

Clerk to the Council
Sheila Hodgson
clerk@southbourne-pc.gov.uk

www.southbourne-pc.gov.uk

**Minutes of the Meeting of Southbourne Parish Council's
Greenspace & Community Services Committee
held 25th July 2023**

Present: Cllrs: Redman (Chair) Bangert, Money, Meredith and Tait
In Attendance: S. Hodgson - Clerk and RFO

The meeting opened at 6.33pm

19. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone and opened the meeting.

20. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

21. TO APPROVE THE MINUTES OF THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE MEETING HELD 30th MAY 2023

Members **AGREED** to **APPROVE** the Minutes of the Greenspace and Community Services Committee Meeting held on the 30th May 2023 and the Chairman duly signed the Minutes.

22. DECLARATIONS OF INTEREST

There were no Declarations of Interest

23. ADJOURNMENT FOR OPEN FORUM

There were no members of the public present.

24. CLERK'S UPDATE.

Members **NOTED** the Clerks Report.

24.1 Manhole Cover

Members **NOTED** that the manhole cover had been replaced and secured after being ripped up. Members were pleased that there had been no long term injuries sustained to the young person who fell as a result of the vandalism.

24.2 Love Parks

Members **NOTED** the dates for Love Parks Week from 28th July to 6th August and asked Officers to promote.

24.3 Replacement Bus Shelter – Parham Place

Members **NOTED** Installation is scheduled to commence week beginning 31st July 2023.

24.5 BBQ

The Clerk reported that during a site visit to the Recreation Ground by the Admin Assistant, she discovered that a BBQ had been abandoned and was still alight. The Fire Services came and extinguished the fire and warned of the potential dangers. A message has gone out on social media sites asking people only use disposable BBQ's and to ensure they are fully extinguished after use.

This was **NOTED**.

24.6 Guttering

The Clerk reported that some of the guttering had been ripped down from the pavilion. The Contract/Caretaker will provide some quotes for replacement.

The Clerk further reported that vandalism at the recreation ground is increasing. Members asked for consideration of additional CCTV cameras to added to a future agenda.

25. TO RECEIVE THE NOTES FROM THE SOUTHBOURNE ENVIRONMENT GROUP MEETINGS HELD 13th JULY 2023 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **NOTED** the Notes from the Southbourne Environment Group Meeting held on 13th July 2023 and considered the following recommendations:

The Clerks background report was **NOTED**.

25.1

That the Parish Council applies to WSCC for a licence to place two planters on the verge opposite Boots, on the corner of Stein Road and Main Road.

Members unanimously **AGREED** for Officers to apply to WSCC for a licence to place two planters on the verge opposite Boots, on the corner of Stein Road and Main Road.

Members further **AGREED** that a formal agreement be put in place with SEG in regard to future maintenance of the planters

The Clerks Report was **NOTED**.

25.2

For SEG to be involved in the planning process for the land (Triangle) and to suggest that the Southbourne Gardening Club should also be invited to be involved. A key part of the planning process should be future maintenance considerations.

Following discussion, it was unanimously **AGREED** not to proceed with the previous proposals as outlined in the Clerks report and that for the time being SEG would continue to maintain and tidy the Triangle area. Members further **AGREED** that SEG would also be invited to make recommendations for enhancements to the area and that the Southbourne Gardening Club be included in the process if they wished.

26. REVIEW OF BUDGET AND TO NOTE INCOME & EXPENDITURE TO DATE.

Members **NOTED** the reports as previously circulated and there were no further comments.

27.RECREATION GROUND INCLUDING:

- **TO NOTE THE QUARTERLY PLAYGROUND INSPECTION REPORT**
- **SOUTHBOURNE FC INCLUDING UPDATE ON ARRANGEMENTS FOR STORAGE**

- **UPDATE ON ALL-INCLUSIVE SWING**
- **FURTHER CONSIDERATION OF POSSIBLE PROJECTS/ENHANCEMENTS IN RELATION TO UTILISATION OF SECTION 106 FUNDING INCLUDING UPDATE OF QUESTIONNAIRE RESPONSES**
- **FURTHER CONSIDERATION ON GENERIC SIGNS FOR RECREATION GROUND MIN.94.9 REFERS**
- **UPDATE ON CONTRACT/CARETAKER ACTIVITIES**
- **FOOTBALL FOUNDATION GRASS PITCH MAINTENANCE FUND.**

27.1 To Note the quarterly playground inspection report

Members **NOTED** the quarterly Playground Inspection Report and asked if the Contract/Caretaker could take an initial look at the items that needed attention to see if he would be able to undertake the repairs.

27.2 Southbourne FC including update on arrangements for storage

Members **NOTED** that the container is now on site and arrangements have been made for Southbourne FC to have access and use. Members also **NOTED** that the Licence Agreement for 2023/24 had now been agreed and signed by both parties and the Clerk will issue the invoice.

27.3 Update on all-inclusive swing

Members **NOTED** that the all-inclusive swing is now installed and discussed arrangements for an official opening by the SPC Chairman, in line with the funding criteria.

Members further **AGREED** for Officers to liaise with the Chair for a suitable date and to invite all Members to attend.

27.4 Further consideration of possible projects/enhancements in relation to utilisation of Section 106 funding including update of questionnaire responses

The Clerk circulated the responses that had been received.

Members **NOTED** the responses but felt that those received were insufficient in relation to the number of residents. Discussion took place as to how to generate a greater level of engagement.

It was unanimously **AGREED** to extend the consultation period until the end of September and it was further **AGREED** for Officers to produce a flyer and ask the local schools to distribute them via book bags when school resumes in September.

Cllr. Money offered to print the flyers and this was **AGREED**.

27.5 Further consideration on generic signs for Recreation Ground Min.94.9 Refers

Members **NOTED** the Clerks report.

Following discussion, Members unanimously **AGREED** that as the new branding has been approved, to now proceed with the production of the generic signs.

Members further **AGREED** for three aluminium signs to be sited as follows:

- Entrance near children's playpark area
- Entrance at pavilion end of park near public footpath
- Entrance near main gate

- To include the Office Number and Admin email address

Members were asked to approve an associated budget and it was unanimously **AGREED** that a maximum amount of £300.00 be made available from the Improvements Budget.

27.6 Update on Contract/Caretaker activities

27.6.1 Gate

Members **NOTED** the damage to the gate and **AGREED** for the Contract/Caretaker to cost for repairs

27.6.1 Grass damage

Members **NOTED** the damage to the grass and it was confirmed that old foundations may be the cause. The contract/caretaker will be asked to undertake some repairs as best as he is able to do so but it was **NOTED** that his limited hours would not allow for any regular watering.

27.7 Football Foundation Grass Pitch Maintenance Fund.

Members **NOTED** that no further communication or update from Southbourne FC had been received and that there was nothing more to be done until this was forthcoming.

28. UPDATE ON PRINSTED AREA INCLUDING:

- **RESPONSE FROM THE SEA SCOUTS COMMITTEE FOLLOWING LETTER FROM SPC ON ADVERSE POSSESSION CLAIM**
- **UPDATE OF LEGAL ADVICE REGARDING CHANGE OF PERMISSIONS, ADVERSE POSSESSION CLAIM AND INDEPENDENT ASSESSMENT FOR BOUNDARIES**
- **LIFEBUOY**

28.1 Response from the Sea Scouts Committee following letter from SPC on Adverse Possession Claim

The Clerk confirmed that the Chair of the Sea Scouts Committee had advised she will advise SPC of their meeting dates once agreed. The Clerk will monitor.

Members were disappointed at the perceived reluctance from the Sea Scouts to meet and discuss this situation as they are keen to rebuild relations with the Sea Scouts regardless of the outcome of the adverse possession application.

28.2 Update of legal advice regarding Change of Permissions, Adverse Possession Claim and independent assessment for boundaries

Members **NOTED** the response from Surrey Hills Solicitors. Members felt that the Land Registry were taking far too long to reach a decision on the Adverse Possession Claim and further **NOTED** that until the situation was resolved the approved projects could not be progressed.

Members unanimously **AGREED** to ask Surrey Hills to push for an answer on the application and agree the boundaries as soon as possible as the original application has been ongoing for nearly 2 years.

28.3 Lifebuoy

Members **NOTED** the installation of the Lifebuoy.

29. UPDATE ON ANY OUTSTANDING PROJECTS

Members **NOTED** the Clerk and Deputy Clerk's reports as circulated.

29.1 Bike Rack Installation

Members unanimously **AGREED** to continue to with the current contractor and asked the Deputy Clerk to chase for a completion date.

29.2 Village Signs

The Chair asked why the project was taking so long to complete and once again the Clerk outlined the situation in relation to WSCC, previous site visits and the need to ensure that once the project is re-initiated Officers have the capacity to see it through till the end.

Following discussion Members unanimously **AGREED** that the SPC new logo should be used in replacement of the WSCC logo.

Members further **AGREED** for Officers to gain additional quotes for the installation and/or suppliers of the signs and as long as they were within the original approved budget to proceed as soon as possible.

29.3 Fire Alarm

A Member felt a Fire Safety Officer should be appointed to enable the Fire Service to carry out a full fire inspection. However, the list of associated criteria to enable this is extensive and costly. The Clerk also stated that no member of staff has the capacity to add this to their workload and also reminded Members that there is no budget to accommodate any associated costs.

After discussion Cllr. Bangert said she would liaise with WSCC Fire Service to establish the necessity to appoint a dedicated Fire Safety Officer and to seek clarification that the current procedures meet requirements. This was **AGREED**.

29.4 Memorial Benches

Members **NOTED** that there is no further capacity for more benches at Prinsted and the only other available Parish owned land is the recreation ground. Officer recommendation would be to cease the installation of any new benches until the project relating to section 106 monies is complete and then review the Policy.

Following discussion Members unanimously **AGREED** to defer this to a future agenda.

30. WASH UP OF SUSSEX DAY FETE, INCLUDING TO RATIFICATION OF ANY EXPENDITURE AND CONSIDERATION OF COMMENTS AND SUGGESTIONS FROM MEMBERS OF THE PUBLIC.

Members **NOTED** the Clerks report.

Members **AGREED** to **RATIFY** the expenditure of £1,481.18

Members also **NOTED** the feedback and **AGREED** to take the comments into consideration for future events.

31. CONSIDERATION OF HOLDING A D-DAY COMMEMORATIVE EVENT AS REFERRED FROM SPC 11th JULY 2023 – MIN. 54.2 REFERS

Members **NOTED** the accompanying Report.

Members considered the recommendation from Council to begin progressing the decision to hold a D-Day Commemorative Event and unanimously **AGREED** the following:

- The date for the event will be Saturday 8th June 2024 and will run for 11.00am – 3.00pm
- Cllr. Bangert will lead and coordinate anything linked to the military and Cllr. Tait will lead and coordinate on the other aspects of the event
- All SPC Councillors will be expected to support and be involved
- Members of the public will be invited to assist with the arrangements should they wish
- Council will be asked to consider funding requirements for the event when setting the budget for 2024/25
- There will be no charge for admission to the event.

Cllrs. Bangert and Tate will begin the initial planning and will arrange an informal meeting with other Members to discuss further.

32. YOUTH - UPDATE ON VISIT BY CLLRS BANGERT AND REDMAN TO ONE CHURCH ON 13th JULY 2023 - MIN. 17 REFERS, INCLUDING CONSIDERATION OF ANY PROPOSALS OR RECOMMENDATIONS

Cllrs. Bangert and Redman gave a brief summary of their visit to One Church. They met with the Pastor and three members of the youth team. It was a very positive meeting and both parties will continue to engage via the Clerk who will be the point of contact.

There were no recommendations for Members to consider and Members **NOTED** the update.

33. TO NOTE THE DECISION FROM SPC TO DISBAND THIS COMMITTEE FROM 31st JULY 2023

This was **NOTED**.

The meeting closed at 8.30pm