December 2023 | Meeting to explore S106 Public Art Suggestions (closed) to commence at 6.00pm |
| 5 December 2023 | Environment Committee |
| 12 December 2023 | Village Centre Committee |
| 19 December 2023 | Finance Committee (Budget – Setting – Closed) |
| 11 January 2023 | Full Council |
| 23 January 2023 | TAAG |

**Exclusion of the Press and Public**

380. **Resolved** 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.

**Staffing Matters**

381. Members noted the matters raised in the Staffing Report.

Meeting ended at 9.47pm.

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

Date: ……………………………….

**Tangmere Parish Council**

**Full Parish Council Meeting – 23 November 2023**

**Agenda Item 12 – S106 Projects**

***[A] S106 Sports & Leisure – Changing Rooms***

i) Agreement on layout

In order to progress with obtaining competitive quotations for the remodelling and refurbishment of the changing room areas at the Village Centre the first stage is for Members to agree proposals for the new layout.

It is proposed that the existing layout is altered to create dedicated ‘home’ and ‘away’ changing rooms and a separate ‘officials’ changing rooms. The shower room area for the home team to be divided into two halves by the construction of a new wall running north to south. Thus, creating separate areas for the home and away teams. The showers to be relocated at the southern end with three in each area. The current urinals on the western wall to be replaced by two separate toilet cubicles. Bench seating and coat hooks to be located along the dividing wall to supplement the existing seating areas for home and away teams to ensure sufficient capacity for field-based team sport members. Basins to be relocated as necessary. The shower and changing area directly accessible from the corridor in the Village Centre to be remodelled to include two shower cubicles and a toilet, basin and changing area. This area can then be used by ‘officials’ of field-based sports teams sports but also by users of the Village Centre as required ie. members of exercise classes, overnight users of the Village Centre.

**Recommended that** a layout is agreed which allows for:

1. the addition of a north south dividing wall
2. replacement of the urinals on the western wall by toilet cubicles
3. repositioning of wash hand basins as necessary
4. replacement of communal shower rooms by individual shower cubicles, three in each of home and away team sides and two in area accessed from Village Centre corridor.
5. New seating and coat hooks to be positioned as required.
6. New flooring to be laid throughout and the ceiling may need to be replaced.

ii) Appointment of Architect

The Parish Council are required to appoint an Architect to provide the following services:

* *Stage 1 – Measured Survey* undertake a measured survey of the existing changing rooms and prepare as existing plans.
* *Stage 2 – Layout Design* based on the survey drawing prepare hand drawn layout design options for discussion and agreement
* *Stage 3 – Detailed Design* preparation of a Detailed Design Package to allow the changing room scheme to be tendered to obtain like for like contractor quotes. The Detailed Design Pack will include product and finishes specification for the floors, cubicles and small power & lighting layouts etc. It might be necessary to appoint a Structural Engineer to prepare the detailed structural design for any structural alterations to the existing building. If any alterations are made to existing below ground drainage, thermal elements and/or structural elements of the existing building then it may be necessary to submit a Building Regulations Application to either the Local Authority Building Control or Approved Inspector.
* *Stage 4 – Pre-Construction Information Document* preparation of a pre-construction information document for the project to assist with the design of the scheme and to form part of the tender pack for contractors.
* *Note a separate appointment is required for Principal Designer Services as set out within the Construction Design and Management Regulations 2015 when the project is delivered.*

Three Architects have been approached for quotations to deliver the above services. Only one (Contractor A) has returned a quotation for the total sum of £4,200 (four thousand two hundred pounds) excluding VAT. A contingency will need to be made for Structural Engineers Fees and Planning and Building Control Fees.

**Recommended that:**

1. The Parish Council apply for S106 Sports & Leisure funding for the delivery of Stages 1 – 4 inclusive as detailed above plus an initial contingency of no less than £1,500.
2. If the funding is approved, Contractor A be appointed to carry out the work.

***[B] S106 Community Facilities – Car Park Resurfacing***

The Planning Department are waiting for some more information from Stripe relating to existing and proposed lighting of the carpark before determining the planning application for the carpark. This is following questions raised by residents living in neighbouring properties.

Tender documents have been distributed for the works.

It has been determined that there is no requirement for the Parish Council to deliver electric vehicle charging points as part of the resurfacing works.

Stripe have advised that there will be an increase in their fees to cover the cost of undertaking a service of electrical supply capacity at the Village Centre relating to the installation of Electrical Vehicle Charging points (for the sum of £465 plus VAT). The Parish Council needs to apply to CDC for release of S106 funding to covers this increase.

**Recommended that**

1. the Parish Council apply for S106 Community Facilities funding for the sum of £465.00 to reflect the increase in planning and tendering services being provided by Stripe.
2. Approval be given for the Clerk in consultation with the Chairman to undertake this application on behalf of the Council

***[C] S106 Community Facilities – Kitchenette and Storage Cupboard***

From quotations received to date the cost of installing a kitchenette in the Community Hall to the previously agreed design and to undertake associated works to relocate radiators and install electrics will be in the range of £9,120 to £11,554 (ex VAT) plus an additional £800 for electrics. There will be the need to include a contingency for works such as decoration of the hall following works and a sum for sundry items such as electrical appliances, cutlery and crockery. There is a balance of NHB available to support the drainage works in the region of £2,500.

Ideally the Kitchenette needs to be installed as soon as is practically possible but before April 2024 and when the Scouts hire of the hall is not impacted.

**Recommended that:**

1. The Parish Council agree the use of S106 Community Facilities Funding to deliver the installation of the kitchenette. To be supported by the NHB funding for the installation of the drainage.
2. An application be made for S106 Community Facilities Funding for the works.
3. The Parish Council to agree a maximum budget for the works of £15,000 including the drainage works, electrics, continency and sundries.
4. Acceptance of the most suitable quotations and delivery of these works be delegated to the Clerk in consultation with the Chairman of the Village Centre Committee.

***[D} Community Infrastructure Levy (CIL) – Community Hall Storage Cupboard***

The cost of installation of the storage cupboard in the Community Hall, necessary for effective future usage of the Village Centre will be in the region of £3,350 - £4500 (ex VAT) plus an additional £535 for electrics.

**Recommended that:**

1. The Parish Council approve the use of CIL funds to install the storage cupboard in the Community Hall.
2. Due to the urgency of delivering these works acceptance of the most suitable quotation and delivery of the project be delegated to the Clerk in conjunction with the Chairman of the Village Centre Committee.

Garden Area off Small Hall and Village Centre Sustainability Project Phase 2 to be discussed under Agenda Item 13 UKPF/REPF.

S106 Public Art Presentation and Meeting to be held at 6.00pm on 5 December 2023. preceding the December Environment Committee Meeting.

S106 Determination Meeting for major S106 Community Facilities and S106 Sports & Leisure projects to be held in January 2023 once quotations for all potential projects have been received.