

TANGMERE PARISH COUNCIL



Minutes of the meeting of the Annual Council Meeting
held on 18 June 2024 at Tangmere Village Centre

Present:

Councillors Roger Birkett, Simon Oakley, George Bailey, Regan Du Closel, Paul Spencer Ellis, Kate Beach and James Stanbridge

In attendance:

Caroline Davison – Parish Clerk and RFO

Welcome

041/24. All present were welcomed to the Meeting.

Apologies for Absence

042/24. All Members were present at the Meeting

Declarations of Interest

043/24. Councillor Simon Oakley declared non-pecuniary interests, in general terms, as a member of West Sussex County Council (WSSCC).

044/24. Councillor Kate Beach declared an interest as a member of the Community Gardens Committee.

Minutes

045/24. **RESOLVED** that the Minutes of the Full Council Meeting held on 21 March 2024 be approved as an accurate record and signed as such by the Chair.

046/24. **RESOLVED** that the Minutes of the Annual Council Meeting held on 16 May 2024 to approved as an accurate record and signed as such by the Chair.

Co-option of New Councillors

047/24. Members noted the resignation of Councillor Donald Wright due to personal reasons. It was noted that there were now two vacant seats on the Council.

048/24. No applications for co-option had been received.

Public Participation

049/24. There were no members of the public present to make representation.

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Internal Auditor's Report

050/24. Members received and noted the End of Year Internal Auditor's Report dated 20 May 2024. The Clerk & RFO reported that the level of general reserves whilst improved from the previous financial year had still been highlighted by the Internal Auditor as an area of concern. Costs had been carefully controlled over the previous financial year and opportunities to generate and maximise revenue progressed. The importance of careful monitoring and control moving forward was reiterated.

Annual Governance Statement 2023/24 (Annual Governance and Accountability Return (AGAR) Section 1)

051/24.

Members considered the questions posed by the AGAR Statement 2023/24 and **AGREED** the Council's answers to those questions. Members **APPROVED** the Statement once the answers were agreed, and it was signed by the Chairman.

Accounting Statements 2023/24 (Annual Governance and Accountability Return (AGAR) Section 2)

052/24.

Members received and **AGREED** the circulated accounting statements for the year ended 31 March 2024 which was signed by the Chairman.

Financial Regulations

053/24.

Resolved that the new Financial Regulations for the Council based on the new model NALC Regulations 2024 be approved and adopted with effect from 18 June 2024.

Governance Documents and Policies

054/24.

Resolved that the following governance documents and policies having been reviewed be adopted by the Council. Note: No changes have been made other than the addition of review dates

- Standing Orders
- Equality and Diversity Policy
- Dignity at Work Policy
- Disciplinary Policy
- Scheme of Delegation
- Grievance Policy

Chair and Vice Chair of Committees

055/24.

It was noted that the Chair and Vice Chair of Committees would be elected at the first meeting of each committee.

Financial Scrutineers

056/24.

Resolved that the Chair of the Finance Committee and one other member of the Finance Committee be appointed at the first Finance Committee meeting to inspect the accounts on a quarterly basis for the first three quarters of the year.

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Community Gardens

057/24.

Resolved that the Clerk and Councillor Kate Beach be delegated to draft a renewal agreement of tenure. This to be presented to Full Parish Council for approval in the Autumn.

Fee Increase for Allotments – 2025/26

058/24

It was noted that at the Tangmere Allotments Advisory Group held on 19 March 2024 it was proposed that fees for allotment rental be increased by 20% for the Financial Year 2025/26.

Resolved that in line with the proposal from Tangmere Allotments Advisory Group the fee for allotment rental be increased by 20% for the Financial Year 2025/56 and Allotment Holders be advised accordingly.

Small Projects

059/24

It was agreed to delegate discussion in respect of these highlighted projects to the Finance Committee for its next meeting on 2 July 2024 and to report to Full Parish Council at the next meeting to be held on 11 July 2024.

Current Projects

060/24

It was noted that the work to remodel the Outdoor Space for the Nursery was scheduled to start in the last week of June and to last for approximately ten days.

061/24

It was noted that the consultancy work for the Changing Rooms was ongoing with an Asbestos and Drainage Survey due to be undertaken in the next couple of weeks as part of the process.

S106 Public Art

062/24

It was reported that the new Memorial Bench and Lecterns had been installed in the Memorial Woodland in time for the 80th Anniversary of D Day on 6 June 2024. The Parish Council extended its thanks to Kate Viner, its appointed Lead Art Advisor, for her fantastic bespoke artwork designs for the D Day Memorial Bench and Lectern and for her invaluable support with the design and delivery of this project.

063/24

S106 Public Art Report – The next Steps

The Clerk presented a report to clarify the next steps with S106 Public Art. It was proposed that towards the middle/end of July (date tbc) a meeting of the Parish Council with Kate Viner, Lead Art Advisor, would be convened to explore suggestions for S106 Public Art Projects from the list which had already been received and to add any new suggestions. Also to explore possible locations for the art installations.

From these lists a shortlist of potential projects and locations would then be agreed which could then be used to go out to public consultation as to the preferred projects and locations.

At this meeting in July it was also proposed to set up a working group to support the delivery of the public consultation under the guidance of Kate Viner. This to potentially include a stand at the Summer Fair, group presentations and an exhibition at the Village Centre.

Once the preferred project/s had been identified then Kate Viner would assist the PC with identifying potential artists (3 max for each) to draw up and present designs/concepts to the Parish Council. There would then be further public consultation before final decision by the

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Parish Council.

S106 Community Facilities - Car Park Improvement Project

064/24.

The Clerk reported that on Thursday 13 June 2024 the Parish Council met with Jessica McGregor from Stripe Consulting. At this Meeting the Council received an evaluation of the tender submissions which had been received from going out to public tender.

Originally going out to closed tender had resulted in two tender submissions but both quotations for works had been far in excess of the potential funding available to deliver the project. The two contractors had been invited to resubmit tenders when the project had gone out to public tender however both declined to do so. A further four tender submissions had been received through the public tender process from the nine expressions of interest. These were forwarded to Stripe Consulting for initial evaluation.

In presenting the evaluation of the tenders received it was agreed that one of these submissions was incomplete providing final costs without any supporting documentation. This tender was therefore excluded from further consideration.

The remaining tender submissions were all within a similar range for cost of works. The positives and negatives of each submission were discussed, and areas highlighted in each which required further detail or explanation from the contractors. It was agreed that the Consultants would ask each contractor for this further information before final decision. The Contractors would also be asked when they would be able to start the works if appointed. Prices had been received for resurfacing the carpark in asphalt and in block paving and for all the car park or just half the car park. It was unanimously agreed by Parish Councillors present that their preferred choice would be to see the whole carpark resurfaced and using block paving.

The Parish Council also requested confirmation from Stripe Consulting as to its costing to undertaking the necessary project management and quantity surveying work to support delivery of the project. The Parish Council had already received a quotation for this work and wanted to ensure that this was still valid.

It was reaffirmed that the Parish Council was committed to the resurfacing of the Village Centre carpark, something which has been aspired to for at least ten years. It was understood that once all the further information had been received from the contractors and a decision had been reached as to the Parish Council's preferred choice of contractor, the Parish Council would need to submit a detailed application to Chichester District Council for approval of funding for the delivery of the project through S106 Community Facility Funding.

Resolved that the Village Centre Carpark be resurfaced in its entirety using block paving.

Resolved that the Resurfacing of the Village Centre Carpark is confirmed as the preferred choice of project for delivery using S106 Community Facilities funding.

Tangmere Strategic Development Area

065/24.

Councillor Andrew Irwin reported that he had been progressing with the setting up discussions with relevant parties in respect of Policy 7 Land South of High Street. A date for this meeting to be arranged in the next few weeks.

Any other Matters for Information only

066/24.

It was reported that there had been a couple of incidents regarding antisocial behaviour at the Village Centre by teenagers. In one of these incidents a group had accessed the roof. The CCTV cameras clearly picked up the perpetrators and the footage shared with the PCSO and Community Warden who were able to identify the majority of the teenagers enabling them to speak with the parents and the teenagers themselves. It was advised that the gutters of the

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Village Centre are scheduled to be painted with anti-climb paint in the next few weeks. Residents were encouraged to report any incident witnessed to either the Community Warden or the PCSO.

Items for next Agenda

067/24. To include:

- TSDA including cycle path/pedestrian access to new development alongside Saxon Meadow.
- Community Warden Report
- Update Safer Roads in Tangmere

Dates of Forthcoming Meetings

068/24.

Date of Meeting	Committee
2 July 2024	Finance Committee Meeting
11 July 2024	Full Parish Council Meeting

Unless otherwise stated all meetings to commence at 7.00pm.

End of Meeting 9.44pm

Signed : Chairman

Date: