

SOUTHBOURNE PARISH COUNCIL

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7 February 2019

Dear Sir / Madam,

You are hereby summoned to a meeting of the Southbourne Parish Council at the **St John's Church, Southbourne** on **Tuesday 12 February 2019** at **7.30 p.m.**

Robin Davison
Clerk

AGENDA

1. **Apologies for Absence**
2. **Declarations of Disclosable Pecuniary Interests**
3. [Minutes](#) of the meeting held on 29 January 2019.
4. **Open Forum**
5. **County Councillor's Report**
6. **District Councillor's Report** (Mr Hayes)
7. **Planning Committee**

To elect a Member to the Planning Committee until the end of the Council year.

8. **Operation Watershed - Nutbourne Drainage Survey Phase 2**

A survey of the catchment area for the Hambrook has been carried out by the consultants, WSP. It is recommended that a meeting is held with WSP, the Parish Council and Nutbourne residents to discuss the findings.

9. **Parish Infrastructure - Parish Lights**

Members will be aware that the replacement of the remaining Parish lights will take place in the 2019/20 financial year. At a previous meeting of the Council it was proposed that Members consider whether to increase the number of Parish lights and their possible locations. If the need for additional lights is agreed, the Council will also need to consider how they will be funded and an indicative timetable for installation.

Currently there are 71 Parish lights maintained by the Council and they do not, and were never intended to, provide the same level of illumination as street lights. Street lights in the Parish are maintained by West Sussex County Council through a private finance initiative (PFI) contract.

10. **Public Art**

A resident of Hermitage has asked if the Parish Council would consider marking the contribution of the Baker Barracks at Thorney Island to life of the Parish with a sign in Hermitage, there being no passing traffic by the Barracks.

11. **Community Land Trust** – Mr Hayes to report.

12. **[Westbourne and Southbourne Joint Burial Committee](#)**

To receive a report from the Clerk to the Joint Burial Committee on progress with projects at the Cemetery.

13. **Finance** – To note the income and expenditure for February 2019.

14. **Neighbourhood Plan Steering Group** – To receive a report on the last meeting.

15. **Southbourne Environment Group** – To receive a report on the last meeting.

16. **Date of Next Meeting** – 12 March 2019

TO: All Members of Southbourne Parish Council

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SOUTHBOURNE PARISH COUNCIL

MINUTES of the meeting held at St John's Church Centre, Southbourne on 29 January 2019.

Present: Mr Bulbeck (Chairman), Mr Brown*, Mr Feltham, Mr Gowlett, Mr Hayes*, Mr Hicks* and Ms Tait.

*Also District Councillors for Southbourne.

6 members of the public.

Apologies for Absence

202. Apologies for absence were received from Mr Ferguson, Mr Jennings and Mr Rolfe.

Declarations of Interest

203. None.

Minutes

204. Resolved - that the minutes of the meeting held on 8 January 2019 be approved as a correct record and that they be signed by the Chairman subject to the correction at Minute 199 to read "There would a working party clearing FP212 on 25 and 26 January 2019...".

Chichester District Council Local Plan Review 'Preferred Approach' Consultation

205. The Chairman of the Neighbourhood Plan Steering Group introduced the proposed responses to the District Council's consultation on its 'preferred approach' for the Local Plan 2035. He thanked members of the Steering Group for their insight and contributions to the responses. He recommended that the responses be approved subject to the inclusion of references regarding the national cycle route and the need for pedestrian spaces that had been put forward at a meeting of the Steering Group on 29 January 2019 immediately prior to this meeting.

206. Resolved - That the responses to the Local Plan Review 'Preferred Approach' consultation be approved and submitted to Chichester District Council.

Date of Next Meeting

207. 12 February 2019.

Chairman

The meeting closed at 7.50 p.m.

12 February 2019

**Westbourne And Southbourne Joint Burial Committee
Monthly Update Report for February 2019**

Westbourne & Southbourne Joint Burial Committee (JBC) Meeting

The last Joint Burial Committee Meeting was held on Tuesday 15th January 2018. The main Agenda item of this meeting focussed on approval of quotations in order to proceed with the renovation works to Cemetery Lodge. (Note: The Clerk to JBC advises that the property at the Cemetery should be formally referred to as Cemetery Lodge and not Cemetery Cottage.)

Westbourne & Southbourne Joint Burial Committee

The Clerk to JBC has now forwarded the information requested by the solicitor acting on behalf of Westbourne and Southbourne Parish Councils. Both Parish Councils will be advised as soon as there is any further progress to report.

**Funding for Westbourne & Southbourne Joint Burial Committee by
Westbourne and Southbourne Parish Council for Financial Year 2019/20**

The Budget for 2019/20 for funding for Westbourne & Southbourne Joint Burial Committee from Westbourne Parish Council was approved at its meeting on Thursday 10th January 2019.

Cemetery Lodge

The Contractors to undertake the works to Cemetery Lodge have all been appointed and the renovation works started during the week commencing 21st January 2019. The scope of the electrical works has now been extended to include a total rewire of the property.

It is anticipated that with current progress the whole renovation project should now be completed by early April 2019.

Utilities for Cottage and Cemetery

Ongoing - Costs are being sought to run separate utilities to the Cemetery which are separate from the Lodge.

Tree Works

The tree works highlighted in the recently completed Tree Audit and Survey were undertaken at Westbourne Cemetery on 24th, 25th and 28th January 2019.

Cremation Plots

A new row of seven cremation plots has now been created.

Cemetery Extension

The first stage of this project is now underway through our Consultants. The Consultants have now been instructed to proceed with the second stage to be progressed alongside the first stage.

Cemetery Management

Following identified issues in respect of earth remaining piled up on a number of graves in the Cemetery several years after burial and also the presence of stones and poor-quality soil prohibiting the growth of grass over the grave, the Clerk has worked closely with the gravediggers to tighten up on their processes in order to minimise future problems.

An audit has been carried out of those graves affected and also those graves which need planting and excessive adornments removed. These not only present difficulties for the grounds maintenance contractors but are also unsightly. The Joint Burial Committee has agreed that a programme of works at the beginning of the next financial year will be undertaken to level and clear the graves as required. All keepers of affected graves, if current contact details are held on record, will be informed in advance of these works and there will also be notices at Westbourne Cemetery and hopefully at other prominent places in the Parish.

Following a period of rainfall the access through the pedestrian gates from Cemetery Lane becomes very muddy underfoot. Past remedial repairs have not provided a long-term solution to the problem. The grounds contractors have been approached to make recommendations for possible solutions.

A new lockable headed noticeboard is to be installed at the main gates to the Cemetery to replace the existing sign which as well as being rotten now gives incorrect contact details.

Memorial Stability Test

This test has been planned to be undertaken at the beginning of the next financial year. The Clerk is waiting to be advised of the date for this.

Report compiled by
Caroline Davison
Clerk to Westbourne & Southbourne Joint Burial Committee