

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 30th May 2023**

Present: Cllrs: Redman (Chair) Bangert, Money and Tait

In Attendance: S. Hodgson - Clerk and RFO

The meeting opened at 6.35pm

1. TO NOTE THE APPOINTMENT OF CLLR. REDMAN AS CHAIR OF THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE. (SPC 9th MAY MIN.17.3 REFERS)

Members **NOTED** the appointment of Cllr. Redman as Chair of the Greenspace and Community Services Committee.

2. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone and opened the meeting.

3. APOLOGIES FOR ABSENCE.

Apologies for absence had been received from Cllr. Green due to ill health, Cllr. Taylor due to a personal engagement and Cllr. Meredith who was on leave.

4. TO APPOINT A VICE CHAIR FOR THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE

It was proposed that Cllr. Money be nominated as Vice-Chair for the Greenspace and Community Services Committee. There being no other nominations Members unanimously **AGREED** to elect Cllr. Money.

5. TO APPROVE THE MINUTES OF THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE MEETING HELD 28th MARCH 2023

Members **AGREED** to **APPROVE** the Minutes of the Greenspace and Community Services Committee Meeting held on the 28th March 2023 and the Chairman duly signed the minutes.

6. TO NOTE THE TERMS OF REFERENCE AS APPROVED BY COUNCIL (SPC 9th MAY MIN.19.3 REFERS)

Members **NOTED** the Terms of Reference for the Greenspace and Community Services Committee as adopted by Council.

7. DECLARATIONS OF INTEREST.

Cllr. Tait declared an Ordinary Interest in Item 13.2 as one of the surveyors was known to her.

8. ADJOURNMENT FOR OPEN FORUM.

There were no members of the public present.

Members **NOTED** correspondence received from a member of the public relating to the area known as the Triangle at Prinsted. As this is the area relating to the adverse possession application the item was reported under Agenda Item 13.

9. CLERK'S UPDATE.

Members **NOTED** the Clerks Report.

9.1 Fuel Card

Members **NOTED** the fuel card account.

9.2 Trampoline

Members **NOTED** the repairs to the gate at the playground and the trampoline are now complete.

10. TO RECEIVE THE NOTES FROM THE SOUTHBOURNE ENVIRONMENT GROUP MEETINGS HELD 30th MARCH 2023 AND 11th MAY 2023 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **NOTED** the Notes from the Southbourne Environment Group Meetings held on 30th March 2023 and 11th May 2023. There were no recommendations.

The Chair asked the Clerk to pass on the Committee's thanks to the members of the Southbourne Environment Group for all the hard work they undertake to keep Southbourne looking nice and for the work they do to protect the environment.

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

Members **NOTED** the Clerk's report as circulated.

The Clerk reported that going forward costs for fuel would be accounted for from the grass cutting budget, not maintenance. This was **NOTED**.

12. RECREATION GROUND INCLUDING:

- **FC SOUTHBOURNE INCLUDING, TO NOTE THE COMPLETION OF THE LICENCE AGREEMENT FOR 2023/24, ARRANGEMENTS FOR STORAGE AND CONSIDERATION OF ISSUES RAISED BY SOUTHBOURNE FC**
- **UPDATE ON ALL-INCLUSIVE SWING**
- **FURTHER CONSIDERATION OF POSSIBLE PROJECTS/ENHANCEMENTS IN RELATION TO UTILISATION OF SECTION 106 FUNDING INCLUDING UPDATE OF QUESTIONNAIRE RESPONSES**
- **TO NOTE REPORT ON FIRE ALARM PANEL AT THE PAVILION**
- **FURTHER CONSIDERATION ON GENERIC SIGNS FOR RECREATION GROUND MIN.94.9 REFERS**
- **UPDATE ON CONTRACT/CARETAKER ACTIVITIES**
- **FOOTBALL FOUNDATION GRASS PITCH MAINTENANCE FUND.**
- **REPAIR TO DOG BIN FOLLOWING REPORT RECEIVED FROM CDC INCLUDING CONSIDERATION OF THEIR QUOTATION FOR REPAIR COSTS**

12.1 FC Southbourne including, to Note the completion of the licence agreement for 2023/24, arrangements for storage and consideration of issues raised by Southbourne FC

The Clerk reported that following a meeting with Southbourne FC they had asked the Committee to reconsider their decision regarding storage. Currently equipment is being stored in the pavilion home team showers which is not ideal. Southbourne FC have proposed that they be allowed to section off a part of the container to create an independent storage space that would be kept secure. The Clerk recommended that if the Committee agree to this, that the original storage charges be added back into the licence agreement.

Following discussion Members **AGREED** to allow a section of the container to be used by Southbourne FC for storage with the following conditions:

- The area is mapped out correctly and a copy of the plan given to the Committee to approve prior to installation
- That no part of the construction drills into, or affects the container structure
- That should Southbourne FC no longer require use, the container be taken back to its original state
- That a disclaimer is signed acknowledging that SPC take no responsibility or liability for equipment stored
- That the Licence Agreement cost be changed to reflect the storage and the original charge of £1400.00 be reinstated and for the agreement to be signed accordingly

The Clerk also asked Members to allow Southbourne FC sole use of one of the kitchen units to store refreshment provisions and be allowed to keep this secure. This was **AGREED**.

Southbourne FC also asked if the Committee would allow a small pitch to be marked out alongside the full sized pitch for the under 10's measuring 60 x 40. This was **AGREED**.

12.2 Update on all-inclusive swing

Members **NOTED** the Clerk's report.

The Clerk reported that the application to Awards for All had been approved and SPC had been granted £7767.18 to fund an all inclusive swing for the recreation ground. The amount would cover supply, installation and mulching of the area. Part of the conditions for the funding is to promote Awards for All and to share any publicity. Members **AGREED** that Officers be allowed to undertake the promotion and to arrange a suitable event once the installation was complete.

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

Members **NOTED** the Clerk's report.

Members asked if the questionnaire could be distributed to local community groups and schools and considered other ways of generating responses so that all sectors of the community had a chance to participate.

Following discussion, it was **AGREED** for the questionnaire to be sent to as many organisations as possible. Members will also share via their own social media sites.

Members further **NOTED** the deadline for responses is 21st July 2023.

12.4 To Note report on fire alarm panel at the pavilion

The Clerk reported that there had been another fault with the fire panel and the intruder alarm. The respective companies were asked to attend. A Member reported that there were new fire regulations that may make it necessary to undertake a Fire and Safety Inspection at the Pavilion to ensure the correct systems and procedures were in place. Another Member suggested that the Fire Services would probably undertake an inspection if requested to do so.

It was **AGREED** that the Clerk would make arrangements for an inspection to be carried out at the pavilion.

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

Members **NOTED** the Clerk's report.

As there was still no update on the branding Members **AGREED** to defer this item again until the new logo for the Parish Council is approved.

12.6 Update on Contract/Caretaker activities

The Clerk gave a verbal update on the Contract Caretakers activities. A schedule of works has been implemented including some general litter picking and tidying of the Printhead area. The grass is currently being cut weekly due to the rate of growth and the need to keep the cuttings at a suitable length to leave on the field. The Contract Caretaker works every Thursday and alternates the other day depending on the weather and the workload.

The Chair asked the Clerk to pass on the Committee's thanks to the Contract Caretaker for the good job he is doing.

12.7 Football Foundation Grass Pitch Maintenance Fund.

Members **NOTED** there was no update at this time

12.8 Repair to Dog Bin following report received from CDC including consideration of their quotation for repair costs

Members **NOTED** the Clerk's report.

During discussion Members felt that the cost to replace the broken dog bin was excessive and **NOTED** that there was no provision for maintenance within the budget. As it is permissible to use litter bins for dog waste and there are three at the recreation ground as well as another dog bin, Members felt that replacing the broken bin would not necessary or a good use of funds.

Therefore, Members **AGREED** not to purchase a replacement bin and asked the Clerk to advise CDC accordingly.

Members further **AGREED** to make provision within the budget for maintenance when reviewing the annual budget for next year.

13. 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**
- **CONSIDERATION OF QUOTATIONS FOR HEDGE MAINTENANCE**

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

Members **NOTED** the letter from the Sea Scouts Committee as previously circulated and **NOTED** the correspondence received as referred to under the Open Forum.

During the discussion that followed the following points were raised:

- It was disappointing that no member of the Sea Scouts Committee had come along to any meeting or made any attempt to meet with Members of the Committee to enter into any discussion or dialogue
- The photos sent in clearly showed that the Sea Scouts had erected a sign that would indicate that the triangle area was their property and felt this was a bit premature given that no decision by the Land Registry has yet been made
- Members were annoyed that the sea scouts had undertaken to repair the fence without permission of SPC and had sought recompense for costs, especially as arrangements were in place for the contract caretaker to do this.
- Referring to the letter received, Members felt that the Sea Scouts should be made aware that the conditions of the Open Space Act would restrict some of the plans for the use of the land and that a change of permission would be required which was the intention of SPC to apply for.
- Members did not feel that they should withdraw their objection to the adverse possession claim.

Following discussion Members **AGREED** that the Clerk respond the Sea Scouts letter on behalf of the Committee and address the points as discussed.

It was further **AGREED** that further legal advice be sought in relation to the situation.

It was also **AGREED** that Cllrs Redman and an Officer seek a meeting with the Sea Scouts Committee.

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

Members **NOTED** the Clerk's report and the quotations as previously circulated.

Following the decision to seek an independent assessment of the boundaries at Prinsted, Members were asked to consider the quotations and appoint a Surveyor to undertake the work.

Cllr. Tair redeclared an Ordinary Interest and stated she would refrain from taking part in the decision of appointment and abstain from any vote.

Following discussion Members **AGREED** to go for B2 of the quote and appoint the surveyor, Julian Mann. However, before proceeding with the appointment the Clerk was asked to clarify whether the assessment would hold any weight in regard to the objection relating to the adverse possession.

13.3 Consideration of quotations for hedge maintenance

Members **NOTED** the quotations as previously circulated.

Following discussion Member **AGREED** to accept Quotation 1 at a cost of £250.00

14. UPDATE ON BUS SHELTERS INCLUDING TO NOTE THE RESPONSE FROM THE FINANCE AND POLICY COMMITTEE REGARDING REPLACEMENT FOR PARHAM PLACE

Members **NOTED** the Clerk's Report.

15. UPDATE ON ANY OUTSTANDING PROJECTS

Members **NOTED** the Deputy Clerk's report.

The Clerk drew Members attention to the Memorial Benches and Tree Maintenance as follows:

15.1 Memorial Benches

Cllr. Bangert had been approached by a member of the public to see if there was an opportunity to have more benches installed around the village as elder members of the community would benefit from them.

The Clerk reported that the Memorial Bench Policy was in need of an update as it was out of date and advised that this should be reviewed and presented to Council for adoption prior to any further bench installations.

Members **AGREED** to defer to a future agenda and wait for the new draft policy to be written.

15.2. Trees

The Clerk reported that it had been necessary to undertake some emergency work to one of the poplar trees at the recreation ground that had been damaged during high winds that had left a bough dangerously overhanging.

A tree surgeon had made the tree safe and Members **AGREED** to **RATIFY** the associated costs of £400.00 as approved by the Chair of the Council under Financial Regulations 4.1 to be funded from the Maintenance `budget.

The tree surgeon had also advised that consideration be given to crowning the damaged trees and had supplied a quote for £900.00. Members acknowledged that a new tree survey was due shortly and **AGREED** to wait for the outcome of the survey before proceeding with any additional works.

16. UPDATE ON SUSSEX DAY FETE, INCLUDING TO RATIFY ANY EXPENDITURE AND CONSIDERATION OF COMMENTS AND SUGGESTIONS FROM MEMBERS OF THE PUBLIC.

Members **NOTED** the site plan and timetable of events as previously circulated by Cllr. Tait.

Members **AGREED** to **RATIFY** the costs of £630.00 for the potable toilets and £67.45 for banners and bunting to be funded from the event budget.

Following consideration of a proposal from a member of the public that a rendition of the Sussex Anthem, Sussex by the Sea be sung at the event, Members **AGREED** not to proceed with this.

Cllr. Bangert asked for donations for the Raffle.

17. YOUTH - CONSIDERATION OF HOW TO PROGRESS WITH THE YOUTH OFFER FOR SOUTHBOURNE - MIN. 99 REFERS

Members **NOTED** the Clerk's Report

Members discussed how to progress with the youth offer. Some of the comments and questions raised included:

- The facilities and offer at One Church would be hard to replicate
- Having attended a session, it is clear there is no pressure regarding religious followings
- All sectors of the community are welcome
- There are trained personnel to deal with signposting issues

- Who is the overall governing body of One Church
- Governance - have all the correct policies and procedures been put in place
- One Church is endorsed by CDC

Following discussion Members **AGREED** that subject to clarity of governance, SPC would like to work in partnership with One Church on the youth offer.

Members further **AGREED** that the Chair and Cllr. Bangert would make arrangements to hold a further meeting with One Church to discuss how SPC can contribute to the partnership.

Members **AGREED** that for the time being this would be the only level of involvement in respect of delivering youth projects and would not be advancing or undertaking any other youth related activities.

18. TO NOTE THE DATE AND TIME OF NEXT MEETING.

The next meeting is scheduled for the 25th July 2023. This was **NOTED**.