

SOUTHBOURNE PARISH COUNCIL

Robin Davison
Clerk to the Council
e-mail: clerk@southbourne-pc.gov.uk

The Village Hall
First Avenue
Southbourne
Emsworth
PO10 8HN
Telephone (01243) 373667

6 August 2020

Dear Sir / Madam,

You are hereby summoned to a Meeting of Southbourne Parish Council on **Tuesday 11 August 2020 at 7.30 p.m.** The meeting is being held in accordance with the Coronavirus Act 2020*

Robin Davison
Clerk

AGENDA

1. **Apologies for Absence**

2. **Declarations of Disclosable Pecuniary Interests**

3. **Minutes**

a. Minutes of the meeting held on 14 July 2020.

b. Minutes of the meeting held on 23 July 2020.

4. **Chairman's Report & Council update**

5. **Open Forum**

6. **County Councillor's Report**

(Due to the summer recess no report is expected.)

7. **Neighbourhood Plan**

To receive an update on the Neighbourhood Plan.

8. **Finance**

To note the expenditure since the last meeting.

9. **Bournes Forum**

To receive a report (attached) on the last meeting of the Forum and the way forward.

10. **ChEm Route**

To receive a report (attached) on the proposals for cycle improvements between Chichester and Emsworth (ChEm Route).

11. **Planning Support (Employment / Retainer)**

To give initial consideration to the need for planning support to assist with the assessment of future major planning applications in the parish.

12. **Community Connections**

To receive an update report (attached) on the activities of Community Connections.

13. **Prinsted Foreshore**

To receive an update on discussions with Chichester Harbour Conservancy.

14. **District Councillors' Report**

To receive the report (attached) of the District Councillors.

15. **Items for Future meetings**

16. **Date of Next Meeting - Tuesday 8 September 2020.**

TO: All Members of Southbourne Parish Council

***Coronavirus Act 2020**

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The Clerk's email address is clerk@southbourne-pc.gov.uk or scan this code:



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Southbourne Parish Council

Minutes of the remote meeting held on 14 July 2020 at 7.30 p.m. held in accordance with the Coronavirus Act 2020.

Present: Mr Brown* (Chairman), Mrs Bangert*, Mr C Bulbeck, Mrs M Bulbeck, Mr Hayes, Mr G Hicks, Mrs L Hicks, Mr Jennings, Mr Redman, Miss Tait, Mr Taylor and Mrs Thorne.

*Also District Councillors for Southbourne

Mr Magill – County Councillor

6 Members of the public.

Apologies

50. None

Declarations of Pecuniary Interest

51. None

Minutes

52. Resolved – that subject to the inclusion of Mr Magill, County Councillor as being present, the minutes of the meeting held on 9 June 2020 be approved as a correct record and be signed by the Chairman.

Chairman's Report and Council Update

53. The report was received and taken as read. The Chairman added that Chichester District Council (CDC) had written to inform the Parish Council about an overpayment of Community Infrastructure Levy (CIL) by approximately £17000 due to the way in which the CIL had been collected from the developers. Although CDC would be refunding the developer it would not be expecting the Parish Council to pay the money back and instead would reduce future payments by the same amount. However it was noted that there would be several hundred thousand pounds due in CIL from recent planning permissions.

Police Community Support Officer's (PCSO) Report

54. The report was received and taken as read. The PCSO would be invited to the next meeting.

Open Forum

55. A resident requested that the Parish Council consider a proposal to 're-green' Cooks Lane and improve the biodiversity of the area. 98 percent of Cooks Lane residents had agreed to a proposal to establish a residents' association.

56. A resident of Prinsted offered to provide an area of land south of Prinsted Lane for car parking alongside a dog walking area. Members noted that the Council had

previously objected to a planning application for dog walking in this location. The Parish Council declined to consider the offer. Other residents commented that additional parking was not the answer to traffic problems in Prinsted.

Prinsted Parking

57. Members received the report of survey at the Prinsted foreshore. It was noted that there was public access to the foreshore. Mr Magill had met the County Council's Highways officer who confirmed that the road layout and surface was safe. Any proposed traffic regulation order (TRO) would be subject to cost. If in excess of £3000, it would need to go on the community- led list for consideration by the South Chichester County Local Committee as to whether it would proceed.

58. It was agreed that Mrs Thorn and Mr Magill would discuss the issue of signage at the foreshore with the Chichester Harbour Conservancy (CHC). The Council also agreed that the further research on the following matters in the set out in the report of the findings would be taken forward:

- Signage
- Use of and access to slipway
- Foreshore parking
- Prinsted Lane parking

59. It was agreed that residents would be consulted on proposals to improve access and parking in the area.

County Councillor report

60. The report was received and taken as read. Members thanked Mr Magill for his support to the Parish over the last few months.

Report of the Recreation Advisory Committee

61. Members received the report of the Committee. Members noted that the Chairman had agreed to meet residents of Bourne View regarding the Recreation Ground and improving future communications. The Chairman read out an e mail received from the Bourne View Management Committee about the proposals for changes to the Ground.

62. Members considered the proposal to bid to CDC for New Homes Bonus (NHB) grant provide 11 items of adult fitness equipment in the area behind the pavilion which was considered to be the most suitable location for the equipment.

63. Resolved – that an application be submitted to CDC for a NHB grant to provide adult fitness equipment on the Recreation Ground.

64. The Council also considered the proposals to improve the triangle of land adjacent to the gravel drive. Members acknowledged the concerns of Bourne View residents, but it was agreed that the improvements should go ahead as originally planned including the provision of a bench at the location. Quotes were awaited for the work.

65. Members encouraged residents to report any anti-social behaviour to the police.

Finance

66. Internal Audit – The RFO was pleased to report that there were no matters arising from the internal audit requiring the Council’s attention.

67. Annual Governance and Accountability Return 2019/20 – Members considered the Annual Governance Statement 2019/20 and

68. Resolved - that the Annual Governance Statement 2019/20 be signed by the Chairman and the Clerk.

69. Members considered the Accounting Statement of the Annual Return 2019/20 and

70. Resolved – that the Accounting Statement of the Annual Return 2019/20 be signed by the Chairman and the RFO.

71. Members considered the End of Year Accounts 2019/20 and

72. Resolved - that the end of year accounts be signed by the Chairman and the RFO.

73. New Homes Bonus 20/21 – Members considered the report of the Clerk and RFO regarding the application for New Homes Bonus funding for 2020/21 of £23,057.75

74. Resolved – That

- (i) the Parish Council submits an application to CDC for adult fitness equipment at the Recreation Ground at a total cost of £32,485
- (ii) That Contractor A be the preferred contractor for the equipment at a cost of £32,485
- (iii) The balance of £9,427 be obtained through the use of CIL and CDC be advised accordingly.

75. Parish Council Grants – The Council considered grant applications from Friends of Bourne and Tuppeny Barn Education.

76. Resolved – That (i) £2000 be approved for 8 laptops for use by school children subject to confirmation that the College had obtained the maximum funding available for laptops from the Government for this purpose and (ii) £500 be approved for Tuppeny Barn Education to use for its food hardship fund.

Westbourne and Southbourne Joint Burial Committee (JBC)

77. Cemetery Extension - The Council received the report of the Clerk to the JBC. It was agreed that the work was imperative as space was now limited in the existing cemetery. It was noted that Westbourne Parish Council had agreed the recommendations at its meeting on 9 July 2020.

78. Resolved – that the Parish Council agrees:

1. That the project needs to proceed as soon as possible

2. That Contractor C be appointed to carry out the cemetery extension subject to agreement on the final schedule of works and project costs
3. Representatives of the JBC, the Consultant and the Contractor meet to discuss cost savings on the project
4. Subject to 3 above, that if necessary, the JBC agree with both Parish Councils any requirement to secure further funding to enable the project to proceed.

79. Update Report – The report of the Clerk to the JBC was received and taken as read.

Business Plan Update

80. The Chairman invited members to advise him if they wished to support the drafting of the business plan.

District Councillors' Report.

81. The report was received and noted.

Neighbourhood Plan Steering Group (NPSG)

82. Neighbourhood Plan - Significant progress had been made in drafting the Neighbourhood Plan. It would be considered by the NPSG on 15 July 2020 before being put to the Parish Council on 23 July 2020.

83. Interim Policy Statement for Housing Development – Members would send any responses to the Clerk by 15 July for collation and forwarding to the District Council by 17 July 2020.

Southbourne Environment Group (SEG)

84. Last Meeting – The action notes of the meeting on 25 June 2020 were taken as read.

85. Re-Greening of Cooks Lane – The Council received a report on proposals to 're-green' Cooks Lane. The ideas would need to be taken forward as part of the business plan but the Council supported the proposals in principle.

Community Connections

86. The volunteers had been approached about possibly developing the Community Connections to become a 'volunteer pool' to contribute to Southbourne in diverse ways but there had not been an overwhelming response.

87. The mobile phone had not been used for Community Connections. 20 people had borrowed books from the Community Connections library. Consideration would be given to a potential for an art project in the village to acknowledge the unusual times. The Clerk would circulate a written report on the activities after the meeting.

Items for Future Meetings

88. Risk assessments for the car park and Recreation Ground and community art project.

Dates of Future meetings

89. Members agreed to additional meetings on 23 July 2020 and 11 August 2020. The possibility of moving the October meeting to 20 October 2020 was noted.

Chairman

The meeting ended at 10.25 p.m.

Southbourne Parish Council

Minutes of the remote meeting held on 23 July 2020 at 7.30 p.m. held in accordance with the Coronavirus Act 2020.

Present: Mr Brown* (Chairman), Mrs Bangert*, Mr C Bulbeck, Mrs M Bulbeck, Mr Hayes, Mr G Hicks, Mrs L Hicks, Mr Jennings, Mr Redman, Miss Tait, Mr Taylor and Mrs Thorne.

*Also District Councillors for Southbourne

5 Members of the public.

Apologies for Absence

90. Apologies were received from Mr C Bulbeck and Mrs M Bulbeck. Apologies were also received from County Councillor Mr Magill.

Declaration of Disposable Pecuniary Interest

91. None.

Draft Southbourne Parish Neighbourhood Plan

92. The Chairman welcomed the public to the meeting and explained that as a single item meeting there would not be an Open Forum. The purpose of the meeting was to agree the next stage of the process, not to debate the content of the draft Southbourne Parish Neighbourhood Plan (SPNP). In preparing the SPNP the members of the Neighbourhood Plan Steering Group (NPSG) had gathered a lot of evidence which supported the policies to take to public consultation. The Chairman invited Mr Hayes, Chairman of the NPSG to comment.

93. The NPSG Chairman informed Members that the Parish Council was in a situation where it needed to act quickly to ensure it had the SPNP in place as soon as possible to protect against ad hoc type of development that had taken place in the previous 50 years.

94. The current plan had delivered many benefits, amongst them, the Green Ring, the style of housing and ensuring that infrastructure is at the heart of development and delivered 350 houses that now which were now part of the community. Due to Government plans to build new homes at a very fast rate, the housing allocation for Southbourne Parish within Chichester District, would be approximately 1250 and this plan had taken this into consideration.

95. The Steering Group had worked extremely hard to get to where to this point, although there was still a long way to go. The Steering Group had concluded, supported by all the exhibitions and the research carried out that building East was the correct option. The 'Rydon' appeal was a significant development. The Steering Group had agreed that moving quickly could give as much protection as possible in the circumstances and working with the consortium would deliver the best

outcome possible for the community of Southbourne.

96.The next stage would be to put the plan out for consultation, so that the community could give their views, prior to going onto referendum.

97.The whole ethos of having a neighbourhood plan was to give the community control of any new development and to achieve the best benefits possible including the wildlife corridor, affordable homes, social housing, green spaces, the green ring, environmentally efficient housing, the foot bridge and the longer term aim of a road bridge. The plan would also ensure that the necessary infrastructure was provided as part of the development.

98.Resolved – That i) minor changes to the draft SPNP be delegated to the Steering Group and ii) the draft SPNP be approved for Regulation 14 consultation.

Chairman

The meeting closed at 7.55 p.m.

6 August 2020

Bournes Forum Report

A virtual meeting of the Bournes Forum was held on 3 July – a year since the last one, so somewhat overdue. It was attended by 13 people including County Councillors, District Councillors and Parish Councillors representing five of the eight eligible parishes. David Hyland attended as a CDC Officer. It was agreed that Robert Hayes should take the Chair and some superseded terms-of-reference were considered but were no longer appropriate so new ones have to be agreed.

There was general agreement that the Forum has an important role to play in the future as there are number of common issues which concern several parishes. It was agreed that Working Groups should be set up to investigate the following topics and consider what options there are for action by the Bournes Forum:

ChEm route consultation

Access to local beauty spots

Traffic on the A259 and local lanes

The effects of covid-19 on communities and businesses

Each Working Group will report back to the Bournes Forum with possible recommendations to be implemented by the whole group. It was agreed that it was helpful to have the opportunity to share discussion on topics of mutual concern and there could be an opportunity to create a stronger association by forming a partnership similar to the Manhood Peninsula Partnership.

6 August 2020

ChEm Route Report

Highways England have undertaken a feasibility study for upgrading the cycle route between Emsworth and Chichester and this lengthy and complex report has now been published. HE have now gone back to the consultants who produced the feasibility study to come up with a quote for constructing option A before consulting with any stakeholders. Option A consists of shared "pavements" for pedestrians and cyclists and this has caused many of our residents to write to us expressing their negative views on such a proposal. At the moment there is an available HE budget for the scheme of £4 million. In the meantime the Department of Transport have published LTN1/20 which states:

Cycles must be treated as vehicles, not as pedestrians. New cycle provision which involves sharing space with pedestrians, including at crossings, will no longer be funded.

So it looks as if HE will have to rethink their preferred approach.

Following the Bournes Forum Meeting (3 July 2020) the ChEm Route Consultation Working Group was set up to investigate the current position, look at available options/strategies/solutions and come up with recommendations. Chichester District Cycling Forum held a virtual meeting on 4 August and our Working Group was able to join them for this. We will join forces with them to put out a statement (still being drafted) and we are already being asked to put together a proposal of what we DO want rather than what we don't, so watch this space. In particular we will be looking at the "pinch points" on the route within Southbourne Parish.

6 August 2020

Community Connections Report

We contacted all the “matched” volunteers to establish whether or not the vulnerable people they were helping still needed help and if they were still willing to provide that assistance. So far seven people are still being helped by their volunteers and that will continue, 11 people no longer need help from their volunteers, one volunteer cannot continue and we are still waiting to hear from four more. The general feedback is that the initiative has been successful so many thanks to all those involved

We also contacted all our volunteers about the possibility of building on the success of Community Connections to form a new group of volunteers who would be willing and able to contribute for the benefit of Southbourne Parish in the future. So far we have received two responses – both favourable – and we will continue to develop this idea when putting together the Southbourne Parish Business Plan.

CDC Summary Report

5 August 2020

1. **Recovery Plan.** The names of CDC members that will be part of the four recovery teams have been published. I will be working with Roy Briscoe (Lead, Conservative, Westbourne) on housing and communities, together with Kevin Hughes (Labour, Chichester East), Henry Potter (Conservative, Boxgrove), Norma Graves (Conservative, Fernhurst) and Alan Sutton (Conservative, Fittleworth). I am looking forward to getting involved with the recovery plan in these areas and have already started to work with Roy on the museum service.

During my meetings at TB I have got to know Sonia Rasbery, who runs the horticultural therapy group on Fridays. She also runs her own business looking at emergency funding for museum services, and she pointed out to me that the Weald and Downland museum was in dire straits, as they did not qualify for Government funding. Kate O'Kelly (LibDem, Harting) brought this up at the last District Council meeting, and an amendment was passed that an impact study into the effects of Covid-19 on the Chichester Festival Theatre, Pallant House and the Novium would be made open for the Fishbourne Roman Palace and the Weald and Downland Museum to participate on the same (cost-sharing) terms. As a result of these conversations Sonia will be joining Roy and I on a fact finding visit or a virtual meeting with the leader of the museum service this month.

2. **Police.** Baylee Reed joined Mike Magill, Jonathan Brown, Bob Taylor and I on the Prinsted foreshore last Tuesday to meet Prinsted residents. In conversation we identified that the missing piece in our investigation was contact with the Harbour Conservancy. Mike, who had previously had some communication with them, has arranged a meeting with Baylee and local councillors with Richard Austin, Principal Officer of the Chichester Harbour Conservancy, this Friday. I have also been speaking with Baylee about the arson attack in the field near the Bourne Community College.
3. **Fire Service.** Following Amanda's concerns I have got in touch with West Sussex Fire Service to ask about provision of hydrants in the new developments, as a fire truck from Petworth had to be brought to the fire in the field near the Bourne.
4. **Residents of Prinsted.** Continuing concerns over anti-social behaviour and parking violations were brought to Overview and Scrutiny, as well as the Bournes Forum, and I am still receiving regular communication from local councillors and residents.
5. **Tuppenny Barn.** TB has been busy harvesting fruit, and though numbers of people using the shop have fallen from a high during lockdown, they are still doing better than they did at the same time last year. They are keen to attract more volunteers, which I know Lyn Hicks is looking into at the moment.

Tracie Bangert