West Itchenor Parish Council

Minutes of a Meeting of West Itchenor Parish Council held on Monday 11 September 2017 in Itchenor Memorial Hall.

Present: Mr G Colbourne, 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 (CDC), Mrs E Hamilton (CDC)
Mr P Montyn (WSCC), 4 members of public

The meeting commenced at 7pm

76/17C Chairman's Welcome

The Chairman welcomed everyone to the Parish Council meeting.

77/17C Questions/comments from members of the public.

A representative from the Itchenor Memorial Hall spoke about plans for the Memorial Hall and the need to seek funding to pay for the refurbishments. The Memorial Hall Committee has received advice from Action in Rural Sussex on sources of funding and have been advised that it may be possible for the Parish Council to apply for a loan through the Public Works Loan Board with the repayments being included in the Precept. A report on what the Memorial Hall is trying to achieve was passed to the Parish Council for consideration. This includes a small extension and improvements to the hall. The expected cost will be about £250,000. There may be some local donors and general fund raising amounting to around £50,000. WSCC has grant funding available of around £25/50K. The Memorial Hall Committee will also approach a local trust for around £50K. This leaves a shortfall of around £100,000/150,000. Would the Parish Council consider applying for a loan of this amount which could then be passed on to the Memorial Hall by way of a grant. The costs of repaying the loan could be factored into the Precept requirement. Borrowing £100,000 over 40 years would equate to an additional £16 per household on their Council Tax bills.
The Memorial Hall would be looking to the Parish Council to help with fundraising, if not via the PWLB then perhaps in other ways. The Village Fete in May 2018 will be held at the Memorial Hall. Ideally construction would start in the height of the summer of 2018.

Memorial Hall representatives were asked if they had looked at Lottery Funding. They now have a Communities Section and it is believed that it is simpler to apply for funding now than has previously been the case.
Memorial Hall representatives were asked what was reason behind the recent changes to the Memorial Hall constitution. This was to bring the constitution up to date and to stop trustees being personally liable. Many donors require Charities to be incorporated these days to be eligible for funding.

Mr Montyn suggested that the Memorial Hall makes an application to the WSCC Members Big Society Fund and that he would give his support to an application.

A resident spoke about the A27. Having been running a business for over forty years it relies a lot on supplies and customers being able to get in and out of the depot. For twenty years there has been talk of improvements and so far nothing has happened. The resident had attended two meetings on the A27. Reporting on a meeting in August it was suggested that if there was no consensus then there was no point in Government Ministers granting more time to formulate a plan unless they knew why additional time was being requested. The resident urged the Parish Council to speak out to ensure that the opportunity for improvements are not lost. Government Ministers had indicated

they will only consider online route outcomes in principle. For the good of the locality and economy the Parish Council was asked to push for an agreement to go forward.

The Chairman thanked the resident noting the Parish Council shared these concerns. He had watched District Council consultation response meeting online when the Council had reached the conclusion that route 2 including caveats was the best option. Subsequently after the consultation had closed this changed. He reported that the Parish Council did not support the pledge put forward by the A27 workshops.

The District and County Councillors were asked if they could bring the meeting up to date with progress. Mr Montyn advised that the intention of the County Council is not to arrive at a solution but to seek opinion on what the community wants regarding separation of traffic, pollution etc. This information would then be taken to an independent consultant not involved before to seek recommendations.

4 members of public left the meeting.

78/17C District and County Councillor Reports.

Mr Barrett reported that following the A27 consultation results the District Council had voted to go back to Government to request an opportunity for the Community to review all the options. Both the District and County Councils wrote to Government asking for the real reason for the withdrawal of the northern options and seeking a re-run of the consultation.

Mr Barrett also reported on issues in East Wittering including the new Youth Club and the children's play area in Bracklesham Barn. Police were now monitoring these sites and provision for CCTV was planned.

Young people had also reportedly been pestering shopkeepers and customers stealing goods. This is also being looked into by Police and the Community Warden.

It was reported that the Chief Inspector Justin Burtenshaw was due to meet the Neighbourhood Management Panel representatives at their meeting the following week.

A summary of the Birdham Travellers Site appeal had been provided in a written report. No appeal into the decision had been made although it was noted that any appeal had to be made on legal grounds. Mr Barrett was asked if the contempt proceedings remain on hold. Mr Barrett said that the District Council was waiting to see if the Travellers left the site within the given timescale. If so then the contempt proceedings would be dropped. There was concern about the three planning applications in progress at the moment. Mr Barrett suggested that these applications are likely to be refused. Mr Barrett also agreed to find out from Officers what the process to remove the Travellers would entail.

There were only 67 responses to the Southern Gateway consultation.

As a result of the enforcement issues meeting with Shona Archer it had been agreed that an update would be given every three months. In addition, Ms Archer was trying to get enforcement matters listed on the public access site.

A meeting is planned with the Planning Officer and Conservancy with regard to the Old Haven appeal the first week in October.

79/17C Apologies for absence.
Apologies for absence were received and accepted from Cllr Dunn.

80/17C Declarations of Interest by Members and dispensation requests.
None.

81/17C Minutes of the Parish Council meeting held on 17 July 2017.
The Chairman called for the approval of the Minutes of the Parish Council meeting held on 17 July 2017. It was **RESOLVED** that the Minutes be confirmed as a true and correct record of the meeting and they be signed by the Chairman.

82/17C Matters arising from the minutes of 17 July 2017.
Minute 60/17C
Regarding the recent claim for adverse possession (the Black Bungalow) Mr Montyn was going to check the situation. Mr Montyn agreed to speak to the Legal Officer to provide an update.

83/17C Minutes of Planning Committee meeting held on 24 July 2017.
The Minutes of the Planning Committee meeting held on 24 July 2017 were **NOTED.**

Although there had been no formal notification it was reported that the owners were going to appeal the decision to refuse planning permission for the Owl and Pheasant Cottages.

Northshore, all the moulds have been removed but there is still ironwork in the nettles. Cllr Trevelyan had spoken to owner regarding the removal of the moulds and will do so again to encourage the final removal of the remaining debris.

Cllr Trevelyan had raised the issue of the non-compliance with the Section 215 notice served on Old Haven. This was in abeyance as a result of the appeal.

Itchenor Sailing Club is looking at options regarding the notice board that is subject to an enforcement notice. The Sailing Club officials have been invited to the next planning meeting to show the ideas they are considering.

84/17C Assets of Community Value.
The Parish Council needs to decide whether there are any suitable buildings to be registered as an asset of community value. If there are, it needs to decide how to go out registration. It was that the first task would be to write to the relevant owners and explain the rationale behind listing the building as a community asset.

There was some discussion about the local pub and the possibility that the lease was about to change hands. It was noted that the pub itself was owned by an Investment Company and that the renewal of any lease was protected under Landlord and Tenants Act.

It was suggested that the downside to registering any building as a community asset was negligible and the risk of the provisions of registration being used is small.
There was some debate over whether it was appropriate to register any assets in the Village. Specific reference was made regarding the pub which was a valuable asset and there was concern that the Parish Council did not have the expertise to deal with such assets. It was noted that the Sailing Club was owned by the members. If the Sailing Club ceased to exist it would be necessary to pass the asset on to another similar organisation.

The Council was reminded that registering a building as a community asset simply meant that the asset could not be disposed of without the Parish Council or local community knowing about the sale. It would also give the Parish Council/Community six months to decide whether to put forward any proposal for purchase/take-over of the asset. The owner of any listed asset would not be obliged to accept any offer made by the Parish Council/local community.
There was some concern that starting the process now could have an adverse impact on the lease negotiations for the pub.
It was agreed to defer any decision on this to the November meeting.

85/17C Environment Working party update.

Cllr Watson advised that there had been a recent meeting of the Drainage Improvement Group. There had also been good attendance at the last Flow Friday session in July. Activities carried out on the Flow Fridays can look dramatic but they are making an important and significant benefit to wildlife. The bid to Operation Watershed for work on the culverts had been delayed as the County Council wants camera inspections of culverts to ascertain where any blockages may be sited. The Woodger Trust had provided funding to pay for dip testing to establish toxicity levels in the pond. This is to establish whether spoils can go on local fields or need alternative disposal.

Coastal footpath information for Chichester Harbour has been delayed. The ferry man has confirmed he is getting a new all year round ferry boat.

There is no news from the Environment Agency on repairs to the sea wall etc. although there is a meeting with residents on 27 October 2017.

A question was raised as to who is responsible for verge by the Oast as it was felt that work was needed on the verge. It was felt this was Highways land and that they undertook a verge cut twice a year. It was agreed that ownership should be investigated as work was required on the area.

86/17C External meeting reports.

86.1 <u>A27 workshops (including the 'Build a Better A27' Survey)</u>

Councillors had reviewed the Build a Better A27 survey and responses to the questions were agreed for submission. Given that this was an online survey it was agreed that Cllr Mead-Briggs would submit the Parish Council response as approved by the Parish Council at the meeting.

86.2 <u>Peninsula Forum meeting</u>

Cllr Watson briefly highlighted matters from the Peninsula Forum meeting including updates from the Chief Inspector Justin Burtenshaw on policing, Jane Reeve (Wildlife Officer) on the Flow Project and how communities can support the elderly.
On the issue of support for the elderly it was noted that Rev. Jim Mould holds a list of vulnerable people and issues invites to a monthly lunch meeting at the pub. Neighbourhood Watch co-ordinators keep in touch with local people too.
Cllr Watson also mentioned the cyber-crime workshop which had initiatives on the go. Another workshop is to be held next month and it may be appropriate to host a meeting in Itchenor. It was suggested that this be done at the Thursday lunch club.

Mrs Hamilton, Mr Barrett and Mr Montyn then left the meeting.

87/17C Parish Council Newsletters.

Councillors were made aware of the struggle to get newsletters out. It sometimes being difficult to fill two sides of A4 with meaningful information. It was suggested that the Parish Council should move to a monthly electronic newsletter similar to that provided by the Sailing Club.

For those who have no access to email, hard copies could be available and also put on the noticeboards.
It was suggested that a letter go to each household explaining that for logistical reasons the Parish Council was seeking to move away from a hard printed newsletter to provide email bulletin. There was some debate on how to notify residents of the change and how best to encourage households to sign up to email notification. Issues relating to Data Protection were also noted.

It was agreed that the planned newsletter should be issued and this would contain reference to the move to electronic newsletters with a tear off slip for residents who did not have email and still wished to receive a hard copy.

88/17C Clerks Report.

The Clerk reported on an email from a resident regards overhanging hedges and a broken sign. It was agreed that this should be referred to Highways for action.
This led to discussion about the verge opposite Travis Perkins and the continuing problems with the articulated vehicles accessing the site. It was also noted that the articulated vehicles had over time caused the collapse of drains along that section of the road.
It was agreed that Travis Perkins should be reminded on a regular basis to carry out repairs to the Common. It was agreed to monitor the movement of vehicles and where they present a danger to other road users this should be highlighted to the Chief Inspector of the Police.
It was also agreed that Travis Perkins should be asked to liaise with Highways to have the damaged drains repaired.

General Data Protection Regulations. This will replace the Data Protection Act 1998 on 25 May 2018. There is a lot to encompass about the way the Parish Council deals with data it has and it was recommended that a small working party be set up to review the regulations and put recommendations forward for approval. It was agreed that the Clerk and Chairman would review the regulations and provide recommendations at the November meeting.

The District Council Meeting with the Parishes takes place on Monday 20 September. It was agreed that the Chairman would attend.

Notification for the West Sussex Association of Local Councils AGM in October had been received.

The Conservancy has issued its adopted Planning Principles and this would be circulated to Councillors.

89/17C Finance.

89.1 Notice of Conclusion of Audit for the year ended 31 March 2017.
This item is deferred to the November meeting.

89.2 External Auditor Report and certificate for the year ended 31 March 2017.
This items is deferred to the November meeting.

89.3 Schedule of Payments and Receipts
RESOLVED that the payments listed in the schedule of payments and receipts totalling £ 1496.68 be made.

89.4 Statement of Accounts
The Statement of Accounts up to 1 September 2017 was **APPROVED.**
Cllr Trevelyan duly signed of the bank statement and bank reconciliation.

It was noted that the Parish Council reserves remained high as some planned spending had not yet taken place. It was noted that the Parish Council may have to spend some reserves on planned ditch work.

90/17C Items for referral to the Parish Council Meeting on Monday 13 November 2017.

As a result of the presentation by the Itchenor memorial Hall there was some brief discussion on the issue of looking at borrowing funds for Memorial Hall improvements. It was agreed that the Clerk would try and establish whether any other parishes had undertaken PWLB borrowing to provide funds for a village hall.
Documents provided by the Memorial Hall would be circulated to Councillors and the matter would be brought back to the November meeting.

91/17C Legal matters relating to the Common

Cllr Mead-Briggs provided a verbal update on information awaited in relation to the Common which was noted.

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

Signed_____Date_____
Chairman