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**SOUTHBOURNE PARISH COUNCIL**  
**Meeting held 13<sup>th</sup> June 2023**

**PRESENT:** A. Tait (Chair) T. Bangert, L. Meredith, J. Money, N. Redman, P. Riddoch, and B. Taylor

**IN ATTENDANCE:** S. Hodgson (Clerk and RFO)  
M. Carvajal-Neal (Deputy Clerk)  
M. Banach (Admin Assistant)  
Cllr. A. Kerry-Bedell West Sussex County Councillor (from Min.31)  
Cllr. O. Hickson Chichester District Council  
2 Members of the Public (from Min. 33 and Min.37)

***The meeting opened at 7.00pm.***

**26. CHAIRMANS INTRODUCTION AND WELCOME**

The Chair welcomed everyone to the meeting and read out the following statement.

*"I just wanted to give a brief update on the situation relating to the ongoing dispute over the footpath.*

*As you are all aware things have escalated over the past few weeks and a number of incidents occurred that not only affected me personally but the farm shop and community.*

*SPC are taking a multi-agency approach to the situation and are liaising with the Police regularly. I can confirm that there is a lot of activity going on in the background and I will ask the Clerk to keep you updated with any information the Police are able to share.*

*There have been some comments on social media sites regarding a sign that has been erected. Again, the Police and WSCC are aware and I feel this should be left with them to deal with.*

*What has happened and continues to happen is now in the hands of the authorities. The signs that have been erected will be dealt with by WSCC and the Police.*

*As always if anyone has any related information, can I please urge them to report it and not just post on social media. The Police are collating all lines of enquiry and any detail may be of use.*

*On a personal note, I appreciate most sincerely the support and care shown to me.”*

## **27. APOLOGIES FOR ABSENCE.**

Apologies had been received from Cllr. Green who was unwell.

## **28. TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 9<sup>th</sup> MAY 2023**

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 9<sup>th</sup> May 2023 and they were duly signed by the Chairman.

## **29. DECLARATIONS OF INTEREST.**

**MEMBERS AND OFFICERS ARE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY AND/OR ORDINARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THIS AGENDA AND ARE REMINDED THAT THEY SHOULD RE-DECLARE THEIR INTEREST BEFORE CONSIDERATION OF THE ITEM OR AS SOON AS THE INTEREST BECOMES APPARENT AND IF NOT PREVIOUSLY INCLUDED ON THEIR REGISTER OF INTERESTS TO NOTIFY THE MONITORING OFFICER WITHIN 28 DAYS**

Cllr. Meredith disclosed an ordinary interest in agenda item 8.1.

Cllr. Meredith will be making a statement relating to the item Cooks Lane /Stein Road and declared an interest as a resident of the area.

## **30. TO NOTE CLLR GREEN WILL BE ABSENT FROM ALL MEETINGS FOR THE NEXT TWO MONTHS DUE TO ILL HEALTH**

Members **NOTED** that Cllr Green is taking some time off to recover from a recent operation and apologies will be given on his behalf at relevant meetings.

## **31. ADJOURNMENT FOR OPEN FORUM**

*The Chairman Adjourned the meeting at 19.07*

Members **NOTED** the written statements from members of the public as previously circulated.

### **31.1 Thorney Road Parking**

A member of the public had asked for Councillors to help address the ongoing traffic and parking issues within the area.

Members asked for this to be placed on a future agenda for consideration.

### **31.2 Fisherman's Path Erosion**

A member of the public asked Councillors to consider making repairs to the shoreline footpath at Prinsted.

Members asked for this to be referred to the Chichester Harbour Conservancy.

*The Chairman reconvened the meeting at 19.12*

### **32. CLERK'S UPDATE**

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

#### **32.1 TRO The Crescent**

Members **NOTED** the following correspondence received from WSCC regarding the TRO application for The Crescent.

*"Thank you for your patience following your Traffic Regulation Order application for The Crescent, Southbourne.*

*Please be advised that following successful Initial and Detailed Assessment phases, your application has been taken to a Traffic Regulation Order Moderation, where I presented the proposal to a field of Traffic Engineering experts.*

*You will be pleased to know that the application for the implementation of Double Yellow Line parking restrictions has passed the TRO moderation, and I can now progress with the next steps. I have requested and gained the support of Sussex Police, and I will now arrange for the Public Consultation phase, subsequently updating you when I have a date for this."*

#### **32.2 Annual Electors Meeting**

Members **NOTED** the Clerk's Report

#### **32.3 Councillor Safety**

A Members asked for Councillor safety updates to be included as a standard item so Members were aware of any potential problems.

The Clerk advised that if any Councillor was aware of any potential threat, they should report it directly to the Clerk to take the appropriate immediate action. She further advised that whilst any individual may be considered to be causing a nuisance, it would not be compliant to discuss this in a public forum. There are procedures in place within all tiers of government to deal with such situations.

It was **AGREED** to proceed as per the Clerks' advice.

#### **32.4 Branding/Logo**

The Clerk reported that the revised logo had been approved by the Finance & Policy committee but the designer wanted a steer on colour palettes. Members asked the Clerk to advise of three potential colours and looked forward to receiving the final versions.

### **33. TO RECEIVE AND NOTE THE FOLLOWING REPORTS IF AVAILABLE:**

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **MONTHLY INSPECTORS REPORT & PCC FORUM REPORT**
- **STEIN ROAD WORKING GROUP**

#### **33.1 WSCC Councillor's Bourne Parish Report**

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

##### **33.1.1 Cooks Lane**

Cllr. Meredith asked WSCC Cllr. Kerry-Bedell, if the developers could be asked to remind their lorry drivers to switch off their engines when waiting at the crossing to

help combat noise and environmental pollution. She also asked about signage and if there could be multiple signs because of the back-up.

Cllr. Kerry-Bedell gave a brief verbal update to his report:

**33.1.2** – to date he had not had a response on the proposed Cooks Lane meeting

**33.1.3** – He would be presenting at the CDC planning meeting on Willow Brook

**33.1.4** – Pallant Home development had been delayed for the 4<sup>th</sup> time

**33.1.5** – the new Flooding Issues Forum would be holding it's first meeting within the next week or so

**33.1.6** – Bourne Community Bus, plans are being considered to move the bus stop in Garsons Road to the Farm shop

The Chairman thanked Cllr. Kerry-Bedell for his report

### **33.2 CDC Councillor's Report**

Members **NOTED** the report as previously circulated

CDC Cllr. Hickson said she would be sending a written statement in relation to the Metis/Harris Scrapyard planning matter

Cllr. Riddoch asked if there was any way of incorporating the Chichester Foodbank with local foodbanks. CDC Cllr. Bangert agreed that there should be a more "joined up" approach and would look into it.

The Chairman thanked Cllrs. Bangert and Hickson for their report.

### **33.3.Monthly Inspectors Meeting & PCC Forum**

#### **33.3.1 Monthly Inspectors Meeting Report.**

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

Officers were asked to share the link relating Operation Crackdown

Officers were asked to put together a Polite Parking Notice similar to that of Westbourne PC's as detailed within the report.

A Member asked if going forward the Monthly Inspector's Report be included within the reports not circulated separately.

It was **AGREED** that any information that was already within the public domain would be included within the body of the main report.

#### **33.3.2 PCC Forum Report**

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

### **33.4 Stein Road Working Group.**

Members **NOTED** the report as previously circulated and considered the recommendations as follows:

**33.4.1** For the Stein Road working group to review the speed limit overview (Highways Community Scheme) for Southbourne Parish as detailed in the report

Members unanimously **AGREED** to **APPROVE** the recommendation

**33.4.2 To approve the proposed questionnaire and set a deadline date.**

Members considered the proposed questionnaire which was unanimously **AGREED**. Members further **AGREED** that the deadline date for responses would be Friday 14<sup>th</sup> July 2023.

**33.4.3 To consider how to deliver the questionnaire.**

Members unanimously **AGREED** for the questionnaire to be distributed via Facebook and the Sussex Fete

**33.4.4 To consider that the recommendations from the Stein Road Working Group as detailed in the report to be costed and the draft approved by WSCC highways.**

The Chair queried which budget would fund any potential costs and if it was to be covered by the CIL monies, had an IBP number been allocated. There was also a query over the potential use of Section 106 funding and contributions from WSCC CIL allocation.

During the discussion that followed it was **AGREED** that the Clerk in liaison with Cllr. Bangert, as a CDC Cllr, would investigate the amounts and funding streams available.

It was further **AGREED** that the Stein Road Working Group should proceed with costing the proposed priorities and report back to Council.

As the Stein Road Working Group now deal with issues within other areas of Southbourne it was proposed to change the name to something more appropriate.

Members unanimously **AGREED** that the Stein Road Working Groups will now be called the Southbourne Road Safety Group.

*A Member of the public who joined the meeting at this stage apologised for being late as she thought the meeting started later and had wanted to speak under the Open Forum in relation to Agenda Item 14.*

Members **RESOLVED** to **AGREE** adjourn the meeting and allow the member of the public to speak.

*The Chair adjourned the meeting at 19.57*

The member of the public was a representative from the Chichester Harbour Trust (CHT) who wished to speak in relation to the application for some CIL funding by the Trust for a project being undertaken at Marina Farm (Agenda Item 14). CHT had purchased the land to make sure it was protected and was seeking £5,000.00 as a contribution to the overall cost of £84,450.00.

The Chair thanked the representative for her presentation and reconvened the meeting.

*The Chair reconvened the meeting at 20.03*

It was proposed to change the order of business to allow the agenda item relating to the CHT application to be considered next.

Members **RESOLVED** to **APPROVE** that the order of business be changed and **AGREED** to take Agenda Item 14 next.

**34. CIL INCLUDING, UPDATE OF CIL FUNDS, FURTHER CONSIDERATION OF A PROPOSAL FOR SOUNDPROOFING FOR THE VILLAGE HALL (MIN. 180 REFERS) AND CONSIDERATION OF AN APPLICATION FOR A CIL CONTRIBUTION FROM THE CHICHESTER HARBOUR TRUST**

Members **NOTED** the Clerks Report as previously circulated.

**34.1 Chichester Harbour Trust**

Cllr. Bangert declared an interest as she sits on the CDC Committee that oversees funding applications. It was **NOTED** that Cllr. Bangert would consider the application from CHT independently and any comments made would be based on the information presented to her as a Parish Councillor.

Members **NOTED** the CDC Officers comments as detailed in the Clerks report and were mindful of ensuring that any expenditure of CIL Monies was in line the criteria.

Members felt that objectives

*2 -To create the potential for wildlife improvements through tree planting, landscaping and wildflower areas*

And

*3 -To improve the recreation opportunities for the community by providing landscaping and surfaced paths for community benefit*

sufficiently met the requirements of the criteria and are in keeping with the Southbourne Neighbourhood Plan policies.

Members unanimously **AGREED** to award £5,000.00 to the Chichester Harbour Trust with the proviso that the amount be ringfenced for the beautification and re-opening of footpaths for the benefit of the community.

**34.2 Soundproofing Village Hall**

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

Following discussion, Members **AGREED** to proceed with quotation one and to fund the cost for soundproofing the Village Hall at a cost of £3,741.60 from the CIL monies specified as IBP/693.

*The Chair adjourned the meeting for a short break at 20.16*

*The Chair reconvened the meeting at 20.20*

**35. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING MEETINGS HELD ON THE 4<sup>th</sup> & 25<sup>th</sup> May 2023. INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS**

There were no recommendations and Members **NOTED** the Minutes of the Planning Meetings held on the 4<sup>th</sup> and 25<sup>th</sup> May 2023.

**36. TO RECEIVE AND NOTE THE MINUTES OF THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE MEETING HELD ON THE 30<sup>th</sup> MAY 2023 AND CONSIDERATION OF ANY RECOMMENDATIONS.**

There were no recommendations and Members **NOTED** the Minutes of the Greenspace and Community Services Committee held on the 30<sup>th</sup> May 2023.

**37. TO RECEIVE AND NOTE THE MINUTES OF THE JBC MEETING HELD ON THE 27<sup>th</sup> MARCH 2023 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS**

There were no recommendations and Members **NOTED** the Minutes of the JBC Committee Meeting held on the 27<sup>th</sup> March 2023.

Members **RESOLVED** to **APPROVE** to change the order of business and **AGREED** to take the Additional Agenda Item at this point

**38. TO RECEIVE AND NOTE THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON THE 25<sup>th</sup> MAY 2023 AND CONSIDERATION OF ANY RECOMMENDATIONS**

Members **NOTED** the Minutes of the Allotments Committee meeting held on the 25<sup>th</sup> May 2023 and considered the following recommendations:

**38.1** To consider the recommendation to take ownership of the Greenhouse as an SPC asset and it to be added to the SPC Asset Register?

Members unanimously **AGREED** to **APPROVE** the recommendation for SPC to take ownership of the greenhouse at Southbourne Fields Allotments and that the item be added to the asset register.

**38.2** For ongoing maintenance costs for the greenhouse be taken from the Allotment Committee budget with prior approval by the Allotment Committee.

Members unanimously **AGREED** to **APPROVE** the recommendation

**38.3** Any costs associated with the disposal of the greenhouse should the greenhouse fall into a state of disrepair be taken from the Allotment Committee budget with prior approval by the Allotment Committee.

Members unanimously **AGREED** to **APPROVE** the recommendation

**38.4** That the greenhouse be subject to inspection in line with plot inspections.

Members unanimously **AGREED** to **APPROVE** the recommendation

**38.5** The use of the greenhouse is by all tenants of Southbourne Fields allotments

Members unanimously **AGREED** to **APPROVE** the recommendation

**39. TO APPOINT AN ADDITIONAL MEMBER TO REPRESENT SPC ON THE BOURNES FORUM**

Members **NOTED** the Clerks report as previously circulated.

Members **AGREED** to appoint Cllr. Money as a second representative on the Bournes Forum. Members further **NOTED** the date of the next meeting which is scheduled for 10<sup>th</sup> July 2023. The Clerk will advise the Bournes Forum Coordinator accordingly.

**40. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023 INCLUDING TO RECIEIVE AND NOTE THE FOLLOWING REPORTS**

- **TO NOTE THE INTERNAL AUDITORS REPORT FOR YEAR-END 31<sup>ST</sup> MARCH 2023 AND TO RECOMMEND TO THE FINANCE & POLICY COMMITTEE TO REVIEW ANY COMMENTS/SUGGESTIONS FOR 23/24**
- **ANNUAL GOVERNANCE STATEMENT 2022/23 SECTION 1 - TO FURTHER RESOLVE TO APPROVE THAT THE STATEMENT BE SIGNED BY THE CHAIR AND CLERK OF THE COUNCIL**
- **TO RESOLVE TO APPROVE THE FINANCIAL ACCOUNTING STATEMENTS SECTION 2 FOR YEAR ENDED 31<sup>ST</sup> MARCH 2023 AND AGREE THAT THESE BE SIGNED BY THE CHAIRMAN OF THE MEETING AS PRESENTED AND NOTING THESE WERE SIGNED BY THE RFO PRIOR TO PRESENTATION**
- **TO AGREE TO SUBMIT THE 2022/23 ACCOUNTS AND REPORTS TO THE EXTERNAL AUDITOR**

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

**40.1** Members **NOTED** the internal auditors report as circulated for the year end 31 2023 and **AGREED** to **RECOMMEND** the report be referred to the Finance and Policy Committee to review any comments of suggestions for 2023/24

**40.2** Members **RESOLVED** to **APPROVE** the Annual Governance Statement Section 1 for the year 2022/23 and that it be duly signed by the Chair and Clerk of the Council.

**40.3.** Members **RESOLVED** to **APPROVE** the Financial Accounting Statement Section 2 for the year 2022/23 and that it be signed by the Chair of the meeting **NOTING** that these were signed by the RFO prior to Presentation.

**40.4** Members **AGREED** to submit the 2022/23 Accounts and Reports to the External Auditor

*The Chair left the room briefly at 20.33*

The Vice Chair presided over the next item.

**41. TO RECEIVE A PRESENTATION FROM CLLR. RIDDOCH AND CONSIDERATION OF A MOTION TO REVIEW THE COUNCILLOR DROP-IN SURGERIES**

Cllr. Riddoch gave a brief overview of her presentation as previously circulated and asked Members to support her proposals as follows:

**41.1 Agree the motion as a strategy the Council wish to take**

Members considered the Motion as proposed for Councillor drop-in surgeries to be:

- Held every other month
- To be held at various locations and times throughout all the Parish
- To be themed and linked to other community organisations, businesses and stakeholders
- To invite other agencies to attend

Members unanimously **AGREED** to **APPROVE** the motion as proposed

**41.2 Agree which committee, if any, should lead**

Members unanimously **AGREED** that the drop-in surgeries would be led by full Council.



**41.3 Nominate one Cllr to lead by working with other organisations, including venue, time and date, manage the rota**

Members unanimously **AGREED** to appoint Cllr. Riddoch to lead on the drop-in surgeries and further **AGREED** to delegate the organisation of the events as proposed

**41.4 Attend at least one Drop-In Session through the year and submit if relevant to clerk for committee agenda items from the community**

Members unanimously **AGREED** to commit to attending at least one Drop-in Session as proposed and submit any relevant information or actions to the Clerk for Council to consider.

*The Chair returned to the meeting 20.40 and took the Chair*

The Chair thanked the Vice Chair and thanked Cllr. Riddoch for her excellent presentation and suggestions.

**42. CONSIDERATION OF CONTINUANCE OF THE OUTLIERS REPORTS AND ALLOCATION OF AREAS**

Members **NOTED** the Clerks report as previously circulated.

Following discussion Members unanimously **AGREED** to discontinue with the outliers reports for the time being.

Members further **AGREED** that each Councillor would be responsible for reporting any issues or incidents within the Parish as a whole.

**43. CONSIDERATION OF GRANT APPLICATIONS RECEIVED:**

- **SOUTHBOURNE FC FOR £1434.45 FOR EQUIPMENT, FOOTBALL KITS, WEATHER WEAR AND FIRST AID KIT.**
- **A STUDENT FROM THE BOURNE COMMUNITY COLLEGE FOR A DONATION TOWARDS A 15-DAY VOLUNTEER TRIP TO GHANA TO HELP IMPROVE AND RESTORE FACILITIES THERE**

**43.1 Southbourne FC**

Members were asked to consider an application for Grant funding from Southbourne FC for the sum of £1434.45 for equipment, football kit, weather wear and a first aid kit.

The Vice Chair commented that he was pleased to see that Southbourne FC had submitted all the relevant documentation including bank statements and felt that the new levels of transparency were to be applauded and gave more confidence to the Parish Council.

There was some concern over the amount requested as the total grant allocation for 2023/24 is only £5,000.

Following discussion, a sum of £800.00 and another of £1,000.00 was proposed as a contribution to award.

Following further discussion, Members **AGREED** to award £800.00 to Southbourne FC.

### **43.2 Student Bourne Community College**

Members were asked to consider an application from a student who is one of a group of 20 from the Bourne Community College who have been given the opportunity to take part in a volunteer trip to Ghana. The total cost of the trip is £50k and the cost of joining the project is £2,500 per student.

During the discussion Members considered whether a donation should be made to the individual or the collective funding pot. Comments included:

- The student has shown initiative so any donation should be contributed to his individual fund-raising effort
- If SPC donate to one student, it may open the floodgates for others participating to apply and it will be difficult to refuse
- As the students are also fundraising collectively a donation should be made toward the total cost

Following discussion, a sum of £500.00 and another of £750.00 was proposed as a contribution to award.

Following further discussion, Members **AGREED** to award £750.00 and further **AGREED** that the donation should be made to the collective fundraising pot.

Members asked for an update later in the year as to how the fundraising was going and for an invitation to the presentation evening on the students return.

### **44. FURTHER CONSIDERATION OF THE 2023 ANNUAL PARISH COUNCIL COMMUNITY AWARDS MIN.189 REFERS**

The Clerk reported that following a meeting to review the nominees for the Annual Parish Community Awards the following proposed recipients were:

#### **43.1 Annual Southbourne Parish Council Chairman's Award 2023**

Jonathan Brown for the enormous amount of work and dedication he gave to the production of the Southbourne Neighbourhood Plan and his service to the community.

Members unanimously **AGREED** for the Chairmans Award to be presented to Jonathan Brown.

#### **43.2 Annual Southbourne Community Award**

David Thompson for his years of service to the 1<sup>st</sup> Southbourne Sea Scouts.

Members unanimously **AGREED** for the Community Award to be presented to David Thompson.

Members were also asked to consider awarding a "Runners -Up" prize to two members of the Straw Foundation who have worked tirelessly to ensure local coastline, beaches and water are clean and healthy.

Following discussion Members unanimously **AGREED** that Bianca Carr and Lissie Pollard would receive a runner up certificate.

### **45. CONSIDERATION OF A PROPOSAL TO HOLD A PHOTO COMPETITION INCLUDING CONSIDERATION OF CRITERIA, ANY THEME, NUMBER OF CATEGORIES, COMPETITION LENGTH, PRIZES AND IDENTIFICATION OF ANY ASSOCIATED BUDGET**

Members were asked to consider holding a photo competition to collate different images for the website.

Following discussion Members unanimously **AGREED** to hold a photo competition throughout the summer with the theme What Southbourne Means to You.

The competition will run from July until the 30<sup>th</sup> September and the entry categories will be:

- Junior School Age
- Senior School Age
- Adults.

Members **AGREED** to refer to the Finance & Policy Committee to identify a suitable budget for the project and to set the amount. Following a decision by the Finance and Policy Committee, Members agreed for Officers to undertake the organisation of the competition.

#### **46. DATE AND TIME OF THE NEXT MEETING**

The next meeting will be held on Tuesday 11<sup>th</sup> July 2023.

***The meeting closed at 9.07pm***