TANGMERE PARISH COUNCIL



Caroline Davison

Clerk to the Council

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**TANGMERE PARISH COUNCIL**

**ANNUAL COUNCIL MEETING**

**Thursday 16 May 2024**

Councillors are hereby summoned to attend the Annual Council Meeting

of Tangmere Parish Council to be held in the Main Hall

Village Centre, Malcolm Road, Tangmere PO20 2HS

on **Thursday 16 May 2024** at **7.00pm**

**Caroline Davison**  
9 May 2023 Caroline Davison

Parish Clerk

**AGENDA**

1. **Welcome**
2. **Election of Chairman**

To elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office.

1. **Election of Vice-Chairman**

To elect the Vice Chairman of the Council and to receive the Vice Chairman’s Declaration of Acceptance of Office

1. **Apologies**

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 any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Tangmere Members’ Code of Conduct.

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 3 e to 3 k.

1. **Minutes**

To approve as an accurate record the minutes of the Full Council meeting held on 21 March 2024.

1. **Co-option of New Councillors**
2. To consider applications from candidates for co-option to the two vacant seats on the Parish Council.
3. To receive Declarations of Acceptance of Office from successful candidates and welcome to Council.

1. **District Councillor Report**

To receive a report from the District Councillor David Betts.

1. **County Councillor Report**

To receive a report from the County Councillor Simon Oakley.

1. **Membership of Committees**

To appoint the membership of the Council’s Committees:

1. Finance Committee – min 5 members
2. Environment Committee – 8 members
3. Village Centre – min 5 members
4. **Advisory Groups/Working Parties**

To appoint membership of the Council’s Advisory Groups and Working Parties:

1. Tangmere Allotment Advisory Group (TAAG)
2. Tangmere Strategic Development Area Working Group
3. **Representatives to Outside Bodies**

To appoint Council representatives to outside bodies

1. CDALC
2. Goodwood Motor Circuit
3. Tangmere Airfield
4. WSALC
5. CDC Meeting of Parish Councils
6. Community Warden Liaison
7. **Finance and Governance**
8. Income and Expenditure to end April 2024

To note the income and expenditure for the Parish Council and Village Centre for the first month of the Financial Year 2024/25.

1. End of Year Closedown of Accounts

To note that the End of Year Closedown of Accounts will take place on 15 May 2024.

1. Internal Audit

To note that the Internal Audit will take place on 20 May 2024.

1. Fee Increase for Allotments for 2025/26

To note that at the Tangmere Allotments Advisory Group held on 19th March it was decided that fees for allotment rental be increased by 20% for the Financial Year 2025/26.

1. Project Report

To advise that a project update report will be given at the next Full Parish Council Meeting to be held on 18 June 2024 preceding the Environment Committee Meeting.

1. Repairs to Roundabout

To approve the spend of £1090 to repair the inclusive roundabout. The funding for these repairs to come from 4038/201 Equipment Maintenance/ Recreation Ground plus £90 from General Reserves. Note this amount exceeds the current limit of £1000 (Tangmere Parish Council Financial Regulations) which the RFO and Chair of Council/Committee can approve without going to Committee/Full Council and also importantly the amount allocated in the Annual Budget for spend on playground equipment repairs. Due to the urgency of these repairs authority for the spend is being requested at this Full Council Meeting.

**Recommended** that the sum of £1090 be approved to spend for the purposes of repairing the roundabout. £1000 to come from the allocated budget for Equipment Maintenance/Recreation Ground and the

General Reserves

1. **Playground Area at Dukes Meadow**

To consider a proposal that has been received from the residents of Dukes Meadow for the Parish Council to adopt the playground area.

1. **Planning**
2. To consider the Council’s observations on the following planning applications:

**TG/24/00760/DOM - Case Officer: Sascha Haigh**

Thadius Smythe LTD C/o Agent

Demolition of 3 bay garage, erection of a single garage, internal alterations, single storey rear extension and changes to fenestration.

3 Tangmere Road, Tangmere, Chichester, West Sussex, PO20 2HW

**TG/24/00759/FUL - Case Officer: Sascha Haigh**

Thadius Smythe LTD C/o Agent

3 Tangmere Road Tangmere Chichester West Sussex

Erection of new dwelling and garage.

**TG/24/00816/DOM - Case Officer: Miruna Turland**

63 Garland Square Tangmere Chichester West Sussex

Ground floor rear extension.

**TG/23/02508/FUL** - Extension for new dental surgeries, staff room and disabled toilet. Roof mounted solar panels. Additional EV charging points in staff carpark.

Tangmere Dental Centre Malcolm Road Tangmere Chichester PO20 2HS

A letter was received from Andrew Frost regarding the comments submitted by the Parish Council in response to this Planning Application. This letter states that:

* Further information has been submitted on the drainage issues which the Parish Council raised, and the Council's Drainage engineer has provided further comments.
* Amended plans were submitted for the proposed parking arrangement and

Highways have provided further comments.

* If the application is permitted, ecological enhancements for the site in line with the Council's Environmental Strategy comments would be conditioned.
* The reinstallation of the landscape bund is not a requirement of the planning application. The planning officer has advised the applicant to contact the Parish Council directly about this matter.

Any additional comments from the Parish Council need to be submitted by 21st May 2024.

b) To note the Planning Decisions made since last meeting:

**TG/24/00640/TPA**

Karen Lemon

3 Meadowside Walk Tangmere Chichester West Sussex PO20 2WR

Fell 1 no. Oak tree (quoted as T1, TPO'd no. T2) subject to TG/95/01027/TPO.

PERMIT

**TG/24/00551/TCA**

3 Tangmere Road Tangmere Chichester West Sussex PO20 2HW

Notification of intention to fell 5 no. Leyland Cypress trees (quoted as T01/TL01) and felling of 21 no. Leyland Cypress trees and 2 no. Pine trees (quoted as T02/TL02).

NOT TO PREPARE A TREE PRESERVATION ORDER

1. **Minutes & Reports from Committees**

To receive the oral reports from Committee Chairman for items not on this Agenda:

1. Environment Committee
2. Village Centre Committee
3. Finance Committee
4. **Reports from Representatives on Outside Bodies**
5. Goodwood Motor Circuit
6. Any Other Reports from Outside Bodies
7. **Any other matters for information only**
8. **Items for Next Agenda**

* Approval of Financial Documents/AGAR
* Terms of Reference for Committees
* Project Update Report
* Financial and Governance Documents – approval and adoption

1. **Date of next meeting**

The date of the next scheduled Full Council Meeting is 18 June to be held at 6.30pm preceding the Environment Committee Meeting.

**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).

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