

GREENSPACE AND COMMUNITY SERVICES COMMITTEE
30th MAY 2023
REPORTS

AGENDA ITEMS 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 are asked to NOTE the appointment of Cllr. Redman as Chair of the Greenspace and Community Services Committee.

AGENDA ITEMS 2 & 3

CHAIRMAN'S INTRODUCTION & WELCOME AND APOLOGIES FOR ABSENCE

Members are reminded that apologies for absence should be submitted to the Clerk ahead of the Meeting and the reason for non-attendance.

AGENDA ITEM 4

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

As Members may recall it was agreed at Council for the Vice Chair to be appointed for this Committee at its first meeting. Therefore, Members are required to **AGREE** to **APPOINT** a Vice Chair for the Greenspace and Community Services Committee.

AGENDA ITEM 5

TO APPROVE AND SIGN THE MINUTES OF THE GREENSPACE AND COMMUNITY SERVICES MEETING 28th MARCH 2023

Members are asked to **AGREE** to **APPROVE** the Minutes of the Greenspace and Community Services committee meeting held on 28th March 2023 as circulated

**Minutes of the Meeting of Southbourne Parish Council's
Greenspace & Community Services Committee
held 28th March 2023**

Present: Cllrs: Bangert, Hicks, Meredith and Redman

In Attendance: S. Hodgson - Clerk and RFO

M. Carvajal-Neal – Deputy Clerk

The meeting opened at 6.35pm

86. APPOINTMENT OF CHAIRMAN.

It was proposed and seconded that Cllr. Redman be nominated as Chairman. There being no other nominations, this was unanimously **AGREED**.

87. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone and opened the meeting.

88. APOLOGIES FOR ABSENCE.

Apologies for absence had been received from Cllr. Green who had another engagement.

89. TO APPROVE THE MINUTES OF THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE MEETING HELD 31st JANUARY 2023 AND THE EXTRAORDINARY GREENSPACE AND COMMUNITY SERVICES COMMITTEE MEETING HELD ON 21st FEBRUARY 2023.

Members **AGREED** to **APPROVE** the Minutes of the Greenspace and Community Services Committee Meeting held on the 31st January 2023 and the Extraordinary Greenspace and Community Services Committee Meeting held on the 21st February 2023. The Chairman duly signed the minutes.

90.DECLARATIONS OF INTEREST.

There were no Declarations of Interest at this time.

91.ADJOURNMENT FOR OPEN FORUM.

There were no members of the public present.

Members **NOTED** correspondence received from a member of the public relating to banners for the Jubilee and a Programme of Events that had been produced for that occasion. Information was also provided informing Members that no official beacon lighting for the King's Coronation was due to take place.

However, the Southbourne Sea Scouts celebrate their 90th Anniversary on 13th May and are holding a celebration Family Day as part of the Coronation Volunteers' Day on Monday May 8th from 1200 to 1800. All are welcome.

92.CLERK'S UPDATE.

Members **NOTED** the Clerks Report.

92.1 Football Foundation Grass Pitch Maintenance Fund.

The Clerk had attended a webinar regarding an opportunity for a grass root level pitch provider and possible funding towards pitch maintenance for their pitches.

The Clerk gave a brief overview of the content and advised that she would be following this up with further investigation to see if it was suitable for the SPC football pitch at the Recreation Ground. This was **NOTED**.

93.TO RECEIVE THE NOTES FROM THE SOUTHBOURNE ENVIRONMENT GROUP MEETING HELD 23rd FEBRUARY 2023 (IF AVAILABLE) INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS AND TO FURTHER NOTE THE MINUTES FROM THE MEETING HELD ON 26th JANUARY 2023 AS REQUESTED FROM THE LAST GREENSPACE ABND COMMUNITY SERVICES MEETING MIN. 73. REFERS.

Members **NOTED** the Notes of the Southbourne Environment Group held on the 23rd February 2023.

Members further **NOTED** the Notes from the meeting held on 26th January 2023 as requested from the last Greenspace and Community Services meeting Min. 73 refers and were satisfied that the approved costings had been included within the Notes

94. RECREATION GROUND INCLUDING:

- **TO RE-CONSIDER AND AGREE THE DRAFT LICENCE FOR THE USE OF THE FOOTBALL PITCH AND PAVILION FOR THE SEASON 1ST AUGUST 2023 – 31ST MAY 2024**
- **TO NOTE THE DECISIONS ON THE RECOMMENDATIONS TO THE FINANCE AND POLICY COMMITTEE REGARDING, PLAYGROUND GATE, TRAMPOLINE, NO OVERNIGHT CAMPING SIGNS AND PURCHASE OF LAWNMOWER**
- **UPDATE ON PLAYGROUND REPAIRS AND ALL-INCLUSIVE SWING**

- **FURTHER CONSIDERATION OF POSSIBLE PROJECTS/ENHANCEMENTS IN RELATION TO UTILISATION OF SECTION 106 FUNDING INCLUDING REVIEW OF PRELIMINARY DESIGNS**
- **TO NOTE REPORT ON FIRE ALARM PANEL AT THE PAVILION**
- **CONSIDERATION OF MOLE INFESTATION AT THE RECREATION GROUND**
- **TO RECEIVE AND NOTE THE QUARTERLY PLAYGROUND INSPECTION REPORT**
- **TO NOTE REPORT ON CONTAINER BREAK IN**
- **UPDATE ON GENERIC SIGNS FOR RECREATION GROUND MIN.42 REFERS**

94.1 To re-consider and Agree the Draft Licence for the use of the football pitch and pavilion for the season 1st August 2023 – 31st May 2024.

The Clerk reported that since the circulation of the redrafted agreement there were some additional factors that Members needed to take into consideration.

With the imminent delivery of the lawnmower and following some discord as a result of the break-in, Members were asked to re-consider the provision of storage facilities at the container.

The lawnmower will take up quite a bit of space within the container and the Clerk is concerned moving equipment around on match days could be difficult and she wanted to avoid a situation arising that could cause any accidental damage. There was also the insurance liability to consider.

Following discussion, it was **AGREED** to remove the inclusion of storage facilities from the licence and reduce the overall cost to reflect this. Members further **AGREED** that the licence fee for 2023/24 to be £1250.00 per annum. The Clerk will make any necessary amendments to the agreement to reflect this and to finalise the agreement with Southbourne FC.

94.2 To Note the decisions on the recommendations to the Finance and Policy Committee regarding, playground gate, trampoline, no overnight camping signs and purchase of lawnmower.

94.2.1 Members **NOTED** the decision from the Finance and Policy Committee to approve the recommendations made to them regarding the costs for the provision of a new playground gate, repairs to the trampoline and the purchase of No Overnight Camping signs for the Prinsted Area.

94.2.2 Members **NOTED** the decision from the Finance and Policy Committee to approve the costs for a lawnmower, and further **NOTED** that this had now been purchased and was awaiting delivery.

As a result, it will be necessary to provide some additional products such as a ramp for entry in and out of the container, a more secure padlock for the container for added security, a petrol can and ongoing petrol costs. Following discussion, Members unanimously **AGREED** for the Clerk to purchase any additional requirements and to use her discretion in respect of the costs. It was further **AGREED** that the costs would be met from the Greenspace and Community Services Maintenance budget.

The Clerk also reported that the Contract/Caretaker was able to store any surplus petrol whilst the Clerk undertakes some research on COSH approved storage facilities and to check with the insurers regarding liability for storage on site. This was **NOTED**.

94.3 Update on playground repairs and all-inclusive swing.

94.3.1 Members **NOTED** that the gate and the trampoline are scheduled to be installed week beginning 10th April 2023.

94.3.2 Members also **NOTED** that the Clerk had been exploring funding opportunities for the purchase of an inclusive swing. An application had been submitted for an Awards for All grant.

94.4 Further consideration of possible projects/enhancements in relation to utilisation of Section 106 funding including review of preliminary designs.

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

The Clerk advised that the circulated designs were purely to give some idea of the scope of the area and was based the inclusion of a running track and an additional football pitch as previously suggested.

During discussion some of the comments included:

- Too much ground given over to football, what about other users and activities
- Additional pitch too near to the children's play area
- A training pitch may be more size appropriate
- A 9-a-Side Pitch would be ideal
- A skate park might be a good idea
- What would residents like to see?
- What is the primary use of the Recreation Ground at the moment?

Following discussion, it was proposed that before proceeding any further a simple survey should be undertaken to gather the views, opinions and suggestions of the community.

Members unanimously **AGREED** that an online questionnaire be drafted by Officers and circulated to Members prior to distribution.

94.5 To Note report on fire alarm panel at the pavilion

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

94.6 Consideration of Mole infestation at the Recreation Ground

Members **Noted** the Clerk's report and the accompanying information as previously circulated.

Members **NOTED** that the moles originated from within the school grounds but the moles are tunnelling under the fence and straying onto the Recreation Ground. The only real issue is the encroachment of the football pitch which Southbourne FC have also raised some concerns over. The reports provided suggest that there is in general a reluctance to deal with moles as some species are endangered and it is increasingly difficult to find organisations who will treat mole infestations. It was also **NOTED** that as previously proven, if the moles are not treated at source there is little point taking remedial action. The School have stated they are reluctant to deal with the problem.

Following discussion, it was unanimously **AGREED** that no action be taken. In respect of the football pitch the best and least harmful solution is to flatten the mounds prior to a game. The contract caretaker will be asked to do this on a regular basis.

94.7 To Receive and Note the quarterly playground inspection report

Members **NOTED** the quarterly inspection report.

This was the first report received from the new contractor and Members were impressed with the quality and detail of the report. The Clerk was asked to pass this feedback to the contractors.

94.8 To Note report on container break in

Members **NOTED** the Clerk's report and further **NOTED** that the recommendation to purchase a new padlock to replace the temporary locks had been addressed under Min. 94.2.2.

94.9 Update on generic signs for Recreation Ground Min.42 refers.

Members **NOTED** the Clerks report.

Following discussion Members unanimously **AGREED** to defer this item to a future agenda until the new branding and logo designs had been approved.

95.UPDATE ON PRINSTED AREA INCLUDING:

- **UPDATE ON MEETING WITH SEA SCOUTS HELD 2nd FEBRUARY 2023 MIN. 76.1 REFERS**
- **UPDATE OF LEGAL ADVICE REGARDING CHANGE OF PERMISSIONS, ADVERSE POSSESSION CLAIM AND INDEPENDENT ASSESSMENT FOR BOUNDARIES**
- **COMPLAINT FROM RESIDENT REGARDING HEDGE ADJACENT TO PROPERTY**
- **REVIEW OF ESTIMATED COSTS FOR GROUNDWORK MAINTENANCE**

95.1 Update on meeting with Sea Scouts held 2nd February 2023 Min. 76.1 refers

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

Members spoke of their disappointment that the Sea Scouts had sought adverse possession for the piece of land that they have been using and hoped they would re-consider and withdraw their application. The Clerk reported that the Sea Scout Committee would be making a decision that evening and she would ask for an update. However, as per the Clerk's report it is anticipated that the Sea Scouts are likely to proceed with the claim.

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

95.2.1 Change of use permissions.

Members **NOTED** the Clerks report.

The Clerk reported that since the circulation of her report, a response had been received from CDC re the Change of Use permissions.

CDC have advised that in their opinion no permissions are required. Therefore, the Clerk has relayed this information to the SPC legal consultant for further guidance on how to proceed. This was **NOTED**.

95.2.2 Adverse Possession.

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

Following discussion Members felt that should the Sea Scouts continue with their application that SPC should take steps to challenge this. It was also suggested that the Sea Scouts should be made aware that if their application was approved, that the land had been gifted to the Parish in Trust and they will be bound by the Open Spaces Act in the same way as SPC.

Members unanimously **AGREED** that should the Sea Scouts confirm their intention to proceed with the Adverse Possession application that SPC seek a more detailed report from their legal consultants regarding SPC's position in challenging the application and for them to advise on the legal requirements of the Sea Scouts in relation to the Open Spaces Act.

95.2.3 Independent Assessment of Boundaries.

There is no update at this time.

95.3 Complaint from resident regarding hedge adjacent to property.

Members **NOTED** the Clerks report.

The Clerk reported that the hedge as stated within the report, had been cut back at the end of December, as evidenced in the accompanying photograph. The resident is still unhappy with the height and the back section of the hedge. The Clerk further reported that SPC do not own the required PPE or working at height equipment for the contract caretaker to undertake this work in accordance with required regulations. Therefore, quotations for this type of maintenance would have to be sought.

Following discussion Members unanimously **AGREED** for the Clerk to obtain three quotations for consideration at the next meeting.

95.4 Review of estimated costs for groundwork maintenance.

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

Members were surprised at the costs for the groundwork maintenance and some concerns were raised about the potential impact this amount of expenditure would have on the CIL reserves.

The Clerk reported that as per the Financial Regulations, there was a requirement to use the Contracts Finder website to advertise contracts valued at £25,000 or more.

Members unanimously **AGREED** to use Contract Finder to obtain quotes based on the same brief as previously proposed and would reconsider further based on the results.

96. UPDATE ON BUS SHELTERS INCLUDING REPAIRS TO BUS SHELTER AT MAIN ROAD PARHAM PLACE MIN. 77 REFERS.

Members **NOTED** the Clerks report.

The Clerk reported that the insurance company had made the decision to write off the bus shelter at Parham rather than repair. The insurance settlement due to excess and depreciation has created a shortfall in relation to replacement costs.

As there is no budget provision for bus shelters, Members unanimously **AGREED** to **RECOMMEND** to the Finance and Policy Committee to identify a budget for the shortfall for a replacement shelter.

Members further **AGREED** for some reflective strip to be applied to the Parham Place shelter and to the west side of the St John's shelter.

97. UPDATE ON ANY OUTSTANDING PROJECTS INCLUDING VILLAGE SIGNS AND BIKE RACKS.

Members **NOTED** the Clerks report.

97.1 The Clerk reiterated the comments within her report that due to the size of this project and the fact that outside agencies are to be involved Officers need to be sure that they have sufficient time to deliver this from start to finish before proceeding any further. WSCC have raised concerns that previous meetings with the parish were not constructive and are unwilling to meet again until they are assured that everything is in order and the project can proceed without further delay.

97.2 The Clerk also drew Members attention to the number of ongoing projects but appreciated the need for Members to be kept informed of their progress. Therefore, she proposed that Project Updates become a standing agenda item for this Committee.

This was **AGREED** and the Clerk was further asked to “RAG” the projects.

98. FURTHER CONSIDERATION OF A PROPOSAL TO HOST A SUMMER FETE FOR 2023 INCLUDING UPDATE FROM THE WORKING GROUP MIN.78 REFERS.

Cllr. Hicks gave a further update on the progress of arrangements. She also raised her concerns that this event now requires a project manager or coordinator to oversee and take the lead on the organisation and budget as well as to lead on the actual day of the event.

Following discussion, it was unanimously **AGREED** to **RECOMMEND** to Council that a Member be appointed to undertake this role.

99. YOUTH - TO RECEIVE AND NOTE THE REPORT ON THE NEW LIFE CHURCH WINTERFEST EVENT AND ANY UPDATE FOLLOWING A MEETING WITH NEW LIFE CHURCH YOUTH LEADERS HELD ON 7th FEBRUARY 2023.

Members **NOTED** the accompanying reports.

Cllr. Bangert reported that Chichester District Council had also had a meeting with the New Life Church and were now working with them as they too had been impressed.

Cllr. Hicks suggested that as there will be a new Head at the Bourne Community College, there is a new Vicar at St John's and potentially a new Parish Council in May, perhaps it would be appropriate to delay any further action as there are potentially some new and exciting opportunities in relation to youth programmes and projects.

Following discussion Members unanimously **AGREED** to defer this item until the new administration is in place.

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

The next meeting is scheduled for the 30th May 2023. This was **NOTED**.

AGENDA ITEM 6

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

Members are required to **NOTE** the Terms of Reference as Approved by Council on 9th May 2023 and as circulated separately.

Should Members wish to make any amendments to the Terms of Reference they will need to be recommended back to Full Council for Approval and Adoption

AGENDA ITEM 7

DECLARATION 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

AGENDA ITEM 8

ADJOURNMENT FOR OPEN FORUM

The Chairman will adjourn the meeting for the Open Forum. During this session members of the public will be permitted to speak and ask questions.

Members are asked to Note that no decision can be made during this time and any item requiring further consideration will need to be deferred to a future agenda.

Members are asked to **NOTE** that correspondence has been received from a member of the public including some photographs. However, as it relates to the area at Prinsted that is part of the adverse possession claim, this will be reported under agenda item 13.1

AGENDA ITEM 9

CLERKS UPATE

The Clerk will give an update on items that are for information only and do not require a decision.

9.1 Fuel Card

Members are aske to note that I have set up a fuel card account with Allstar to allow the purchase of fuel for the lawnmower without the need for reimbursement. This will also enable VAT to be reclaimed.

9.2 Trampoline

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

AGENDA ITEM 10

TO RECEIVE THE NOTES FROM THE SOUTHBOURNE ENVIRONMENT GROUP MEETING HELD

Members are required to **NOTE** the minutes from the Southbourne Environment Group meetings held on the 30th March 2023 and 11th May 2023 including consideration of any recommendations

*As there are no recommendations Members are only required to **NOTE** the minutes:*

Minutes of Southbourne Environment Group held on 30 March 2023, 7.30pm St John's Church, Main Road, Southbourne PO10 8LB

Present: Lyn Davies (Chair)

John Auric

Amanda Tait

Alison Barker

Libby Flanagan

Elizabeth Medler

Apologies for Absence: None

The Minutes of the last meeting were approved, subject to two small changes.

Lyn reported that £150 had been set aside for Alison Barker's field equipment and this had now been spent. She read out a list of what had been purchased. This included pond dipping material and three bat detectors. The total expenditure was £552.91.

ACTION: Lyn will confirm with Paul Metcalfe arrangements for Bat meetings and where they are to be held and either Paul or Lyn? consult with Amanda regarding safety aspects. Lyn also to check with Paul as to whether Sarah Hughes or Mark McManus will be involved.

Pond dipping material will be stored with Alison.

ACTION: Lyn: new equipment will be marked up as property of SEG and put on assets register.

Lyn reported that she had spent £34.95 on small tools from the Woodland Trust and £26.47 on gardening gloves.

ACTION: Amanda will give Lyn keys to shed.

It was reported that there was approx. £100 left unspent.

Amanda reported that at the last litter pick on 18 March there had been 7 volunteers and fifteen bags of litter collected, include a cylinder of nitrous oxide. There were 2 new people: Elizabeth Rosamund who came through the Village magazine and Tim from Men's Shed.

ACTION: John. Signage in beds outside Tesco: It was reported that something permanent would be put up by SPC to the effect that the beds were provided by SPC and maintained by SEG. But in the meantime, John Auric would kindly make up a temporary wooden sign(s) using his heat equipment. The message would say: 'Please don't litter - use the bin/maintained by SEG', or something along these lines. Elizabeth suggested that if possible, there could be a pictorial leaf or outline of tree in imitation of SEG logo.

It was reported that John was preparing for the composting event on 27th May.

Litter Pick 15th July (and not in June): It was agreed that Lyn will host this litter pick from Amanda's home. Amanda reported that once more people were involved, the event could be transferred to the Village Hall.

Sussex Day 17th June. Alison reported that she could not attend but was happy to do things in advance eg a quiz: spot the tree etc.

10th June: Regarding Emsworth Wildlife Corridor walk, Alison and Sarah Hughes would start at Brook Meadow and proceed to Westbourne and back. The event would include river dipping with new equipment and looking at orchids. The event would go on Eventbrite. ACTION: Lyn will make posters and event can go on Facebook; Sarah could be asked to advertise in Westbourne.

ACTION: Regarding foraging event John had not yet been in touch with Christine Iverson, but would be approaching her shortly. Amanda said that she knew a possible back up should Christine be unable to speak.

Regarding the talk in October by Mark McManus this would probably be held upstairs at St John's. There was a projector available and connections could be checked. ACTION: Elizabeth to advise Lyn of date.

John reported that materials had been purchased for the proposed planters outside Boots near SPC noticeboard. He was storing these at home. John to liaise with Men's Shed regarding construction. They may be ready middle of April. Amanda reported that until there is a license from West Sussex which may not be until after elections in May, the planters, if they are made, will need to be stored probably in the shed.

Alison reported that she is giving wildlife related/science lessons at Southbourne Junior School. ACTION: Alison to write a report for the SPC as to what their grant has meant for this project and to include photos.

Amanda reported that cast iron water troughs have been taken out of the Westbourne Cemetery. Rather than disposing of it was thought these could be used for other planting areas in Southbourne.

ACTION: Lyn to update calendar and circulate.

Date and place of next meeting: Thursday 11th May, 7.30pm St John's.

Southbourne Environment Group

Minutes of the meeting held on Thursday 11th May 2023 at St John's Church Centre

Present: Lyn Davies (Chair and notetaker), Amanda Tait (SPC), Margaret Melhuish, John Auric, Paul Metcalfe and Alison Barker

Apologies: Elizabeth Medler, Libby Flanagan and Roy Seabrook

- 1) **Minutes** of the meeting held on 23rd March were approved. No matters arising.
- 2) **Budget.** Noted: the new financial year has started with no carry over from last year. SEG's allowance is £1500. Shed keys: AT gave LD the keys she had, thus avoiding buying a new set.

3) **Updates.**

Equipment Loan form: has been designed and used by LD. Suggestions to improve it from the Parish Clerk and PM will be incorporated for the next loan. A form for registering people joining walks had also been designed. This will also be changed, or a different one used, based on comments received. ACTION; LD

Planters. The timber is being stored at the Men's Shed until permission is given to place the planters on the Boots verge. JA reckoned it would take half a day to put the planters together. PM offered to store the planters in his woodland if necessary. Noted that Hilliers Garden Centre sell damaged bags of compost for £3 each.

Tesco beds and community gardening. Next session will be on **Wednesday 24th May from 10 – 12.** MM will litter pick. JA will bring grass clippers.

Priors Orchard. MM reported that plastic tree ties around trees needed to be removed to avoid damage. ACTION MM to contact David James who is a contact with the developers who care for the site with a view to gaining permission to remove them.

Southbourne Gardening Club. LD spoke to the club on April 26th 2023. Members were keen on the planting of bulbs in verges and other spaces. Gill Skidmore asked if bulbs could be planted on bank she owns on the corner of the Main Road and Prinsted Lane. This was agreed in principle along with other sites.

Bat meets. PM. Ten trained bat recorders attended the first session on May 3rd in the Hambrook Wildlife Corridor for trained bat recorders. 4 - 5 species were identified and confirmed by Steve Johnson, a bat expert. The second session was cancelled through lack of takers and the third session on 17th May has three takers so far. Noted: PM has a problem with contacting people who had been trained and needed practice using recorders.

4) **Plans for forthcoming events.**

Bat meets. PM to lead. **17th May** meet will be at Farm Lane/School Lane, Nutbourne. **31st May** meet for SEG members including families, will start at 8pm at the north end of Penny Lane, by the oak tree. ACTION: PM to send LD the details so she can produce a poster to put on SPC notice boards and Facebook, and to be emailed to SEG members. Replies to LD who will forward them to PM.

Compost advice stall at Village Hall Spring Fair on Saturday May 27th. ACTION: JA to contact Karen Hayes to confirm details, including tables. AT to source gazebo and three display boards and put them in the SEG shed. LD to attend with SEG flyers to advertise our events and answer questions.

Brook Meadow hunt for orchids and creatures in the river Ems, 10 – 11am, followed by Ems wildlife corridor walk, 11am – 1pm, on Saturday 10th June. Leaders AB and Sarah Hughes. Booking on Eventbrite is active. Free event with optional donations to Brook Meadow Conservation Group. ACTIONS: LD to make a poster to go to SEG members and be put on SPC noticeboards and Facebook. AB to liaise with LD to borrow sampling equipment.

SEG stall at the SPC Summer Fair at the Rec Ground on June 17th, 11 – 4pm. ACTIONS: AB to provide an activity sheet for children with materials including paper and crayons to complete them. LD

to make up a quiz about Southbourne trees for adults. LD and MM to staff the stall – other volunteers welcome to join us. AT will organise a gazebo, table, chairs and display boards (latter if needed).

- 5) **Date and Place of next meeting:** Thursday 8th June, 7.30pm at St John's Church Centre, Main Road, Southbourne PO10 8LB. AT to chair the meeting in place of LD who will be away.

Any other business.

Facebook page management. AT has asked Jonathan Brown, the administrator of the page, to release it so that anyone can post on it. Presently messages can only be posted by AT, so items should go to her.

AGENDA ITEM 11

REVIEW OF BUDGET AND TO NOTE INCOME & EXPENDITURE TO DATE

A spreadsheet with a breakdown of the figures will be circulated separately.

AGENDA ITEM 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 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.**

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

Since approving the last draft that showed a reduced fee as storage has been withdrawn Southbourne FC have requested that consideration be given to reallowing use of the container. The Clerk will give a verbal update of the proposal at the meeting. Southbourne FC have further requested permission for a training pitch to be marked out for under 10's. Again, the Clerk will give a more detailed verbal update at the meeting.

12.2 Update all-inclusive swing

Following an application made by the Clerk to secure some funding from Awards for All. Members are asked to **NOTE** that the bid was successful and the sum of £7767.18 has been granted. This amount will cover the costs for the swing, installation and mulching of the area.

Part of the criteria for the grant is to publicise and promote as much as possible. It was hoped that the installation would be in time for the Sussex Fete but a delay on supply means this is not possible. However, Members are asked to **AGREE** to **APPROVE** that Officers be allowed to promote and to arrange some sort of event once the swing has been installed.

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

As Members may recall at the last meeting it was **AGREED** that a simple questionnaire be produced to gather information and evidence as to what residents and the local community

would like to see included within the enhancements for the recreation ground. The Deputy Clerk has produced a QR coded form which is displayed around the parish with a deadline for responses by 21st July. This will allow the results to be collated for the next Greenspace and Community Services meeting. Members are asked to assist as much as possible with promoting this questionnaire.

12.4 To Note report on fire alarm panel at the pavilion

Members are asked to **NOTE** that the Fire Alarm and the Intruder Alarm were activated for no apparent reason and the system would not allow either of them to be turned off manually resulting in a requirement to generate a contractor call out.

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

Still no update on the branding. As Members may recall this item was deferred until the new logo for the Parish Council is approved.

12.6 Update on Contract/Caretaker activities

The Clerk will give a verbal update at the meeting

12.7 Football Foundation Grass Pitch Maintenance Fund.

No update at this time

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

A report has been received from the CDC Cleansing Team as follows:

We have just gone to empty the dog bin at Bourne View Close/Park road recreation ground and the metal post as broken. We will need to replace the dog bin with a new post urgently as the post as it is dangerous. This is a parish council bin so there will be a charge for these works approx. £623.91 plus VAT. Please let us know if you accept these costs and we can arrange for a bin to be reinstated.

We have cut the exposed metal post making it safe best we can. However, we aren't able to do any further works with regards to replacement until we get permission from yourselves

Members are asked to **NOTE** that the budget for Bins is £6k but does not include any provision for maintenance.

There are 2 Dog Bins and 3 Litter bins within the rec ground area (including the broken one). Members are asked to consider if they wish to accept the quotation from CDC to repair the bin or consider replacing the bin with a new one which on first investigation appears to be a cheaper option. The other option is to dispose of the broken bin bearing in mind litter bins can now be used to dispose of dog waste.

AGENDA ITEM 13

UPDATE ON PRINTED 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

A response from the Sea Scouts Committee has been received and this will be circulated separately for further consideration

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

Members are asked to consider the independent assessment quotations and advise how they wish to proceed. Due to the size these have been circulated separately.

13.3 Consideration of quotations for hedge maintenance

Members are asked to consider the following three quotations for hedge maintenance at Prinsted and identify a budget for the associated costs

Quote 1:

Work Schedule: • Reduce hedge in height. • All waste removed. Total: £250.00

Quote 2:

Many thanks for your email enquiry regarding reducing the height of the hedge between the Sea Scouts hut and the neighbouring property to just below fence height.

To do this and remove the brash from the works will be £600 + vat

Quote 3:

To reduce the height of the hedge row near the Scout hut at Prinsted to the height of the fence line and true up the sides. All cuttings will be removed from site. £500.00

AGENDA ITEM 14

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

At their meeting on the 3rd May Min 95 refers, the Finance & Policy Committee considered the quotations and approved that the Parham Place bus shelter be approved with the shortfall being met from the General Maintenance Budget. Therefore, arrangements have been made for the shelter to be replaced.

AGENDA ITEM 15

UPDATE ON ANY OUTSTANDING PROJECTS

Project Name	RAG	Details
Pavilion refurbishment		
Carousel		
Noticeboards		
NHB Holm Oak		
NHB Tesco Express		
NHB Bike Rack		Installation date to be confirmed- all other works complete
NHB Flanders Close allotments		
Prinsted Landscaping		On hold

Printed Parking Sign		
Village Signs		On hold arrangements being sought with WSCC Officers
Bus shelters		
Rebranding		Waiting further
Website		On hold
Rec Ground improvements		Survey produced, awaiting results
All-inclusive swing		
Fire alarm system		under review
Printed- Hedging		Quotes for consideration
Printed change of permissions		
Printed- adverse possession		
Rec Ground groundworks inc. mole hills/trees/hedges		
Sussex Day Fete		
Memorial Benches		Policy to be reviewed
Tree Maintenance		
		<div>Key</div> <div>Red- On hold/Not started</div> <div>Amber- In progress</div> <div>Green- Complete</div>

AGENDA ITEM 16

UPDATE ON SUSSEX DAY FETE, INCLUDING TO RATIFY ANY EXPENDITURE

Cllr. Tait will give a progress update at the meeting.

Members are required to Ratify any expenditure.

Members are asked to **NOTE** the following comment received from a Member of the Public relating to the content of the fete. A holding email has been sent in response and Members are asked to consider and **AGREE** a response.

With the sussex day fete etc approaching and for obvious reasons i will not be able to attend, will the sussex flag be flown and at some stage the sussex national anthem be sung. This was done when the event was in the church grounds and i remember roger tadd, ruth, mark everson and myself belting out the sussex anthem with pride.Did

AGENDA ITEM 17

YOUTH – CONSIDERATION OF HOW TO PROGRESS WITH YOUTH OFFER – MIN. 99 REFERS

At the last meeting Members agreed to defer this item for the new administration to consider.

BACKGROUND

In May 2022 this committee considered a proposal to look at youth provision for Southbourne and the opportunity to work collaboratively with other groups and organisations to examine the requirements and needs

In July 2022 a scoping session was held with representatives from all youth providers invited to take part to establish what offers were already in place and identify any gaps.

On the 7th February 2023 Members of the Committee met with youth leaders of the New Life Church to discuss possible partnership working in respect of the Youth offer for Southbourne. The then Chair of this Committee further attended a “Winterfest” Event to experience first hand the type of activities on offer and submitted his report as follows:

SOUTHBOURNE NEW LIFE CHURCH WINTERFEST

1. As part of our attempts to improve the provision of activities for youth in the Southbourne area, I attended the Southbourne New Life Church Winterfest with my wife on Friday 10 February. Winterfest is a weekend event starting on Friday evening and running through until Sunday afternoon with the participants going home overnight. The equivalent Summerfest event also includes camping within the facility grounds but that is not practical at this time of year. There were 105 young people participating in the event with some 30 – 35 ‘leaders’ keeping the program on tracks.
2. Participants are required to sign in on arrival and the grounds are patrolled by a safety team (volunteers and mainly parents for some of the participants) who are all connected by 2-way radios. The facilities are excellent with an on-site commercial kitchen and a mix of permanent and temporary buildings to provide the necessary space for all the activities. I was particularly impressed by the musical instruments available and the outstanding IT and visual aids which really created the atmosphere that the young folk seemed to relish.
3. Winterfest is different to a regular Friday night youth event since the whole group stayed together on this evening whereas they would normally break up in to smaller groups to pursue their own interests, Music, singing, gaming, IT, sport, group chats etc are all well catered for with suitably qualified support to guide (and where appropriate, teach) the young people in their chosen pursuit. The facilities/equipment are plentiful and are well used. From the young people we spoke to, it is very apparent that the activities are not only provided to entertain but more importantly, to build confidence and social skills. Over the course of the weekend there were opportunities to pursue these group activities as well as a trip (by hired buses) to the ‘Ninja experience’. Despite the diverse and sometimes troubled background of the participants, there was no sign of disruptive behaviour, indeed all the teenagers seemed totally engrossed and very happy.
4. Before I visited, I was concerned that there would be an overt attempt to ‘convert’ the participants to the religious aspects of the church. We were told that more than 50% Of the participants were not members of the regular congregation but I was keen to see if religious activities within the program created any issues. For Winterfest (and I believe each Friday session) they do have a segment called “Music Event” which includes a reading (by one of the young people) and a limited prayer/sermon session led by Ben, the youth pastor we met. Interestingly, all the young people seemed to be engaged with these aspects, respected the beliefs of others and all of them certainly participated in the singing and music. We did not stay for the whole segment, but it was clearly pitched at a level and in a way that the participants could and did relate to.
5. I asked if the youth activities brought wider families in to the congregation. Brothers and/or sisters tend to come along first and then perhaps the whole family but there is no pressure to do so. In my opinion, the positive impact on the young people draws the parents and siblings into the organisation without any overt effort to recruit. Undoubtedly though, the fear of being ‘pulled’ into a religious organisation will deter some families from allowing their young people to participate in what could undoubtedly be a very positive experience for them.
6. Without question, the New Life Church provides a much-needed opportunity for local teenagers to mix, grow in confidence and develop desirable social skills and they do it very well. In my opinion, it would be foolhardy to try and create an alternate ‘youth club’ and near impossible to match the facilities and guidance provided by their leaders. Instead, we should support the excellent work that they do. Provision of the ‘spare’ Bourne bus on a Friday evening to collect and return some of the participants is an easy option as a first step and would be much appreciated (they would

provide a driver for training). Use of the rec ground facilities (pavilion and gym equipment) might be another option and over time, we can help mitigate the reluctance of some families to let their teenagers participate in church led activities. I would also be keen to get the New Life Church Youth program involved in the summer fete (music, singing and perhaps some of their leaders to run some of the games). Certainly, they are keen to build a closer relationship with SPC and I believe it would be a positive step in improving the provision of youth activities in the Parish.

In his report to Council on the 14th February 2023 – WSCC Cllr. Kerry-Bedell reported the following:

Bourne Area Youth Club

Given recent meetings with the Christian Life Church it sounds like there may be more scope to work jointly with them regarding the ongoing need for a Youth Club in the Bourne area. There is still a key need to provide a place for our younger residents to go, and to give them somewhere they feel is their own to meet and discuss local issues in, as well as to prevent the ever-present challenged of boredom and to get teenagers out of their bedrooms, off their smartphones and socialising with each other more. AKB to meet with Lyn and Tracie to discuss further.

There are four key aspects to the Youth Club project to get it off the ground

1. Venue: this should be relatively central so Southbourne seems a good option and has more likely locations
2. Staff: trained staff that are able to manage positive interaction with groups iof children from 10 to 18
3. Cash: we will need seed funding (possibly to build a new club or refurbish an existing building)
4. Transport: we have the option to use the Bourne Bus to get people to and from the chosen venue

We still need representatives from Southbourne, Westbourne, Chidham and Hambrook, Bosham and Thorney to meet online in January 2023 to discuss these key four issues and come up with a plan to get this off the ground and suitably funded and resourced. Councillors will also likely be involved to help with funding and planning issues etc.

Council then referred his report to Greenspace & Community Services for consideration.

Members are asked to advise how they wish to proceed.

AGENDA ITEM 18

TO NOTE THE DATE AND TIME OF NEXT MEETING

The date of the next meeting is scheduled for Tuesday 25th July 2023