

# TANGMERE PARISH COUNCIL

## Minutes of the PARISH COUNCIL MEETING held on 12 July 2007

**Present:** Andrew Irwin (Chairman), Roy Anscombe, George Barlow (Environment Chair), Andrew Grice and Helen Punnett (Finance Chair).

**Also present:** Five members of the public, Jayne Sansby (LAT Chair), Community Warden Sue Long and District Councillor Chris Punnett and County Councillor Andrew Smith.

**Apologies:** Christine Baker – on holiday, Roger Birkett – recuperating and PCSO Sarah Watson – injured.

### 2140. PUBLIC SESSION

The Chairman asked residents to refrain from asking questions until all reports had been given

#### (a) **Community Warden's Report**

A report had been prepared to show the breakdown of incidents in Tangmere and Oving in May/June 2007 (see Minute Book for copy). The Community Warden reported the following incidents

- A burnt car found in Church Lane, Oving had been stolen from Tangmere.
- Litter problem still ongoing in Hampden Place – will liase with the Litter Warden
- Locks on garages at the back of Bayley Road have been tampered with.
- A fire on the skate park had been cleared and CW asked that residents report such occurrences
- Windows had been broken at Boxgrove Corner – the developer has been notified and builders have been called in.
- Jr Wardens will be giving out medals and water at Chichester Race for life – CW taking part. CW thanked Jr Wardens for helping with the clear up after TC07.
- Chichester District CW scheme received two awards: Home Office Respect Award and SE Warden Conference Team Award.
- Some children had been banned from attending the Youth Club.

The Chairman congratulated the Community Wardens on winning the two awards.

#### (b) **Police Community Support Officer's report**

The PCSO was unable to attend due to an injury and had submitted a written report (for copy see Minute Book). Most of the items on the report had been covered in the CW's report. The number of incidents involving anti-social behaviour have risen especially at the Fire Depot and Churchwood Drive, where security staff were being targeted and windows being smashed, a Directed Patrol Activity has been put in place and the number of incidents have fallen, regular patrols will be continued.

#### (c) **Local Action Team Report**

The LAT Chair gave the following verbal report:

- Breakfast Club is seeking £1,000 funding: Kelsey has agreed to donate £100 and Martlet Homes is being asked for a donation of £400. LAT will make up the difference to the £1000.
- Football Wall: difficulty in finding supplier of wooden sleeper type mode.
- 'Make a Commitment' Campaign: the three winning pictures will be made into posters which will be displayed in the village. It may become an annual competition.
- PCSO willing to attend the Youth Club to talk to the children informally.

- The Group has agreed to donate £500 towards the Litter Warden scheme.
- Village clean up is planned for Friday, 26 October. The school children and Jr Wardens will be invited to take part.
- Next meeting on 24 October.

Parish Councillors will rotate attendance with each Councillor attending two meetings in a row to ensure a handover to the next Councillor.

The Chairman thanked LAT for supporting the litter initiative with its donation.

#### **(d) County and District Councillors' Report**

##### **County Councillor's Report**

The County Councillor gave the following verbal report:

- WSCC has been preparing the Mineral Waste Framework. GOSE rejected its Core Strategy on 1 March.
- The problem of cars speeding through the Village along Meadow Way and Tangmere Road has been reported to the Highways Agency and the Councillor is awaiting a response.
- Footbridge: construction is scheduled to begin in September.

##### **District Councillor's Report**

The District Councillor apologised for the confusion over the publication date of the Inspector's report and gave the following verbal report:

- Spitfire Court is not included in the Conservation Character Area Appraisals and Proposals document, as the building is not located in the conservation area. The building is listed which gives it greater protection.
- Visited a waste plant in Shropshire involved with anaerobic digestion of waste which produces a 'soup' which can be used to condition soil and spreading on farmland.
- Tangmere Nurseries has withdrawn its application for an additional glasshouse. He reported that the developer was concerned by the cost of the required flood risk management involved.
- Litter Warden: has contacted District regarding the disposal of the litter collected by the Warden. The Officer responsible has agreed to the litter collection but will need to discuss collection days and points.

Members were asked for questions.

The meeting noted that it would be useful if details of all listed buildings within the village had been included as an appendix in the Conservation Character Area report.

One member queried why Lavant was opposing the locating of gravel pits in its area as Tangmere had not. The meeting noted that most villages would not wish to have a gravel pit nearby and that it may be seen as creeping industrialisation of the area.

The Chairman informed the meeting that the new initiative to reduce speed limits to 20mph round schools could be linked with the request for traffic calming within the village. The issue is to be raised at the next South Chichester Local Council Committee. It was also noted that one of the reasons for the developer withdrawing its glasshouse planning application was that the landowners pulled out of the deal and that there was a hostage strip around the entire site.

The Environment Chair stated that the way forward for the LDF was now unknown since the Core Strategy was rejected. The Inspector's report confirmed Tangmere's listing as a Category C area for development and the need to strengthen Tangmere's infrastructure.

The floor was then opened to the members of the public.

**(e) Residents Questions**

Residents raised the following issues:

- Hampden Place generates more rubbish than other areas and there are larger items of rubbish by the garages in Garland Square. The metal fence around the play area in Hampden Place is being vandalised. The CW will notify the housing association of the vandalism. The CW offered to help with the disposal of larger items of refuse.
- CWs commended for their work with Jr Wardens and primary school children, however were queried as to plans to engage the older children who cause responsible for a lot of the vandalism in the village. The CWs have discussed the issue but have a time restriction on running a similar scheme for teenagers. They have been asked to write a feasibility study on the subject. The CWs do get advised of the vandalism but as there is normally no evidence it cannot be taken further.
- Children are climbing on top of the derelict building on City Fields Way and throwing pieces of the roof at other children below. The resident was asked to call the non-emergency number and report each incident, remembering to quote the log in number from the previous call to ensure the incidents are linked. The incidents may stop due to the directed patrol activity (DPA) in place at the Fire Depot site.
- Litter bins: the installation of a new vandal-proof bin in Spitfire Court is to be chased up.
- Boxgrove's continued funding of the CW scheme was queried. It was noted that Boxgrove Parish Council was having an emergency meeting to discuss its contribution.
- The new streetlights have been installed on the right hand side of Malcolm Road. The whole process is to take six weeks. The proposed remedial work at the entrance of the Village Centre's car park will take place sometime this financial year.
- An email was received from an individual who was unable to attend the meeting. The email highlighted the problem of large lorries travelling to Tangmere Nurseries becoming lost due to poor directions and signage. These large lorries cause major havoc on the narrow country roads. The individual had spoken to a group of under-managers at the company who did not consider there to be a problem and did not care about the effects on the local community. The meeting AGREED that the issue should be brought before the next Environment Committee meeting to be discussed fully.

There was a brief adjournment to allow members of the public to leave if they so wished. Four members of the public left the meeting.

**2141. LDF: TO CONSIDER THE IMPLICATIONS OF THE INSPECTOR'S REPORT ON THE CORE STRATEGY AND HER RECOMMENDATION FOR THE WITHDRAWAL OF THE CORE.**

The Committee noted that the Inspector's report had raised some valid issues. The major issue was that the Core Strategy was not specific enough and should have included more site-specific issues and the elimination of some areas. The Council AGREED that the working party should be reconvened as all documents may have to be resubmitted.

The two main items that need to be addressed are the plans for the Museum and Greenfield allocation. The Council AGREED that the Council should await the production of a long-term strategy from the Museum. This strategy would then be reviewed to determine if it is in line with the Parish Plan and if so include it as part of the Council's LDF submissions. The Chairman and the Environment Chair are to attend a meeting with the Museum's Director on 17 July.

The County Councillor informed the meeting that the current Local Plan expires on 27 September. The District Council will have to apply to GOSE to extend the Plan. The Local Plan can be extended for a maximum of three years. The meeting noted that the affordable allocation numbers may be increased following the Prime Minister's statement in support of more affordable housing.

The Chairman and the Environment Chair are to attend a pre-application meeting with the developer of the Fire Depot site on 25 July.

The District Councillor has passed on housing statistics, which show the current imbalance in the housing mix within Tangmere, to the District's Housing Officer. The Chairman requested that the housing needs survey in Tangmere be updated prior to the re-issue of the Core Strategy. The District Councillor was asked to ask for the Housing Needs Register to be updated urgently.

The County and District Councillors left the meeting.

#### **2142. MINUTES OF THE MEETING HELD ON 10 MAY 2007**

The minutes of the Annual Meeting of the Parish Council held on 10 May 2007 were approved and signed as a correct record.

#### **2143. MATTERS ARISING**

There were no matters arising.

#### **2144. URGENT MATTERS ARISING**

The meeting noted that the land between the Village Centre and the local pub is for sale with the restriction that it is only used for parking. The item is to be brought before the Environment Committee for discussion.

#### **2145. TO REVIEW THE PROPOSALS CONTAINED IN THE CONSERVATION CHARACTER AREA APPRAISAL AND PROPOSALS DOCUMENT AND TO CONSIDER THE INCLUSION OF THE PROPOSALS WITHIN THE PARISH PLAN.**

The document had been circulated to members prior to the meeting. The Council AGREED to support the proposals in the document and that individual items will be selected for inclusion. The items for inclusion will be finalised at the next Environment Committee meeting on 24 July.

The meeting noted that one of the focal buildings in the report, Perrymead, had had its boundary wall knocked down by a car.

**2146. FINANCIAL RECOMMENDATIONS**

The Council considered the three recommendations.

**(a) To approve the appointment of a new internal auditor**

The Council were informed that an internal auditor should not only be competent but independent of the Parish Council. The current internal auditor, the Allotment Steward, has been successful in applying for a grant of £10,000 from the Big Lottery Fund for the Battle of Britain Memorial Woodland. The Steward will assist the Environment Chair in the administration of the project. The meeting noted that this could be perceived as a conflict of interest. As the Council is to apply for Quality Status it needs complete transparency in all its activities. A letter of thanks is to be sent to the Steward for his services over the years.

The Council AGREED to appoint Mr Rob Martin as internal auditor for the Parish Councils accounts for 2006/07.

**(b) To agree Section 1 Statement of Account of the 2006/07 Annual Return for submission to the internal auditor (see Minute Book for a copy).**

The Finance Chair queried the decrease in the 2006/07 salary and expenses figure compared with the previous year's. The Clerk is to review the figures.

The Council APPROVED the Statement of Account of the Annual Return for 2006/07 for submission to the internal auditor subject to a satisfactory explanation of the variance in the salary and expenses figures.

**(c) To delegate authority for final approval of the Annual Return for submission to the external auditor to the Finance Committee.**

The Council was asked to approve the delegation of authority to the Finance Committee to allow the Annual Return to be submitted in time for the external auditor's deadline of 31 August 2007.

The Council AGREED to delegate the final approval of the Annual Return to the Finance Committee.

**2147. TO CONSIDER THE CLERK'S RECOMMENDATIONS REGARDING ISSUES ARISING FROM ATTENDANCE AT THE CILCA COURSE**

The report had been circulated to all members and was discussed (for copy see Minute Book).

The Council APPROVED the following recommendations:

- (a) To purchase an electronic copy of the latest version of 'Standing Orders and Chairmanship' at a cost of £12.75 plus vat and to authorise the Clerk to update the existing Standing Orders and circulate it to members for review. To bring updated Standing Orders before the next full parish meeting for consideration and adoption.
- (b) To adopt best practice in approving minutes and allow members ten days from the date of receipt of draft minutes for comment.
- (c) To purchase the most recent copy of 'Local Council Administration' at a cost of £50.00 and to finance half of the Clerk's time required to complete the CiLCA portfolio.

**2148. CORRESPONDENCE**

The Clerk reported that the following correspondence had been received:

- (a) Local Councils Update – May edition – passed to Andrew Grice.

- (b) Action in Rural Sussex: Annual Review for 2006/2007 and Summary of Business Plan for 2007/8 – passed to the Chairman.
- (c) CDC: Minutes of Goodwood Motor Circuit Consultative Committee held on 15 June 2007 - noted.
- (d) CDC: Standards Committee; notice of meeting on 6 July 2007 plus previous minutes – passed to the Finance Chair.
- (e) Chichester in Partnership: first edition of the Small Sparks Newsletter – copy passed to the Environment Chair.
- (f) Chichester Community Transport: thank you letter for Parish Council’s donation to the ‘Dial-a-Ride’ – noted.
- (g) The Standards Board for England: Guidance on the revised Code of Conduct – copies given to members.
- (h) Chichester District Association of Local Councils: Annual meeting on 16 July 2007 at 7pm in Committee Room 1 at East Pallant House – passed to Roy Anscombe.
- (i) CDC: Lavant Valley Partnership; Meeting on 17 July 2007 at 7pm in Crawley Hall, Weald & Downland Open Air Museum – to be passed to the Vice Chair.
- (j) Tangmere Youth Club: thank you letter for Parish Council’s donation which has been put towards the cost of a television licence for the Club - noted.
- (k) Email from Community Wardens Co-ordinator asking for a representative from Parish Councils for a CW steering group – many members are unable to attend as it is a day time meeting and the Clerk is to request an evening meeting.
- (l) South Chichester Local Council Committee meeting on 25 July – Roy Anscombe to attend.
- (m) Martlet Homes: Phoenix Magazine – passed to the Environment Chair.
- (n) Twinning Association: request for a display cabinet in the Village Centre. Item to be referred to the Village Centre Management Committee for consideration.

#### **2149. ENVIRONMENT COMMITTEE**

The Council received the minutes of the Environment Committee held on 22 May 2007.

Planning applications: applications being received regularly.

Litter Warden Scheme: welcomed LAT grant and requested that the scheme should be included as a permanent item in the budget.

Small Works Contractor: no progress - to be brought before Environment Committee.

#### **2150. VILLAGE CENTRE COMMITTEE**

The Council received the minutes of the Village Centre Committee held on 12 June 2007.

There was no report from the Committee Chair due to his absence.

**Paragraph 281.5:** The meeting noted that the Dance Club debt has been cleared.

#### **2151. FINANCE COMMITTEE**

The Council received the minutes of the Finance Committee held on 26 June 2007.

**Paragraph 308.1 Quality Status:** a notice advertising the vacancy will appear in the School newsletter on 13 July.

**Item 403. Demolition of Garage:** The decision delegated to the Chairman and the Committee Chair. The Committee Chair declared a personal interest. Two written quotes had been received.

The Council AGREED to accept the lower of the two quotes from Outside Interests and appoint it as the preferred supplier.

**Paragraph 404.4 Big Lottery Fund for Battle of Britain Memorial Woodland project:** the Council APPROVED the following recommendations:

- (a) the Environment Chair should lead the project, assisted by the Allotment Steward,
- (b) the Environment Chair should report to the Finance Committee for approval on financial matters, and to the Parish Council for information,
- (c) the County Councillor should be asked to act as an independent scrutiniser for the project and for him to report back at each meeting of the full Parish Council and
- (d) that the Parish Council suspend its Financial Regulations and Contract Standing Orders for the project due to the specialized nature of the work, the involvement of a number of registered charities and the difficulty in obtaining three comparable quotes for each area of work.

## **2152. ANY OTHER MATTERS FOR INFORMATION**

The meeting noted that the developer of the Fire Depot site was not adverse to the proposal of a large community facility on the land on Churchwood Drive.

**Date of next meeting: Thursday, 13 September 2007**