

West Itchenor Parish Council

Minutes of a Meeting of West Itchenor Parish Council held on Monday 13 March 2016 in Itchenor Memorial Hall.

Present: Mr G Colbourne, Mr J Dunn, Mr C Mead-Briggs, Mr A Spencer (Chairman)
Mrs S Taylor, Mrs A Trevelyan, Mr C Watson

In Attendance: Mrs C Smith (Clerk), Mr G Barrett, Mrs E Hamilton (CDC)
4 members of public

The meeting commenced at 7pm

17/17C Chairman's Welcome.

The Chairman welcomed everyone to the meeting.

18/17C Questions/comments from members of the public.

A resident thanked the Parish Council for its response on the A27 and to those involved in securing the funding for this priority scheme. It was a shame this had been spoilt. He criticised the lack of leadership from the County Council and District Council who should be attributed to the District now having no scheme.

19/17C District and County Councillor reports.

Mr Barret reported on the Birdham Road Traveller Site appeal. There is to be a site visit on 20 March 2017. The enquiry then resumes on the 27 March with three days of enquiry to go. There are 14 families on the site at the moment.

The A27 scheme was cancelled mainly due to the lack of support from Councils and public pressure. The majority of parishes on Peninsula were unsupportive because of the potential disruption. The County Council is setting up series of workshops, the first on 22 March to debate the way forward. One parish has already called meeting with residents to see how they want to be represented at the workshop.

The District Council proposes to increase Council Tax for the Band D rate by 10p per week which equates to about 2% for Band D properties. Parking charges are being introduced to two car parks in the evenings for trial period.

A planning application for reserve matters for 100 dwellings at Clappers Lane has now been submitted.

The Chichester Vision consultation is in progress and Mr Barrett encouraged as many people as possible to respond.

The Local Plan has to be resubmitted and work on the revision for inspection in 2020 has started and it is worth noting that this may have an effect on Neighbourhood Plan's.

The District Council secured funding for affordable housing based on the number of second homes in the District. This money won't go directly to the parishes as it is going to be used across the district where there would be greatest benefit for community housing.

Mr Barrett was asked what was the outcome of District Council's debate on the A27 in September. The District Council supported Option 2 with caveats. Mr Barrett stated that he did not support the caveats. At a further meeting in January the District Council requested a re-run with the additional options because of the response from Parishes.

It was suggested that this was caused by the County Council changing its position, there being a perception of a lack of transparency. The Parish Council suggested it extraordinary to request a re-run of a consultation that had already cost £2.6 million

The Parish Council had made great efforts to inform its residents and feel aggrieved at this turn of events when the District Council had initially supported the same point of view.

20/17C Apologies for absence.

None.

21/17C Declarations of Interest.

Cllr Mead-Briggs declared an interest in Agenda Item 15 (Finance) as the recipient of one of the payments and any reference to Old Haven as a near neighbour,

22/17C Minutes of the Parish Council meeting held on 09 January 2017

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 9 January 2017. It was **RESOLVED** that the Minutes as presented by confirmed as a true and correct record of the meeting and that they be signed by the Chairman.

23/17C Matters arising from the minutes of 09 January 2017.

Minute 3/17C – Mr Barrett was asked if those on the Travellers site were paying council tax. The response was yes.

Minute 7/17C – A questions was asked as to whether neighbouring residents been advised of the intention to level the pond. This was in hand.

24/17C Minutes of Planning meetings, 9 January, 6 February, 20 January 2017.

The Minutes of the Planning Committee meetings held on 9 January, 6 February and 20 February 2017 were **NOTED**.

A planning application has now been submitted for Old Haven to be reviewed at Planning meeting on Monday 20 March 2017. It was suggested it might be prudent to arrange a meeting with the Conservancy Planning Officer to exchange factual information that is missing from the application. A pre-application was made to the District Council and Conservancy about 6 months ago. An 83 page statement comments on plans adjusted since the pre-application meeting. As the Parish Council is unaware of what has been adjusted and there were inaccuracies in the perspectives it would be helpful to compare these. Also The Parish Council had data from Louise Calf that the Conservancy did not have. It was agreed that Cllr Trevelyan and Cllr Mead-Briggs would seek a meeting with Steve Lawrence to clarify these issues before the planning meeting.

The situation with Northshore is still ongoing. The piping that had encroached onto the footpath has been cleared. However, the owner has moved a number of moulds from enforcement site to the lower site. There was some frustration that the field has been used incorrectly for 2 years. Enforcement seem to continually be allowing 6 months to comply. There has been no explanation as to why this has not been sorted. The situation is now worse what was a greenfield site is now looking more like a brownfield site.

Mr Barrett agreed to raise this again with Officers.

Mr Barrett was also asked to investigate why the Parish Council had been advised by the Enforcement Team that the file for Old Haven has been closed even though the Section 215 notice has not been complied with correctly.

25/17C Reports from external meetings.

Peninsula Forum meeting. The first part of this was taken over by the A27 meeting that had taken place earlier in the evening. There were some useful speakers particularly on the project by Chichester University regarding tourism on the Peninsula. They will be asking for information to help them regarding what residents want to see in the future.

A27 meeting. A short report had been previously circulated and despite the hasty arrangement of the meeting there is to be a community project supported by Andrew Tyrie MP and it was incumbent on the Parish Council to have a representative at these workshops.

There was concern about the lack of any proper notice to parishes to attend these meetings.

26/17C Assets of Community Value.

This issue had been debated by the Parish Council some years ago. It was felt there were a number of assets in the village that could be listed so that they should not be sold off without the Parish Council knowing. The Parish Council would write to the landowners of these assets to explain why it feels they should be listed.

A number of potential assets were put forward for consideration. A query was raised about a facility within another building and whether one part could be listed. It was agreed that Cllr Taylor would seek a detailed answer on this issue.

It was explained that the purpose of the legislation was to give communities that were suffering hardship opportunity to save important assets such as shops or pubs. There was some concern that some of the suggested assets went beyond what the legislation was intended for. If the listed asset could not be disposed of quickly it could prove to be an impediment for a commercial organisation.

It was suggested that the Parish Council look at the forms to submit an application to list a building or land as a community asset as this may provide some insight into what was appropriate for listing.

It was agreed that this proposal would be brought back for consideration at the July Parish Council meeting to allow Councillors time to effectively review the requirements.

27/17C Pedestrian verge between the Church and the bend by the Memorial Hall.

Cllr Colbourne and Cllr Mead-Briggs had visited the proposed site and agreed that there was no easy solution. There was some concern that a path could be created that may encourage people to cross in a more dangerous place. It was agreed that there was some merit in clearing some of the verge to improve sight lines on the bend. It was proposed that some of the spindly trees and brambles could be removed fairly quickly. Reference was made to the Wildlife and Countryside Act 1981 which gave protection to nesting birds which may mean that work could not take place until the autumn.

RESOLVED that the Parish Council would write and seek approval to improve the sight lines from the County Council Highways Team and then when appropriate organise a working party to undertake the work.

28/17C Annual Risk Assessments.

The Parish Council Risk Assessments having been updated and circulated to Councillors were reviewed.

It was agreed that the Parish Council should review the provision of a Fire Safe to hold some of the more important documents that would not be transferred to the West Sussex Records Office.

RESOLVED that the risk assessments be approved and that they be signed off by the Chairman.

Mr Barrett and Mrs Hamilton then left the meeting (7.53pm).

29/17C Environment Working Party.

An update on the continuing work of the Environment working party had previously been circulated, a copy of which is appended to these Minutes.

The Pond

The last Friday of the month to be Flow Friday when volunteers will be party of a working party that undertakes outdoor activities through the village. This will be publicised in the newsletter.

Licences for lowering of the pond have been obtained and the Parish Council is looking to get some of the funds from this year's Operation Watershed budget. Cllr Dunn had been advised in December that Pieter Montyn and Kevin Macknay had signed off funding to get the weir and pond dredging done. There had been some confusion with those who administered the funds and the Clerk was chasing this. It was suggested that the Parish Council could use reserves to supplement the work until Operation Watershed funds were received.

Cllr Dunn explained the importance of starting this work soon so that the pond had some time to dry out over the summer. Once the area was drier it would make dredging cheaper as the machines can get in. It will also dry out the fields at the back. Cllr Dunn had spoken to residents in Blackhouse Lane and was proposing to put something in the newsletter and speak to other affected residents.

Further discussions take place with the Flow team to encourage water voles and wildlife.

Rainwater overview

Southern Water have been re-lining pipes through the village. Although Cllr Dunn had asked about undersized pipes, inadequate falls and such no answers have been forthcoming. It was noted that Southern Water was at the beginning of 5 year process to discuss strategy for the whole county.

The Stowell/Gulworthy ditch issue has now been referred to West Sussex County Council. The ditch outside Harbour View had already become blocked after previous years' work. There are a series of ditches between Itchenor Gate and Itchenor Cottage which were completely overgrown and blocked which means there is a high risk of properties along this stretch being flooded. The Flow Friday team will focus on these areas when work at the pond has been completed.

Unauthorised work on the rife

A letter requesting the rife be given main river status had been sent to the Environment Agency in April 2016 and there was still no response. The County Council will be lead flood authority at end of this month and Pieter Montyn (WSSCC) has agreed to discuss with Gordon Wilson (EA). **RESOLVED** that the letter be resent asking for an explanation as to why there had been no reply.

The owners of Church Farm have cleared out the rife and created a flood issue. They continue to dump clay from the excavations from the pool. Although this issue has been passed to the Environment Agency, West Sussex County Council and Chichester District Council there is no evidence of any action. It was agreed to request the Clerk chase action on this matter.

It was noted that this issue had been raised with the West Sussex Flood Action Group and at the SWISH meetings. If there is a serious storm the narrowness of the channel will accelerate water flow and if the sea outflow is closed because of the tide height it will result in the flooding of neighbouring properties.

It was reported that there had been a letter from the Chair of the Spinney Lane Residents Association regarding this matter but this had made a number of assumptions that were wrong. Involved parties may think they are creating an uninterrupted flow of water to the sea but this is not the case.

1 member of public left the meeting at 8.20pm

The EA have now published a first draft proposal for protecting the houses below the sea wall when the wall is overtopped at times when groundwater levels are high. The document is incomplete but begins a process for consideration of how those houses (and possibly the road) can best be protected. It was agreed that the Chairman and Cllr Colbourne would take this forward.

1 member of public left the meeting at 8.33pm

Green fly-tipping

Recently dumped black sacks on the common have highlighted the issue of fly-tipping. There has been an increase in the dumping of leaves and grass cuttings throughout the village. Garden waste is becoming increasingly difficult and expensive to dispose of. Green waste also contributes to high nitrate content in water courses and some ditches have been lost completely.

It was suggested that an article highlighting affected areas is put in the newsletter. The Police say if there is evidence they will prosecute. On FLOW Fridays at a later stage people can be moved to clear verges and open up ditches. It was suggested that the Parish Council might write make these things more personal by writing letters in due course.

30/17C Clerks Report.

Annual Meeting with Parishes

The next All Parishes Meeting will be held on Wednesday evening, 5 April 2017 at East Pallant House, Chichester. Cllr Watson agreed to attend this meeting.

NALC have updated two Legal Topic Notes (LTNs) in the members area of their website: [LTN 5 \(Parish and Community Council Meetings\)](#) and [LTN 80 \(Members' conduct and the registration and disclosure of their interests \(England\)\)](#) have been revised to add information about the restriction on voting on matters relating to the precept which applies to a councillor who is in arrears of payment of council tax together with the associated criminal offence of not disclosing the arrears at a relevant meeting.

Transparency Fund application

The Parish Council is requested to approve the submission of an application to the Transparency Fund for the setting up of Broadband at the Itchenor Memorial Hall to facilitate access to the internet for Parish Council and planning meetings. It is expected that the Itchenor Memorial Hall would fund the ongoing costs although the Parish Council may be asked to assist by means of a donation.

RESOLVED that the Clerk be authorised to submit an application to the Transparency Fund to set up Broadband at the Itchenor Memorial Hall.

A27 workshop

Further to a meeting held last week the first community stakeholder workshop to be held on Wednesday 22 March from 6pm to 7.30pm at Chichester College.

The format of the event will be to look at the problem to be solved and then collect and discuss people's ideas. Following this, West Sussex County Council is committing to funding a highways expert to look at these and will continue to come back together over the next few months to refine this. Cllr Mead-Briggs agreed to attend this meeting.

Dark Skies Consultation

Chichester Harbour Conservancy are currently consulting on three new Dark Sky Discovery Sites in the Area of Outstanding Natural Beauty. The three new potential Dark Sky Discovery Sites that we are consulting on are not in competition with each other. In due course, it is possible that they might all be designated! If successful, it

simply means that each site is officially a good place to go stargazing. Designated sites are at least 10 square metres in size. The Conservancy would like help by spreading the word that there is an online survey for people to complete so they can record their support at <https://www.surveymonkey.co.uk/r/QZH5BJ8>

2 members of the public left the meeting at 8.53pm

31/17C Spring Newsletter.

A number of articles were put forward for inclusion in the newsletter.

Cllr Spencer - BT high speed broadband, Cllr Dunn - the Pond and fly tipping, Cllr Taylor - issues with dogs and working farmland, Cllr Trevelyan - concerns about cycling on footpaths in the summer.

32/17C Finance.

32.1 Lantra Awards basic tree survey and inspection course (cost £155 + VAT)

RESOLVED that Cllr Watson attends the tree survey and inspection course.

32.2 The appointment of Mulberry & Co as Internal Auditor for 2016/17

The Clerk proposed the re-appointment of Mulberry & Co as the Parish Council's Internal Auditor for this year.

RESOLVED that Mulberry & Co be appointed as Internal Auditor for the year ended 31 March 2017.

32.3 Schedule of Payments and Receipts

On a proposal by the Chairman it was **RESOLVED** that the payments listed in the schedule of payments and receipts totalling £ 2244.34 be made

32.4 Statement of Accounts

The Statement of Accounts up to the 28 February 2017 was **APPROVED**.

Cllr Dunn duly signed of the bank statement and bank reconciliation.

33/17C Items for referral to the Parish Council Meeting on Monday 15 May 2017.

It was agreed to invite Jane Reeve to present a talk about the work on the pond at the Annual Parish Meeting.

34/17C Legal matters relating to the Common

A reply had been received from the Solicitors on the ownership of common.

RESOLVED that the Clerk be authorised to take action on the recommendations received.

There being no further business the Chairman declared the meeting closed at 9.15pm

Signed _____ Date _____
Chairman