**WGRA Committee**

**Minutes of a meeting held on 6 January 2016 at 34 Westgate.**

**Present:**

Richard Brownfield (RB), Brian Bird (BB), Colin Hicks (CH), Anthony Quail (AQ), Brian Raincock (BR), Tony Schofield (TS), Paula Street (PS), Vince Waldron (VW), Sandy Young (SY).

1. **Minutes of Last Meeting 25 November 2015**

1.1 Subject to the amendment of minute no. 17.1 to read “University of Chichester” the minutes were approved as a correct record.

**Matters arising**

* 1. Logo – Minute 7.3. Three ideas had been submitted so far.  The Committee was encouraged to submit more ideas.  The designs would be considered at the next meeting.
	2. Carol singing Minute 8.4 - the Carol singing went very well and 20 people had participated.  Positive feedback had been received from Abbeyfield residential home and their residents had greatly appreciated the singers' visit.  The Chairman would write to Kathryn and Sandi Kellegher to thank them for arranging the event and for hosting the mince pies and hot chocolate afterwards.
	3. Traffic Advisory Group - PS and AQ to follow up Minute 13.2 from the last meeting and report back to the next meeting.
	4. Mercer's - use of grounds Minute 8.3 - SY had contacted Mercer’s and the initial reaction was that the company was unlikely to permit WGRA to use its grounds for events.
	5. SY confirmed that the arrangements for the Street Party on 12 June were in place and the necessary permissions would be sought.
	6. Monthly coffee morning Crate and Apple – Minute 8.2 – the planned Walls Walk to follow the coffee morning on 2 January had been postponed due to wet weather until the February monthly gathering.

**2. Officer and Member reports and review of responsibilities**

 **Review of responsibilities**

2.1 The key contacts that still needed to be established were reviewed (Minute 5.2. of last meeting refers). The following volunteers were identified as the key contacts in respect of:

* Traffic (RB)
* Friends of Henty Field (CH)
* Local councillors (BR)
* Police liaison - (tba)

**Key Contacts Updates**

* 1. **Trees/green spaces/planters (CH)** - Spring tidy – Minute 8.5 – the standard of maintenance of the various planters and green areas in Westgate was discussed along with the possibility of residents volunteering to maintain planters/areas. It was agreed that expressions of interest should be sought from residents to maintain a planter/area and to invite them to draw up a plan of what they would like to plant. As regards the Spring tidy a team of volunteers was needed to undertake light maintenance/weeding. CH also advised that he had been in contact with Chichester City Council regarding the grass cutting and maintenance of the roundabout at the junction to West Street. The City Council was currently in negotiation with WSCC about the maintenance regime of grassed areas and planters etc. generally in the City Centre.
	2. **FLAWED (RB/CH)** – the next meeting was to be held on 15 January. RB was to attend.
	3. **CHEMROUTE (PS)** – contact had been made with Rupert Emerson, CHEMROUTE Team. The Team would keep us informed of progress and whether any assistance was needed. On behalf of WGRA PS had sent Sarah Sharp best wishes for a speedy recovery following her serious accident.
	4. **Chichester college liaison (VW)** – CH together with Paula Chatfield from PRA had a meeting with the college to discuss newsletters/publicity/neighbourhood partnership working. The College had assumed that Westgate was covered by the PRA membership. The college had been advised that Westgate now had its own RA. VW was due to see the College Principal in the near future.
	5. **Bishop Luffa school liaison (PS)** – contact had yet to be established.
	6. **Central school liaison (SY)** – contact had been made and the school was now aware that SY was the main point of contact.
	7. **Local businesses in Westgate (BB)** – the update report was noted and BB was thanked for establishing contact with the local businesses. It was interesting that the businesses were not fully aware of the WHF traffic implications and had concerns about the possible impact on their business/staff.
	8. **St Bartholomew Chapel (CH)** - CH was still in contact with the Bishop of Chichester's office about the future use of the Chapel but the views of the Bishop were still unknown/not for disclosure.

**3. Tannery Close Planning**

3.1 The comments sent to CDC Planning department on behalf of WGRA was noted. BB reported that the Planning Committee had that day refused the application on the grounds that the site was categorised for business purposes. There was a need to demonstrate that there was no demand for business use of the site. The planning history for the site was discussed and BB highlighted the potential options for future use of the site. In the meantime, the site remained vacant although WSCC’s security monitored the site. There was concern about the site falling into disrepair.

3.2 It was agreed that a letter should be sent to CDC with a copy to WSCC as the landowner, to acknowledge the local plan policies and to highlight the need for all planning applications to be considered on their own merit. BB would prepare a letter for the Chairman to sign.

**4. Traffic**

**Paul Wreyford’s Briefing Note and Plans**

4.1 RB reported on the briefing note and plans that Paul Wreyford had shared with the WGRA Committee on a confidential basis which provided ideas for the provision of a continuous, segregated and safe cycle route between WHF and West Street and associated traffic mitigation measures along Westgate. It was agreed that a special meeting of the Committee be arranged with the Traffic Advisory Group to consider Paul’s plans together with those plans that had been submitted by Vectos to CDC as part of the planning application. The meeting was arranged to take place on 3 February 2016 at 6.30 p.m. RB would arrange for all the plans to be made available prior to that meeting.

**Meeting with Chairmen of PRA and Orchard Street**

4.2 RB had attended a meeting with representatives of the PRA, ORA and WGRA on 5 January to discuss the traffic issues arising from the development of WHF in the west of Chichester. The meeting was useful in learning the views of the other RAs and the common issues of concern. Paul Wreyford had also presented his plans to that meeting.

4.3 Reference was made to the meeting being hosted by WSCC on 29 January to discuss the use of roads in Chichester. John Davies was to attend that meeting.

**Proposed meeting with Highways/Louise Goldsmith**

4.4 Louise Goldsmith, County Councillor for Chichester South had arranged a briefing by Dominic Smith, Highways Development Control, WSCC on the traffic implications of WHF for representatives of Parklands, East Broyle, Summersdale, Orchard Street and Westgate RAs on 18 January at 3.15 p.m. RB and PS would attend.

**Chichester Northern Bypass**

4.5 The recent media reports about the Highways England forthcoming consultation on the options for improvements to the A27 including the possibility of a Northern Bypass were noted. PS had attended the Chichester South County Local Committee on 5 January where many questions had been raised by the public about the nature and form of Highways England’s consultation. The consultation was expected in the Spring but there were concerns about the 6 weeks’ consultation period that had been widely reported in the local press. There were calls for WSCC to seek a longer consultation period of 12 weeks. It was agreed that the Committee should consider the consultation options when published.

**5. Trees**

5.1 CH reported that he and Brian Hopkins, the tree warden, would undertake a review and make a log of the trees in Westgate. This would take place in the Spring.

5.2 The Tree of Heaven in Westgate had been tidied prior to the sale of the house (recorded as the largest tree girth in the UK).

5.3 The Horse Chestnut Tree on the corner of Parklands Road was in a poor state. There was a planning application to reduce the crown but it was noted that the tree was coming towards the end of its life. It was also noted that a key topic of debate nationally was the current desire to plant species of trees that were easier to maintain many of which were not native UK species. It was agreed that following the Spring audit of trees consideration should be given as to whether WGRA should sponsor the planting of appropriate native trees in addition to or to replace felled trees.

**6. Henty Field Update**

6.1 CH provided an update on the terms of the lease of the site to the City Council and the setting up of the Friends of Henty Field. The key issue to be addressed was the access to the field. Residents of Henty Gardens had confirmed that they did not want access to the field via their road. The Friends of Henty Field would draw up a list of possible activities for use of the field.

**7. WHF**

7.1 AQ reported that there was no date yet as to when the planning application would be put before CDC’s Planning Committee for determination. The developer had recently submitted new information and the Environment Agency and WSCC Highways still had issues with the application and had requested further information from the developer.

**Date of next meeting - 16 March 2016 at 6.30 p.m. at 34 Westgate.**