West Itchenor Parish Council

Minutes of a Meeting of West Itchenor Parish Council held on Monday 14 November 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 L Chater (Locum Clerk), County Cllr. P Montyn, District Cllr. G Barrett, District Cllr. E Hamilton and one member of the public.

90/16C Chairman's Welcome

The Chairman welcomed the members of the public to meeting advised that the red card procedure discussion would be adjourned until a future meeting. The papers provided for the budget were for Councillors information and a decision on the budget would be deferred until the January meeting.

91/16C Questions/comments from members of the public.

The Memorial Hall Trustees had recently held a public meeting to discuss the plans for the hall. Following this meeting the plans have been revised to make it smaller more manageable project. To assist with the funding of the project the Charity is proposing to change from an unincorporated organisation to an Incorporated Charity. It was noted that by becoming an incorporated Charity the Trustees will have limited liability. A public meeting is due to take place on 22nd January 2017 to inform residents of the proposal to change the charity status.

19.10 one member of public left the meeting

92/16C District and County Councillors reports on matters affecting the Parish.

County Cllr. Montyn reported the County Council were working on the budget which would be agreed at the full council meeting in February 2017. The rate support grant from Central Government continues to be reduced and in due course will be replaced with a proportion of businesses rates.

District Cllr. Barrett reported that the youth community centre at East Wittering had been delayed whilst parking issues were investigated.

Birdham Travellers Site the officers have tabled a paper which included information on the number of sites within the District, District Cllr. Barrett considered the information included in the report to be inaccurate and had raised his concerns with the Officer. He had requested a meeting between the Rule Six Barrister, Barrister and Officers prior to the inquiry. County Cllr. Montyn advised the County Council were investigating the access issues following the construction of the access and the unauthorised construction of the culvert. Both County Cllr. and District Cllrs were ensuring that all the relevant departments were working together.

At the next Peninsula Forum Meeting the Manhood Peninsula Partnership – will be giving a presentation to report on their activities.

A27 – Oving Traffic Lights the Secretary of State has directed that the lights be closed.

14/04301/OUT White House Farm Development has been approved. The southern access will be constructed after 175th house in phase two is built. Access for construction vehicles has been partially addressed, all constructions vehicles to be parked on site.

District Cllr. Hamilton reported that new phone system has recently been installed at the Chichester District Council and the Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document is currently out for consultation until 22nd December 2016.

93/16C Apologies for absence.
None.

94/16C Declarations of Interest by Members.
Cllr. Watson – Agenda Item 12 Environment Working Party

95/16C Minutes of the Parish Council meeting held on 12 September 2016
84/16C Cllr Watson amended to read Cllr. Dunn following this amendment the Chairman called for the approval of the Minutes of the Parish Council meeting held on 12 September 2016. These were **APPROVED** and the Chairman duly signed the Minutes as being a true record of the meeting.

96/16C Matters arising from the minutes of 12 September 2016.
77.16(c) Gypsy Planning Inquiry has been rescheduled 7-9 February 2017, it was noted that Birdham Residents Association are considering applying for Rule Six Status.

97/16C Minutes of Planning Committee meetings - 5 September and 26 September 2016
The Minutes of the Planning Meetings held on 18 July and 1 August 2016 were **NOTED.**

Cllr. Trevelyan reported that application 16/02900/DOM Church Farm swimming pool had been permitted it was noted that there is an archaeological condition attached to the application.

98/16C Planning Enforcement issues.

98.1 <u>The removal of the moulds at Northshore.</u>
The moulds are currently being removed; the date for compliance is 20th November 2016. Concern was expressed that tree work had taken place on the site, it was noted that the site is not within the conservation area and is therefore is not affected by article 4, however the trees might have been part of the planning consent. Cllr. Mead-Briggs **AGREED** to review the planning consent associated with this site.

98.2 <u>Itchenor Sailing Club sign.</u>
Chichester District Council Enforcement department is aware and is investigating. It was noted that the Club was in the process of preparing the planning application.

99/16C District Council's 'Red Card Procedure'.
Deferred

100/16C Unauthorised alterations to The Rife.
Residents have expressed concern about the work completed and have requested a meeting with Environment Agency. Jane Reeve, Water Vole Project Officer Manhood Wildlife & Heritage Group, is due to meet with landowner who has carried out the unauthorised work. It was **AGREED** the Parish Council formally notify the Environment Agency of the work carried out.

Cllr. Dunn, has received a request from John Smith, Environment Agency, asking him to organise a multi-agency meeting to discuss the issues with regard to the rife and the seawall.

District Cllr. Barrett stated that there is an Officer focus meeting with Southern Water and the Environment Agency was due to take place next week; Cllr Dunn **AGREED** to provide District Cllr. Barrett a report.

County Cllr. Montyn agreed to raise the issue of the main river status with Kevin Macknay. It was noted that the Secretary of State has to grant main river status

101/16C Environment Working party.

Cllr Dunn had previously circulated an update of the work done by the Environment Working Party, a copy of which is appended to these minutes.

1. The Licence required to lower the water in the pond has been granted; funding is required to enable this project to be completed. It was **AGREED** to notify the adjacent residents prior to work commencing it was noted that a wedding is due to take place in May and it was requested that the work did not impact on this event.

2. A large amount of ditch clearance work had taken place however one resident had refused to clear the ditch which would have a direct effect on the highway and adjacent residents. Cllr. Dunn **AGREED** to draft a letter.

Thanks, was given to Cllr. Dunn for the work carried out.

102/16C The Birdham Gypsy appeal.

On a proposal by the Chairman it was resolved that Cllr. Mead-Briggs liaise with Birdham Parish Council regarding the appeal.

One of the areas that affected the Earnley appeal is the District Council's inability to provide sufficient gypsy and travellers sites and due to the lack of documented guidance it was likely to be an issue at the upcoming appeal. The Government has recently changed the definition of a traveller when they cease travelling. Case law is not clear on the issue and the Government has not clarified the definition.

It was noted that the site is a planning issue as the travellers own the land. Therefore it is not possible to evict them from the site as they own the land, however, they will be required to remove the caravans from the site and reinstate it to the previous state.

103/16C Chichester District Council's draft Historic Environment Strategy.

On a proposal by Cllr. Mead-Briggs it was **AGREED** to support the document fully and encourage the production of a local list, however concern was expressed that the District Council only have two Conservation Officers and the report was very ambitious.

20.23 District Cllr. Barrett, District Cllr. Hamilton and County Cllr. Montyn left the meeting.

104/16C Clerks Report.

Consultation under Regulations 12 & 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012

Chichester District and Havant Borough Councils have prepared a Joint draft Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning

Document (SPD) for public consultation. The Joint draft SPD expands on the vision, objectives and policies of the Chichester Local Plan: Key Policies 2014-2029 and Havant Borough Council Core Strategy March 2011. This document will provide guidance for development proposals in the Chichester Harbour Area of Outstanding Natural Beauty (AONB), within Chichester District and Havant Borough.
The information contained within the SPD will provide useful advice to those preparing planning applications and support the implementation of local planning policy and ensure a consistency of approach towards planning matters across the AONB.
The consultation period runs from **9.00am Thursday 10th November 2016** until **Thursday 22nd December 2016**.

CDC - Grants scheme will provide a boost to small businesses
Small businesses across Chichester District will soon benefit from a new grants scheme which starts on 1 December. More than £83,000 will be available to Chichester District thanks to a partnership between district and borough councils in West Sussex which has secured a £500,000 grants pot for small businesses across the county. The district's new Enabling Grants Scheme was approved by Chichester District Council's Cabinet and will run until September 2017 or before if the funding is used up.

The scheme will enable small businesses to apply for funding for capital projects or to help with apprenticeship training. The scheme will offer a simple way for businesses to access match funding of up to £2,000 for capital projects or up to £1,500 for apprenticeship training. Examples of capital projects could include an extractor system for a pub kitchen, developing a new website or providing equipment for a new member of staff.

The grant fund will start on 1 December, full application details will be placed on the council's website later this month. In the meantime, small businesses can find out more by calling 01243 534669, emailing business.support@chichester.gov.uk or visiting www.chichester.gov.uk/economy

105/16C Finance.

105.1 Request for funding for 2017/18 from the Manhood Peninsula Partnership
On a proposal by the Chairman it was **RESOLVED** to support the Manhood Peninsula Partnership and provide a contribution in the sum of £121.20

105.2 Conclusion of the External Audit for 31 March 2016
The notice of conclusion of audit has been completed and the papers are available of the website

105.3 First draft of the 2017/18 budget.
The Chairman requested all councillors take the opportunity prior to the next meeting to consider areas that may require further funding. Cllr. Dunn requested consideration be given to the following areas:
Mapping Updates £800
Gully Maintenance £1300
Pond Maintenance £2000

105.4 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 £18,372.44 be made.

105.5 Statement of Accounts

The Statement of Accounts up to the 10 November 2016 was **APPROVED** and Cllr Dunn duly signed the the bank statement and bank reconciliation.

106/16C Items for referral to the Parish Council Meeting on Monday 9 January 2017.

1. Discussion and Approval of the Budget

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.

107/16C Legal matters relating to the Common

On a proposal by Cllr. Mead-Briggs to engage Dr C. Adamson at £30.00 per hour to read the two Enclosure Acts.

Following discussion, the Policy for Management and Maintenance of Shipton Green was amended to read:

- There should be no planting on the Common, without prior consultation with the Parish Council.
- There should be no ditching or other works without prior consultation with the Parish Council
- House signage should be within or very close to property boundaries and be of a modest size, whilst being legible from the road. Similarly, Estate Agent and Advertising signs should be within the property boundaries, not place on the common.

On a proposal by Cllr. Colbourne it was **AGREED** to adopt the Policy for Management and Maintenance of Shipton Green Common following the changes listed above.

Meeting closed at 20.43pm

Signed_____Date_____
Chairman