West Itchenor Parish Council

Minutes of a Meeting of West Itchenor Parish Council held on Monday 11 January 2016 at 7.00 pm in Itchenor Memorial Hall.

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

In attendance: Mrs C Smith (Clerk), Mrs E Hamilton (CDC), Mr P Montyn (WSCC), 1 members of public

1/16C Chairman's Welcome

The Chairman welcomed everyone to the meeting.

2/16C Questions/comments from members of the public.

Mrs Webb, Chairman of The Itchenor Society wished to record thanks to the Parish Council on behalf of the residents of Itchenor for the excellent efforts of Parish Councillors for their contribution which helped to get the application at Northshore refused.

3/16C District and County Councillor reports on matters affecting the Parish.

Mrs Hamilton gave the following report.

CDC Budget 2016-2017.The details of the financial settlement from the government arrived on December 17th 2015. John Ward, head of Finance at CDC had thought the Revenue Support Grant would be phased out over the next 4 years. But it is to be phase out over the next 2 years and then the government will make further cuts by reducing the amount of business rates which can be retained by councils. The 5-year plan now basically looks like a loss in later years.

New Homes Bonus, money paid for each new home completed is to be cut from 6 payment years to 4. with no NHB for authorities with no submitted local plan and no NHB for developments which are completed after an appeal. Only authorities which achieve development rates above a national set target will be rewarded.

There is no offer of a council tax freeze grant this year and a referendum will be needed for tax increases over 2%. But as a low tax authority Chichester will be allowed an increase of up to £5. The council tax for 2016-2017 will be set in February when the figures have all been reviewed.

Community Infrastructure Levy

The charging schedule and rates will be announced at the next council meeting; a leaflet is being prepared. CIL is non-negotiable and there may be some pressure to get planning applications through before it becomes operational.

The Site Allocations Development Plan Document will be subject to consultation for 6 weeks from January 7th.

The Department of Communities and Local Government has awarded the Manhood Peninsular Partnership £10,000 to be one of its new Coastal Community Teams. This is for 2 projects. The Selsey Haven pre-feasibility study and a Demographic and Employment study, originally for Selsey and East Wittering/ Bracklesham but now expanded to cover parishes across the Peninsula.

Beach Water Quality. All three beaches meet the new more stringent quality standards with West Wittering and Bracklesham classed as excellent and Selsey east beach as good.

Digital Conductivity Grants. Businesses can apply for 40% of the cost of getting connected These are available if you apply to Steve Oates before 5 pm on January 15th. (soates@chichester.gov.uk)

The Little London public conveniences were entered for ' 2015 Loo of the Year' awards gaining a Platinum award – the highest on offer.

Mr Montyn reported that government funding for the County Council was also being cut. To bridge the gap, the County Council was planning a 3.95% rise in its share of the Council Tax. This would amount to an additional £49.50 per year on a Band D property.

4/16C Apologies for absence.

Apologies for absence were received and accepted from Cllr Taylor.

5/16C Declarations of Interest.

Cllr Dunn declared a personal interest in Agenda Item 13 (the Common) as a resident on the Common.

6/16C Minutes of the Parish Council meeting held on 9 November 2015

The Chairman called for the approval of the Minutes of the Parish Council meeting held on 9 November 2015. Amendments were made to the last sentence in Minute 96/15C. These were then **AGREED** and the Chairman duly signed the minutes as being a true record of the meeting.

7/16C Matters arising from the minutes of 9 November 2015.

The Chairman reported that he had met with a representative from EE. Due to the potentially limited number of people who might use the EE network support from EE was likely to be very limited. In order to provide a better network there would be a need for a number of radio masts through the village which was unlikely to be acceptable.

Work was in hand for the replacement of one of the noticeboards.

8/16C Minutes of Planning meetings - 30 November, 7 December, 21 December 2015.

The Minutes of the Planning Meetings held on 30 November, 7 December and 21 December were duly **NOTED**.

It was noted that the application for change of use at the Northshore site had been refused at the recent Planning Committee meeting. The Chairman and Cllr Trevelyan paid tribute to the Planning Committee members, the Itchenor Society and residents who had written in and objected to the application as well as speaking at the CDC Planning Committee meeting.

9/16C Neighbourhood Watch/Neighbourhood Management Panel.

Police updates were given on ' burglary intervention' meetings and 'Scams' in the area. It was noted that there had been an increase in Rural Crime & that School Road Safety visits had been a success. There have also been incidents of 'fly tipping' which Environmental Health are following up.

The local 'youth' are at risk of losing their club base.

Speeding remains a priority concern - volunteers can be trained in small groups to use a 'speed gun', which can then be borrowed on a half day basis. Locations for deployment are now less restricted whereas previously the only location useable was between Travis Perkins and the Caravan Site.

It was reported that 3 fatalities are required by WSCC before they will implement road changes. Mr Montyn suggested that this was not the case and that where there was an obvious emergency situation then road changes would be implement straight away.

It was noted that the new speed gun had the ability to record vehicle registration numbers. The Chairman and Cllr Colbourne volunteered to undertake training in its use.

It was reported to PCSO Bainbridge, that on one morning in late November, there were 4 lorries lined up, while another was reversing into Travis Perkins. An enquiry was made as to whether this was an obstruction on the highway. PSCO Bainbridge advised that she had spoken to the Branch Manager at Travis Perkins and was told it was a problem with foreign drivers.

10/16C Environmental issues

Foul Drain overview

Southern Water tankers are in regular use to keep pumping stations operational outside "Trees" and "Black Bungalow". Cllr Dunn is pursuing management at Southern Water to discuss possible improvements.

Rainwater overview

Recent heavy rain has generally drained away but the issues remain of undersized road culverts and very slow flows in ditches. Highways have been contacted with a view to increasing culvert sizes and adjusting inverts in 4 (possibly 5) locations. A request is also being made for funding to increase the size of these culverts. There is an additional culvert but this is owned by residents of The Spinney. It was reported that the current Chairman of the Spinney resident's association is Adam Hogg. Cllr Colbourne also had some correspondence that he would pass to Cllr Dunn.

A strategy is being developed for the pond management and a meeting is to be held in January with PONDS UK (including Patrick Green) in order to refine this and obtain quotations for the proposals for dredging, woodland management, control of the water level and forming banks with the dredged material.

The Environment Agency have not so far been helpful in checking the rainwater outflow from the Rife through the sea wall against the expected rainwater captured.

WSCC as the lead water authority after the removal of the IDD have offered no further information of how they intend to manage the risk of flooding.

The sea wall that protects houses and parts of the Itchenor Road from being inundated is at a level that will be topped from time to time in the near future.

The CDC policy that they have inherited from the EA is to "hold the line", but there are no proposals for further work and no public funding is available. There are difficulties with the EA due to the split between sea water defence and rain water flooding.

It was proposed that Residents currently protected by the sea wall form a "flood action group" specifically to deal with this issue and liaise with the Parish Council and CDC.

It was agreed that Cllr Dunn and Cllr Colbourne would work together on this action.

This is a recommendation of the WSCC flood risk management strategy. It was suggested that contact is made with the National Flood Forum and it as noted that Dominic Henley (CDC) and John Smith (EA) were involved with this group.

It was noted that the Emergency Planning Group consisted of Cllr Watson, Mr Ric Dukoff-Gordon and a small number of other volunteers. Communications within the Emergency Planning Group were ongoing.

11/16C Clerks Report.

<u>Training Session</u>

Approval is sought for the Clerk to attend the Society of Local Council Clerks Practitioners Conference in Stoke. Subjects being covered include; Payroll & Pension essentials for small councils, Insurance & Legal Implications of Trusts & Open Spaces, the Implications of Devolution on Parishes, Case Study: Preparing for the Unthinkable. Cost £249 (to be shared 50/50 with Hunston Parish Council). **RESOLVED** that the Clerk should attend the Practitioners Conference.

Newsletter

The newsletter having been delayed from last year needs updating with the latest issues that the Parish Council has dealt with; Planning matters, environmental issues, planting at the Pond, flood issues. It was agreed that Councillors would resubmit articles to the Clerk and Cllr Colbourne by 21 January 2016.

CDC Consultation

Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 - Site Allocation Preferred Approach 2014-2029

The Chichester Local Plan: Key Policies 2014-2029 was adopted in July 2015. It sets out the planning strategy guiding the location and quantum of development over the next 15 years. It provides the framework and context for the site specific proposals contained within this and other subsequent planning documents.

The Site Allocation Preferred Approach 2014-2029 is the first formal stage in the preparation of this document. The purpose of the document is to identify specific sites to be allocated for housing and employment and other types of development in the Local Plan Area. The response to the consultation will be used to inform the Pre-submission development plan document.

There now follows a 6-week statutory consultation period from 7th January until the 18th February 2016.

Copies of the Site Allocation Preferred Approach document, Habitats Regulations Assessment, Sustainability Appraisal and Site Allocation Methodology and Assessment can be viewed at the Council offices, Selsey Area Office, and Chichester library or on the website www.chichester.gov.uk/siteallocation.

Cllr Mead-Briggs highlighted the importance of supporting the Site Allocation Document for East Wittering/Bracklesham. This is a new site on the west side of Bracklesham Lane opposite Clappers Lane and would replace the need for the Wates site.

RESOLVED that Cllr Mead-Briggs would draft a response for submission.

The Queen's 90th Birthday

Information has been circulated regarding the lighting of a beacon on 21st April 2016 for the celebration of the Queen's 90th Birthday. It was noted that there was no beacon in Itchenor. It was suggested that the Clerk contact West Wittering Parish Council and establish whether they were going to participate and offer help publicising any events.

3 Southern Counties Devolution Bid

A progress report had been received from Cllr Louise Goldsmith, Leader of West Sussex County Council setting out the timescale and objectives of the Bid.

In anticipation of this moving forward, SSALC in association with the 3 County Councils, the 23 Boroughs and District Councils and the South Downs National Park, will hold a briefing and networking event at The Hawth Theatre in Crawley on Friday 11th March from 10.00am – 4.00pm attended by key speakers from local councils in Cornwall where a Devolution Agreement was signed between Cornwall Council and Government in July 2015. It is also hoped to have a Department of Communities & Local Government Minister present. All District and Borough Leaders and Chief Executives have been invited and an opportunity will exist for local councils to meet with their respective Leader and Chief Executive to discuss what devolution or double

devolution could look like in their locality. It was agreed that the Chairman and Cllr Mead-Briggs would attend this event.

Mr Montyn was asked if the County Council supported the extension of Gatwick Airport. Mr Montyn responded that members had voted to oppose any such expansion.

Mr Montyn, Mrs Hamilton and Mrs Webb left the meeting.

12/16C Finance.

12.1 To approve a payment to Bellamy Roberts for a written traffic report.
It was agreed that the traffic report commissioned from Bellamy Roberts had been invaluable in opposing the recent planning application at Northshore in addition to giving useful background information on traffic generally.
RESOLVED that the payment for the traffic report amounting to £2002.80 be paid.
RESOLVED that this payment be made from general reserves.

12.2 To review the draft budget for 2016/17
A draft budget had been circulated to Councillors. The Tax base has this year increased by 0.22%. Details of how these figures affected the Band D rate were highlighted. General expenditure was reviewed and increased where necessary. It was reported that the budget did now include potential funding assistance for the Manhood Peninsula Partnership.
RESOLVED that the amended budget be adopted for the financial year 2016/2017.

12.3 To set the Precept for 2016/17
There was some discussion about levels of reserves and the need to be able to respond to issues that arise.
RESOLVED that the Precept be set at £21,300 for the forthcoming financial year.

12.4 To review the Sector led body audit procurement process.
Details of the function of the Sector Led Body had previously been circulated.
RESOLVED that the Parish Council would not opt out of the scheme.

12.5 To agree the appointment of Mark Mulberry as Internal Auditor for 2015/16.
The Clerk proposed the re-appointment of Mark Mulberry as the Parish Council's Internal Auditor for this year.
RESOLVED that Mark Mulberry be appointed as Internal Auditor for the year ended 31 March 2016.

12.6 To approve the Schedule of Payments and Receipts
RESOLVED that the payments listed in the schedule of payments and receipts totalling £5011.56 be made. See appendix 1 (January 2016)

12.7 To approve the Statement of Accounts
Cllr Dunn reported that he had completed the bi-monthly check of the accounts and that all was in order.
The Statement of Accounts up to 31 December 2015 was **APPROVED.**
See appendix 2 (January 2016)

13/16C Legal matters relating to the Common
The Clerk reported that she had written to the Land Registry regarding the Pond adjacent to the Common and had recently chased a response on this matter. It was reported that as far back as the 1930's Stearns used to use the pond to season timber and it was thought that sheep grazing on the common used the pond as a watering

hole. There was some discussion as to whether this information was useful and it was agreed that Cllr Mead-Briggs would speak to the resident supplying the information about providing a Statutory Declaration of his recollections.

The Chairman reported that advice had been sought from Ian Davison, Solicitor attached to SALC regarding registration of the Common. He had provided some suggestions as to how registration might be sought. It was suggested that the Chairman and the Clerk should meet with Mr Davison with a view to reviewing all of the papers and options for reporting back to the Parish Council. Some additional discussion on infringement matters also took place.
RESOLVED that the Common Registration file be passed to Mr Davison and that the Clerk, the Chairman and Cllr Mead-Briggs would seek a meeting with Mr Davison to further discuss the Parish Council's options.

14/16C Items for referral to the Parish Council Meeting on Monday 14 March 2016.
Annual Parish Meeting, date agreed Friday 15 April 2016. It was suggested that Cllr Mead-Briggs asked Andrew Tyrie MP if he would come and speak at the meeting.
A27 proposals.

There being no further business the Chairman declared the meeting closed at 8.50pm

Signed_____Date_____
Chairman