West Itchenor Parish Council

Minutes of a Meeting of West Itchenor Parish Council held on Monday 28 July 2014 in Itchenor Memorial Hall.

Present: Mrs J Boadle, Mr M Chater OBE, Mr G Colbourne, Mr J Hartley, Mr A Spencer (Chairman), Mrs S Taylor, Mr C Watson

In attendance: Mrs C Smith (Clerk), Cllr Keith Martin (Earnley PC) 4 members of the public

The meeting commenced at 7pm

64/14C Chairman's Welcome

The Chairman welcomed everyone to the meeting. The Parish Council recorded its condolences to the County Councillor Pieter Montyn who had recently suffered a bereavement.

65/14C Questions/comments from members of the public.

Mr Mead-Briggs referred to Agenda Item 9 relating to the review of a Traffic Regulation Order proposal expressing concern that the agenda had not made it clear what was actually being discussed and that had there been a clearer indication many more people might have attended the meeting to put their views forward. He had spoken to a number of people locally and generally they felt any change would be a bad idea. He suggested that the Parish Council should not make a decision on the proposals that evening to allow time for a proper discussion.

The Chairman responded that the Parish Council were somewhat in the dark about the proposal as well. The proposal involved changing the existing summer parking restrictions to be in force all year round. This had first been brought up in 2010 and a previous Councillor had been tasked with canvassing public opinion. He added that he felt there should be a formal consultation with residents before any decision was made.

Mr Mead-Briggs referred to Agenda Item 13 relating to a request from Earnley Parish Council to join a Rule 6 Party. This was an excellent opportunity for the Parish Council to take an interest in local issues and that it was important for those who were not necessarily directly affected to support those who were.

Mr Mead-Briggs referred to Agenda Item 15 relating to participation in the East Wittering and Bracklesham Neighbourhood Plan. As residents of Itchenor regularly used the village shops he felt it was important to be involved.

Mr Arnold commented that the Traffic Regulation order related to the installation of double yellow lines and that the idea had been dismissed by residents at a parish meeting.

66/14C District and County Councillor reports on matters affecting the Parish.

None

67/14C Apologies for absence.

There were no apologies for absence.

68/14C Declarations of Interest.

Cllr Chater declared an interest in Agenda Item 18 (The Common) as a resident on the Common. The Chairman & Cllr Colbourne declared an interest in Agenda Item 17 (finance) as recipients of a payment.

69/14C Minutes of the Annual Parish Council meeting held on 12 May 2014

The Chairman called for the approval of the Minutes of the Annual Parish Council meeting on 12 May 2014. The Minutes were **AGREED** and the Chairman duly signed them as being a true record of that meeting.

70/14C Matters arising from the minutes of 12 May 2014.

Cllr Colbourne reported that he and the Clerk had met with Phil Harding (Senior Estates Surveyor) and David Bishop (Branch Manager) from Travis Perkins. Three main issues were discussed; the boundary, vehicles parking on the road and damage to the Common. The photographs supplied by Mr Arnold had been very helpful. Regular drivers did not appear to be any problem, the difficulties arose when relief drivers were undertaking deliveries. Travis Perkins are acutely aware of the problem and strive to get any vehicles away from the danger areas as soon as possible. Travis Perkins had also agreed to carry out repair work to the damaged verges. Some work has been done but has not been repaired to acceptable standard yet. The Parish Council may yet need to take its own remedial action.

The investigations into the boundary line had proved very interesting. When viewing the plans it appears that there may have been substantial encroachment onto the Common. The next step is to establish as precisely as possible where the boundary is and then agree what to do. Travis Perkins have been advised that the Parish Council is very keen for the business to be there and to thrive. Mr Harding is now going to review the plans and perhaps have a survey undertaken. It may be that the Parish Council will also have to undertake this task. This will be followed up.

Cllr Colbourne advised that the owners of Mulberry Cottage had questioned the need for a meeting as they felt they had complied with previous requests from the Parish Council. Nonetheless it had been agreed that a meeting could take place. Cllr Colbourne suggested that the Parish Council would be ill advised to take action until it had explained clearly what the problem was. There is no doubt the land in front of Mulberry Cottage is part of the Common but there is a need to establish what actions needs to be done. It was noted that the occupiers were still parking on the common. Cllr Watson questioned whether the delivery vehicles could contact Travis Perkins from the bypass to avoid having to park up locally. It was reiterated that generally problems occurred with the relief drivers and not the regular drivers.

It was noted that advice was awaited regarding registering an objection to the Possessory Title for the pond in front of Shipton Mead.

71/14C Members Reports.

71.1 <u>Meetings of Local Government Associations, AiRS/SALC, SERCAF, National/sub regional developments, Manhood issues and Birdham School – Cllr Chater</u>

Cllr Chater's report was circulated to members and is appended to these minutes. Cllr Chater highlighted a number of areas in the report.

The Chairman thanked Cllr Chater for all his hard work in these areas.

71.2 <u>Planning – Cllr Taylor</u>

There have been four planning meetings and the Committee had recommended no objection to three applications and had objected to three applications. The District Council has recently permitted one application and refused one application.

The Planning Committee has yet again raised concern regarding the lack of communication between the Planning Officers and the Parish Council. In particular an application that had been objected to where amended plans were submitted and notification of this change had not been issued.

Clappers Lane Site. A meeting organised by Earnley Parish Council was held on the 3 July attended by representatives of the parishes directly affected by the traffic on the A286. The purpose of the meeting was to discuss the upcoming enquiry to be held with regard to the proposed development of 160 dwellings at Clappers Lane and whether the parishes wanted to form a consortium to apply for Rule 6 status.

The matter was discussed by the planning committee at their meeting on Monday 14 July when concerns were raised over the proposed development and the implications for increased traffic congestion on the A286 and surrounding roads. However concerns were also raised about the financial implications of applying for Rule 6 status.

Church Lane (Birdham) Appeal. The Church Lane Appeal has been refused which is very good news as if the appeal had been upheld it could have had serious implications for the AONB.

71.3 Neighbourhood Plan update – Cllr Taylor

The most significant development since the last meeting is not with West Itchenor's Neighbourhood Plan but Birdham's Neighbourhood Plan. Birdham's Neighbourhood Plan was out for consultation which ended on 21 July 2014. Neighbouring parishes have a duty to consult as can be seen from the other items on the agenda. However Birdham is of particular relevance as part of the parish lies within what is perceived to be part of Itchenor and includes the entrance to the village. Therefore Birdham's Neighbourhood Plan policies could have an impact on Itchenor. The Parish Council as a statutory consultee had a special planning meeting to discuss Birdham's draft Neighbourhood Plan which was attended by all the councillors. The time allocated for the public to speak was widened to enable the views and suggestions of residents to be heard which resulted in some very useful and helpful comments to be made. As a result a detailed response was drafted and sent to Birdham. Prior to its submission Cllr Taylor had a meeting with Jane Finch, the chairman of Birdham's Steering Committee, which was very constructive. In fact the Parish Council was thanked for drawing to Birdham's attention certain matters. The Parish Council will have to wait and see whether its comments are taken account of in the final draft. Thanks were also given to Mr Mead-Briggs who had helped with drafting the submission.

The next meeting of Itchenor's Neighbourhood Plan Steering Committee is due on 9 September when it is expected that the working parties will have commenced the formulation of policies to be put to the residents.

71.4 Speed limit – Cllr Spencer

The Chairman explained that he and the Clerk had met with Greg Ockwell and others from Highways. He commented that their prime objective seemed to be to talk us out of speed limit reduction. The Clerk was actively chasing for information promised.

71.5 Broadband update - Cllr Spencer

The Chairman reported that the BT cabinets were in the process of being updated.

He had spoken to a BT engineer earlier in the day and the thought it was still likely to be mid 2015 before residents would be able to use it. Cllr Chater asked about the costs to residents and it was noted this would depend on which Broadband provider was being used.

72/14C Traffic Regulation Order

West Sussex County Council is processing a Traffic Regulation Order (TRO) request for Itchenor Road. Pieter Montyn supported the request in 2010 and approved the TRO for this year's programme. The Parish Council has been asked to provide some more information on the request. From the information given it involves the change of the existing summer time restrictions on Itchenor Road to be extended to be operational all year as opposed to the April to October currently. A map showing the extent existing restrictions had been circulated to Councillors for reference.

Cllr Colbourne explained that some years ago there were fears there would be more no parking signs in the village. Advice had been received that if the parking restrictions were all year round the signs could be removed and there would be thin

double yellow lines on the road instead. At the time it was felt that this was worthy of investigation. Some research was undertaken in sensitive areas such as outside the pub and Lansdales but there was no strong view one way or another. The Parish Council was told at the time it could take at least 5 years for a TRO to come through. The existing signs have been in for a time now and so the driver for this has disappeared. It was agreed that the Parish Council should undertake a consultation with residents.

RESOLVED that the Parish Council would distribute to households a short questionnaire which would be available on the website as well.

The Clerk was also requested to check that if the parking restrictions were changed to all year round whether the existing signs could be removed.

The Chairman suspended the meeting to allow a resident to speak.
Mr Payne expressed concern that there was another motive behind the proposal. The matter was raised by the Conservancy 30 years ago when they wanted to put a gate across The Street. He also highlighted problems with coaches unloading passengers in The Street.

Cllr Colbourne advised that this initiative had come from the Parish Council and not the Conservancy.
The Chairman resumed the meeting.

73/14C Proposed village shop.

This item is deferred to the next meeting.

74/14C Review of the Financial Regulations and Complaints Policy.

The Clerk advised that the National Association of Local Councils had prepared new model Financial Regulations which were now before the Council for consideration. In addition a review of the existing Complaints Policy was required.

RESOLVED that subject to the limits for tenders being amended to £10,000 the Financial Regulation be adopted with immediate effect.

RESOLVED that the Complaints Policy adopted on 10 March 2010 be retained without change.

75/14C Internet Banking Policy.

The Clerk reported that the Internet banking Policy had been revised to include a paragraph that gives a nominated Councillor, currently Cllr Colbourne, as an authorised signatory the option to look at the accounts but not to authorise any payments.

RESOLVED that the Internet Banking Policy as presented be adopted with immediate effect.

76/14C Request from Earnley Parish Council to join a Rule 6 Party application.

Earnley Parish Council has requested that parishes on the Peninsula join together as a Rule 6 Party to contest the appeal for the 160 dwellings in Clappers Lane Earnley. The briefing note supplied by Earnley Parish Council is appended to these minutes for information.

The Chairman suspended the meeting and invited Cllr Keith Martin (Earnley PC) to brief the Parish
Mr Martin explained that the application itself was not in the parish of Earnley but the reason for becoming so actively involved was that the main exit from the site was in Clappers Lane and the Parish Council feared that much of the traffic from the development would be using the roads through Earnley. The Developers have indicated that they would restrict the ability of traffic to turn right out of the site but Earnley Parish Council cannot see how this would be enforced.

The application has now gone to appeal. Chichester District Council rejected the application on grounds of sustainability of the location regarding employment and density of housing. The Highways Agency had opposed the application on the basis that it conflicts with the emerging Local Plan. The difficulty is that WSCC highways had accepted that data provided in the application was robust. Careful review of the Developers traffic survey has revealed a number of issues which forms the basis of Earnley Parish Council's objections. Earnley Parish Council was so concerned it decided to employ a traffic consultant which was funded by the residents group. The report provided indicates that the strongest case relates to the impact on the A27 at the Stockbridge roundabout. The traffic consultant has now been commissioned to give a full estimate of costs to support the Rule 6 Party through an appeal. Costs are expected to be in the region of £10,000 which covers matters such as presenting papers and examining the Developers reports and presenting at appeal. Earnley Parish Council was looking to set up a steering group made up of representatives from various parishes to carry this forward. To date Earnley Parish Council has agreed a contribution of £1400. East Wittering and Bracklesham Parish Council, Birdham Parish Council, Donnington Parish Council and Apuldram Parish Meeting have all indicated they would join in the Rule 6 Party. West Wittering Parish Council is considering the request at its meeting in early August. A joint action by parishes on the western Manhood it is believed would have a significant impact on the Planning Inspector. The traffic engineer is very competent and represented Almodington Association at the glasshouse appeal. Once the funding report is received it will be circulated to those participating. Earnley Parish Council is fearful that if it is to WSCC to defend the case it would be nowhere near as strong as could be. It is known that the Developer is contesting the Chichester Local Plan, arguing that there should be a larger number of houses on the Peninsula than set out in the Local Plan.

Councillors raise questions including; if the strongest argument is on traffic for A286 would this make it difficult to have any large development on this side of the peninsula? It was acknowledged that this could have knock on implications. Does this undermine Chichester Local Plan? Not significantly as Earnley Parish Council is being very careful not to be seen as opposing the Local Plan. Evidence to the Inspector shows Earnley Parish Council to be working with CDC on numbers within the plan.

Earnley Parish Council will provide a lot of data to the traffic consultant and has already provided lot of data on employment surveys. The Developers have used information from the 2001 census on how far people travel to work. This question was not repeated in the 2011 census. During that time there has been an increase in housing of 20% and decrease in employment. There seems to be no recognition of the fact that this area is a peninsula south of a major city.

A question was raised about fund raising from residents. Earnley Parish Council has moved away from this course of action and taken a view that the Parish Council needs to take responsibility. The traffic impact will be felt widely across the area and Earnley parish Council felt it should take the initiative to challenge this.

It was noted that the District and County Council were keen to see development for business and trading on the Manhood to reduce the movement in and out of the peninsula. It is expected that the Developer will engage with this view. It is therefore important to support issues raised by parishes on peninsula alongside recognising the importance of recreation and the special European habitat.

It was also noted that in the next 5 years there may be further gravel extraction along the A27 between the Stockbridge and Fishbourne roundabouts.

A question was raise as to whether opposing the development on the single issue of traffic was the best way forward. If it helps stop the development that is good news but it may well lead to work being undertaken to resolve the issue which could lead to further development in due

course. It was reported that the Developer had offered £300,000 to help but that WSCC Highways do not think there is a practical solution to the problem. There were no resources for a wider focus and the key issue was that of transport.

Mr Mead-Briggs commented that he was not sure this should be limited to one issue. During the course of a public enquiry is to have good barrister as there may be other issues that arise. Mr Martin agreed there is a wider issue and the District Council is pursuing the issue of sustainability. Earnley's work will generate data that will assist the District Council.

Councillors expressed support for the Rule 6 application but had concerns over funding and ongoing financial liabilities. It was questioned whether contributions from parishes would be related to their size and level of Precept. Mr Martin agreed to circulate the report on costs once received and it would be left up to individual parishes to decide their level of commitment financially.

Mr Arnold supported the idea of supporting the local parishes. The District Council is looking at A27 management and it may be that feeder roads will be improved by changes to the A27. He expressed concern that any technical arguments can be managed. He asked what the responsibilities were if the Parish Council signed up to the Rule 6 Party. With regard to costs Earnley Parish Council was talking about a 3 day hearing. The Church Lane appeal went onto 5 days. He expressed concern that is the appeal was lost then the Rule 6 Party may be liable to costs for the appellant.
Mr Mead-Briggs added that biggest impression on the Inspector in the Church Lane appeal was the 60 or so local people attending every day and making comments when issues arose.

It was acknowledged that local parishes being represented will have a different weight that might be helpful.

The Chairman wound discussion up and resumed the meeting,

RESOLVED that the Parish Council would join and support the Rule 6 Party application. The Parish Council agreed that it would wait for the costings report before it made any decision on the level of financial support it might offer.

It was noted that local residents may be happy to support the application with financial contributions. The Rule 6 Party application needed to be in by the end of August and the parish Council was asked to nominate a representative to serve on the Steering Group. It was agreed to ask Mr Mead-Briggs if he would take on this role. Mr Mead-Briggs confirmed that he was happy to help.

The Chairman thanked Mr Martin for his contribution to the meeting. Mr Martin then left the meeting.

77/14C Selsey Neighbourhood Plan consultation.

The Selsey Neighbourhood Plan Working Group, on behalf of Selsey Town Council, has been working on a Neighbourhood Plan for Selsey for the period 2014 – 2029.
As part of this process Selsey Town Council is required to consult with any qualifying body that might be affected by the proposed Plan. West Itchenor Parish Council falls within this category. The draft Neighbourhood Plan and other documents can be viewed at http://www.selseytowncouncil.gov.uk/index.cfm?articleid=21862
The Parish Council is invited to consider this Plan and respond with any comments. Any representations must be in writing and sent to Selsey Town Council by 17.00 on 29 August 2014.
RESOLVED that the Parish Council would send a letter of support to the Town Council.

78/14C East Wittering & Bracklesham Neighbourhood Plan.

A request had been received from East Wittering and Bracklesham Parish Council (EW&BPC) to become actively involved in their Neighbourhood Plan as a neighbouring Parish Council.
It was agreed that Cllr Taylor would be the Parish Council representative.

79/14C Clerks Report.

Memorial Seat Request

Further communication had been received regarding the placing of a memorial seat by the Pond. Councillors discussed the request and agreed that they wanted to keep the area's rural feel and that the bench style seat that was already in place was their preferred choice.
The Parish Council was advised that Tresco (Scilly Isles) had a consistent style for benches on the island. Benches of a similar style would brand the village and if these were desirable then it would be good to have an Itchenor brand.
It was agreed that Cllr Colbourne would source some picture of styles of suitable benches to be brought back to the next meeting.

Conservation Volunteers

The Project and Training Officer with an environmental conservation organisation called The Conservation Volunteers has been in touch. They deliver training and carry out practical conservation tasks. They would like to enquire whether any location within the district would benefit from tree planting. The Conservation Volunteers is undertaking a national tree planting project which is aiming to plant 150, 000 trees across England between 2012 – 2015. They would ideally be looking to plant anywhere from 250 – 1000 trees. They do have greater capacity if required, and there is also the potential to involve any local community groups associated or within the area.
It was agreed that currently the Parish Council did not need so many trees. An application has been made to the Woodland Trust for a further 100 trees for the Pond and if this was not successful then the Conservation Volunteers could be approached to help. It was agreed that Cllr Watson would liaise with the group as necessary. Other areas were also considered and it was agreed to contact John McCann with regard to trees in the area at the rear of the village hall.
It was noted that Southerly Yachts appeared to have dumped some old broken boat moulds in the field near the permissive path. It was felt that this area might also be suitable for the planting of a copse. Councillors were unsure as to whether Southerly had permission to store the old moulds in that location and the Clerk was asked to make enquiries.

Chichester Local Plan

The Programme Officer has been in touch with details of the Inspectors matters and issues and a list of attendees. The Clerk had responded to confirm that the Parish Council will speak at the hearing which are informal and round table meetings. Should the Parish Council decide that it does not wish to actually speak at the hearings then it is able to withdraw at any time. The Clerk spoke to the Programme Officer and he suggested that this was easier than saying no now and then deciding at a later date the Parish Council wished to make representations.

It was noted that the Parish Council's participation in the hearing was related to Policy 43 of the Local Plan. Mr Mead-Briggs had previously volunteered his services and was due to meet with Stephen Lawrence of the Conservancy the following day. It was also noted that Cllr Taylor also had a meeting with Linda Park of the Conservancy on the same issue.

Manhood Wildlife Heritage Group

Following flooding in 2012, 13 and14, an assessment of the wetlands in Birdham Parish along with Birdham Flood Group was funded by CHC and Manhood Peninsula Partnership. Having submitted a report the Manhood Wildlife and Heritage Group (MWHG) has been awarded further funding to carry out a similar assessment in another Parish. CHC was keen that such work should take place in an area where the ditch network feeds into the Harbour and so we have chosen Itchenor. Tony Burnand is the part time wetlands officer and will be walking the length of the ditches as well as visiting ponds etc. and evaluating their condition with a view to drawing up a programme of works with people and wildlife in mind.

A question was subsequently raised as to whether the Manhood Peninsula Partnership could be asked to assist with funding for the Rule 6 Party application.

Annual leave

The Clerk confirmed that she would be on leave the week commencing 11 August 2014 and also from the 11 September until 20 September 2014.

80/14C Finance.

79.1 The Schedule of Payments and Receipts

RESOLVED that the payments listed in the schedule of payments and receipts totalling £ 2,452.84 be made. See appendix 1 (July 2014)

79.2 The Statement of Accounts

The Statement of Accounts up to 30 June2014 was **APPROVED.**

See appendix 2 (July 2014).

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

The 4 members of the public left the meeting.

81/14C Legal Matters relating to the Common.

The Clerk reported on the latest advice received. The Chairman provided some background to the proposals.

RESOLVED that the Parish Council requests an independent valuation on a property on the Common.

RESOLVED that the Parish Council make further efforts to register its title to the Common.

82/14C Items for referral to the Parish Council Meeting on Monday 8 September 2014.

Registration of the Common,

There being no further business the Chairman declared the meeting closed at 9.20pm

Signed_____ Date_____

Chairman